



# PARKES MUSICAL AND DRAMATIC SOCIETY

## APPLICATION FOR HIRE OF THE LITTLE THEATRE



Updated 1<sup>st</sup> March 2018

Name of Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Date Required: From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_ : \_\_\_\_\_ am/pm to \_\_\_\_\_ : \_\_\_\_\_ am/pm

**COSTS** - The current schedule of fees and charges for the Little Theatre is as follows:

**Commercial Hire:**

**Hire fee includes 4 hour or daily fee plus ticketing fee (where it is a ticketed event such as a stage production or concert).**

Foyer Area	\$160.00 \$200.00	Up to 4 Hours (\$80 Bond + \$80 Hire Fee) Full Day (\$80 Bond + \$120 Hire Fee)
Main Theatre (incl Foyer)	\$300.00 \$450.00	Up to 4 hours (\$150 Bond + \$150 Hire Fee) Full Day (\$150 Bond + \$300 Hire Fee)
Ticketing	\$ 5.00  \$ 2.00	per ticket (where ticketing is provided through Society SABO ticketing site). A suitably trained Society member will set up all tickets sales online and be present one hour before the event to sell or hand out pre-paid tickets.  Per seat sold where ticketing is done externally. (Applicant is required to report number of tickets sold within seven days after date of hire)
Operator Fee	\$ 80.00	Per hour to be paid directly to the technical operator

**Charitable/Not for Profit/School Hire:**

**Hire fee includes 4 hour or daily fee plus ticketing fee as noted in Commercial hire.**

Foyer Area	\$110.00 \$130.00	Up to 4 Hours (\$80 Bond + \$30 Hire Fee) Full Day (\$80 Bond + \$50 Hire Fee)
Main Theatre (incl Foyer)	\$210.00 \$250.00	Up to 4 hours (\$150 Bond + \$60 Hire Fee) Full Day (\$150 Bond + \$100 Hire Fee)
Operator Fee	\$ 80.00	Per hour to be paid directly to the technical operator

Note: Bond/Hire, and Operator Fee (if applicable) to be paid at time of booking, before keys are handed over. For hire that includes ticketing, all ticketing, operator and hire fees (including bond where theatre is not left in a satisfactory condition) will be deducted from Gross income and the balance deposited in the bank account of hirer no later than 14 days after the event.

Where external ticketing is being used, Bond/Hire and Operator Fee must be paid seven days before hire, then an additional account will be issued for the 'per seat' fee. .





# PARKES LITTLE THEATRE

## CONDITIONS OF USE

*(PLEASE NOTE THAT SMOKING IN COUNCIL BUILDINGS IS NOT PERMITTED)*

### LOCATION

The Little Theatre is located in Bogan Street Parkes, across the road from the Parkes Shire Council and Library Complex.

### BOOKINGS

The Theatre is available for hire for performances, seminars, conferences, exhibitions, civic functions, receptions and other approved uses.

Bookings will not be taken for any uses that may threaten the safety and security of people of property or contravenes statutory requirements.

Bookings are to be made through the M& D Bookings Officer. Contact details are on our website. Inspections of the Little Theatre can be arranged.

In order to promote efficient co-operation, bookings cannot be confirmed until the Application Form has been completed by the Hirer and accepted by the Bookings Officer or President of the Society. Formal confirmation of the booking will be made in writing.

In the event of more than one application being made for the hire of the Hall at the same time, applications will be treated on a first-in basis.

**Applications for use of the Little Theatre must be received at least  
7 (seven) days prior to the proposed function.**



*The Society trusts that these rules and conditions will assist Hirers and  
at the same time assist Society members to manage and maintain the  
facilities to the advantage of the whole community.*

### THE THEATRE

The Main Theatre is can seat up to 174 and can be used for a variety of functions, subject to capacity requirements and suitability.

The Foyer adjoining the Theatre area is fully air-conditioned. Both the Theatre and Foyer are carpeted.

The Theatre has an area of approximately 220 sq. metres.

Male and female toilets, as well as a disabled toilet, are available in the Foyer.

The theatre is monitored by the building's electronic fire/alarm system and is equipped with smoke and heat sensor alarms.

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## **RESTRICTIONS**

### SURFACES

Tables used for the serving of food and refreshments are to be covered with appropriate cloths. Please do not use abrasive cleaners on any surface.

### SMOKING

Smoking is not permitted in any area of The Little Theatre or in the break out patio area.

### FOOD

Absolutely NO FOOD or drink is to be consumed in the Theatre (with the exception of bottled water). Food and drinks can be consumed in the Foyer area.

### ALCOHOL

Sale of alcohol is not permitted unless the applicant holds the appropriate licence, and alcohol can only be served if a person with a current RSA is directly in attendance.

### SECURITY

*Opening/Closing* - The Theatre will be opened and closed by a member of the M&D Society at an arranged time with the Hirer.

### EMERGENCIES

A list of relevant contact numbers is attached to this policy.

**In case of fire etc please dial '000'.**

### INSURANCE

The M&D Society accepts no responsibility for the loss, damage or theft of equipment, property, displays etc left in the Little Theatre or Foyer area. It is a condition of use that your organisation possesses public liability insurance sufficient to cover the proposed function.

### AIR CONDITIONING (EVAPORATIVE COOLING)

Control switches for the evaporative cooling units are located within the ticket box, at the top of the access ladder, immediately outside the Bio-Box and in the dressing room corridor. When vacating the Theatre or Foyer please ensure that all the coolers are switched off.

### HEATING

Thermostatic control switches for the heating units are located within the ticket box, at the northern end of the space within the auditorium beneath the Bio-Box and in the dressing room corridor. The temperature is normally set to 18°C and care should be taken when changing the setting by more than 5 degrees Celsius. When vacating the Theatre or Foyer please ensure that the settings are returned to 18°C and that all heaters are switched off.

### PUBLIC ADDRESS SYSTEM AND LIGHTING

A basic full stage lighting patch is provided for events. Specialised theatrical stage lighting using the Vista 2 program can be provided at the operator fee.

The theatre is also equipped with sophisticated sound equipment.

Proper induction in the use of this equipment must be obtained from a member of the Society technical team, prior to its use; OR a suitably qualified member of the Society technical team must be engaged, at a fee, to help operate any equipment required.

### KITCHEN

A modern fully serviced kitchen is available. Two ovens, one dishwasher, 2 fridge/freezers, 2 mobile hot water urns, Zip hot water, together with a basic supply of cutlery, crockery and glassware are available for use.

Ensure that ovens, hot water (Zip) and other small appliances are switched off prior to vacating the building.

It is a requirement that the kitchen be left in the condition in which it was found.

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## TABLES & CHAIRS

Tables and chairs can be supplied for your function where available.

## DECORATIONS

Hirers using facilities shall not:

- ☆ Deface or damage any part of the facility.
- ☆ Place any nails, pins or screws into any wall, pillar, table, chair, floor or ceiling of the Theatre or Foyer.
- ☆ Deface or damage any equipment within the facility.
- ☆ Utilise any props, set pieces, costumes or property of the Society without the expressed permission of a Society representative. Additional fees will be incurred where hirers are found to have used Society property without permission.

## CLEANING

All rubbish from the function is to be deposited in the wheelie bins provided. Arrangements should be made with Society member opening up to ensure that the required number (up to 4) are in place outside the kitchen next to the loading dock. The filled bins are to be placed adjacent to the driveway layback for collection. Any excess rubbish is the responsibility of the Hirer and is to be removed from the premises.

## COMPLIANCE WITH ACTS & REGULATIONS

Hirers shall comply with the provisions of the Health Act and Liquor Act.

No alcohol may be purchased or sold at the function. It is an offence to supply alcohol to minors.

## **OTHER CONDITIONS OF HIRE**

### ACCESS TO FIRE ESCAPES

Please make your patrons aware of the Fire Escape doors that are situated at the northern and western ends of the Little Theatre. Exits are marked with Exit lighting.

Please do not obstruct these doorways with displays etc.

### PARKING

Ample parking is located in front of the Little Theatre Complex and on Bogan and Dalton Streets.

### MISCELLANEOUS

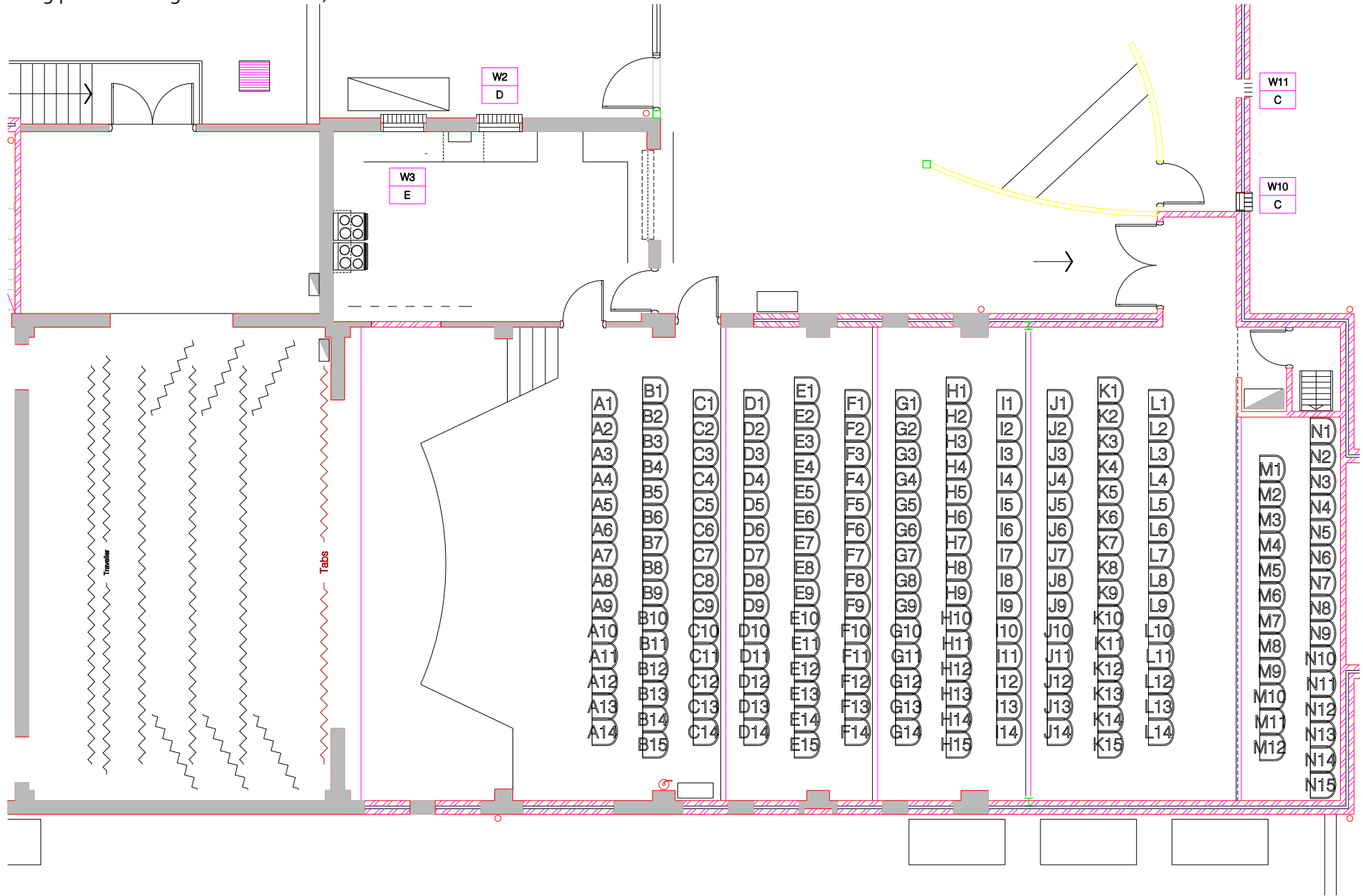
- ☆ It is the responsibility of the Hirer to prevent disturbances or noise to occur within the Little Theatre or adjacent surrounds that may be to the detriment of nearby residents.
- ☆ Designated Society Members have the right to enter any function for the purpose of making an inspection or enforcing any of the conditions of use.
- ☆ Persons using the facilities must ensure that children accompanying them are kept under their control at all times.
- ☆ Hirers are responsible for all equipment items that are used for the event. Any damages or loss of equipment will result in the Hirers being invoiced for the replacement cost of item plus 10%.
- ☆ Any damage to flooring, walls or similar will result in the cost of the repair/cleaning being borne by the Hirer.

## **ATTACHMENTS**

- ☆ Floor Plan
- ☆ Checklist
- ☆ Contact Details

# FLOOR PLAN

(seating plan will change from June 2018)



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## CHECKLIST – PRIOR TO LEAVING THE BUILDING

- Foyer and Main Theatre Vacuumed
- Dirty cutlery/crockery washed and put away.
- Kitchen bench tops cleaned.
- Kitchen floor swept and mopped.
- All water taps are turned off.
- All stove elements and ovens are turned off.
- Rubbish is placed in the bins provided; any excess rubbish is taken with you and disposed of thoughtfully.
- Sound equipment and lights are turned off.
- Stage cleared and swept.
- Toilets, basins and bathroom floors cleaned.
- Toilet bins emptied into otto bins provided.
- Dressing Rooms vacuumed, benches wiped and bins emptied
- Dressing room toilets cleaned.
- All doors (including toilets) and windows are locked

## CONTACT DETAILS

Parkes Police	Ph: 02 6862 1077
Ambulance	Ph: 13 12 33
Lisa Ramsay (Secretary/Booking Officer)	Ph: 0412 040 864
Lyn Townsend (President)	Ph: 0429 623 829
James Whalan (Vice President)	Ph: 0428 462 054
Gail Smith (Treasurer)	Ph: 0414 478 535

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## BOND REFUND

Name of Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Hire Date: \_\_\_\_\_

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### Office Use Only

Little Theatre checked after use and found to be:  Satisfactory  Not Satisfactory

Bond Refund Approved:  Yes  No Bond Refund Sent

Transaction Number: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Reasons for non-refund of Bond (if applicable)

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**SIGNED:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_