



PARKES MUSICAL AND DRAMATIC SOCIETY
APPLICATION FOR HIRE OF THE LITTLE THEATRE

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:

Foyer Area	\$160.00	Up to 4 Hours (\$80 Bond + \$80 Hire Fee)
	\$200.00	Full Day (\$80 Bond + \$120 Hire Fee)
Main Theatre (incl Foyer)	\$300.00	Up to 4 hours (\$150 Bond + \$150 Hire Fee)
	\$450.00	Full Day (\$150 Bond + \$300 Hire Fee)
Ticketing	\$ 5.00	per ticket (where ticketing is provided through the Society 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.
	\$ 2.00	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:

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

PAYMENT

Bond and (at a minimum) 50% of Hire Fee is to be paid within 14 days of acceptance of application.

For hire that includes ticketing, remaining hire and ticketing 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, a box office report should be submitted to us within seven days. We will then issue an invoice for the remaining hire fee and 'per seat' fee.

The Operator fee must be negotiated and paid directly to the operator.

REQUIREMENTS

Do you require: (additional fees may apply –only limited tables and chairs are available)

- | | | |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | Chairs (limited number available) | Quantity: _____ |
| <input type="checkbox"/> | Tables (limited number available) | Quantity: _____ |
| <input type="checkbox"/> | Sound or Music Equipment | e.g. Microphones, Speakers, Piano – please note only hand-held or microphones on stands can be supplied. No headset or lapel microphones are available for hire. |
| <input type="checkbox"/> | Theatre lighting equipment | <i>Operator Fee applies - \$80 per hour</i> |
| <input type="checkbox"/> | Theatre sound equipment | <i>Operator Fee applies - \$80 per hour</i> |

Does your event require ticketing?

Yes No

What ticketing will you be using:

Society ticketing External ticketing

Other Requirements _____

Please Note:

Where the hire is to include the use of the Society lighting or sound system, you are required to use a delegated (qualified) Society member to operate sound and lighting equipment (see Operator fee) unless exemption is given by the Bookings Officer.

I have read and agree to abide by the "Little Theatre Conditions of Use" (provided overleaf)

APPLICANT'S SIGNATURE: _____

DATE: _____

Please return application form to the Parkes M&D's Bookings Officer – Lyn Townsend

Email: lyntownsend5@bigpond.com Contact Number: 0429 623 829

Office Use Only

- | | | | |
|--------------------------|-------------------------------|-------------|---|
| <input type="checkbox"/> | Approved | Name: _____ | Position: _____ |
| <input type="checkbox"/> | Entered into Booking Calendar | | Date: _____ |
| <input type="checkbox"/> | Hire Fee/Bond Paid | _____ | <input type="checkbox"/> Additional Fees Paid (if applicable) _____ |
| <input type="checkbox"/> | Invoice Number | _____ | <input type="checkbox"/> Receipt Number _____ |



PARKES LITTLE THEATRE

CONDITIONS OF USE

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

LOCATION

The Little Theatre is located at 34 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 or 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 or via email.

In the event of more than one application being made for the hire of the Hall at the same time, decision of the successful applicant will be at the discretion of the Bookings Officer.

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 can seat up to 175 and can be used for a variety of functions, subject to capacity requirements and suitability. There are three wheelchair spaces in the front row (requiring removal of seating).

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.

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 breakout 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

- The theatre complex 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 or emergency please dial '000'.**

INSURANCE

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

AIR CONDITIONING (EVAPORATIVE COOLING)

- Control switches for the evaporative cooling units are located within the ticket box, at the top of the lighting box access ladder 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 in the foyer are located inside box office. Theatre heaters are located on the northern wall in the sound booth and back stage in the space between the dressing rooms. When vacating the theatre or foyer please ensure that all heaters are switched off.

PUBLIC ADDRESS SYSTEM AND LIGHTING

- Specialised theatrical stage lighting can be provided by a suitably qualified Society member at the operator fee.
- The theatre is also equipped with sophisticated sound equipment which can only be operated by a suitably qualified Society member at the operator fee unless exemption is given for an external operator.
- A quote on operator fees (including any set-up and operating time) will be provided after instruction is given as to what the requirements are.

KITCHEN

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

TABLES & CHAIRS

- A small number of 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. Please note this hire agreement does not include use of Society costumes, props, set pieces, or the use of the Shed.
- Confetti styled bon bons or streamers are not permitted to be set off on or near the stage. Evidence of this will result in the forfeit of the cleaning fee and will compromise future hire ability.

CLEANING

- All rubbish from the function is to be deposited in the wheelie bins provided near 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.

COVID-19 PROTOCOLS

- Hirers are expected to abide by all directives from NSW health at the time of hire. Conditions of entry must always be adhered to including (but not limited to) Covid cleaning at the conclusion of each hire.

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 excessive noise 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 supervised and 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.
- Any damage to flooring, walls or similar will result in the cost of the repair/cleaning being borne by the Hirer.

ATTACHMENTS

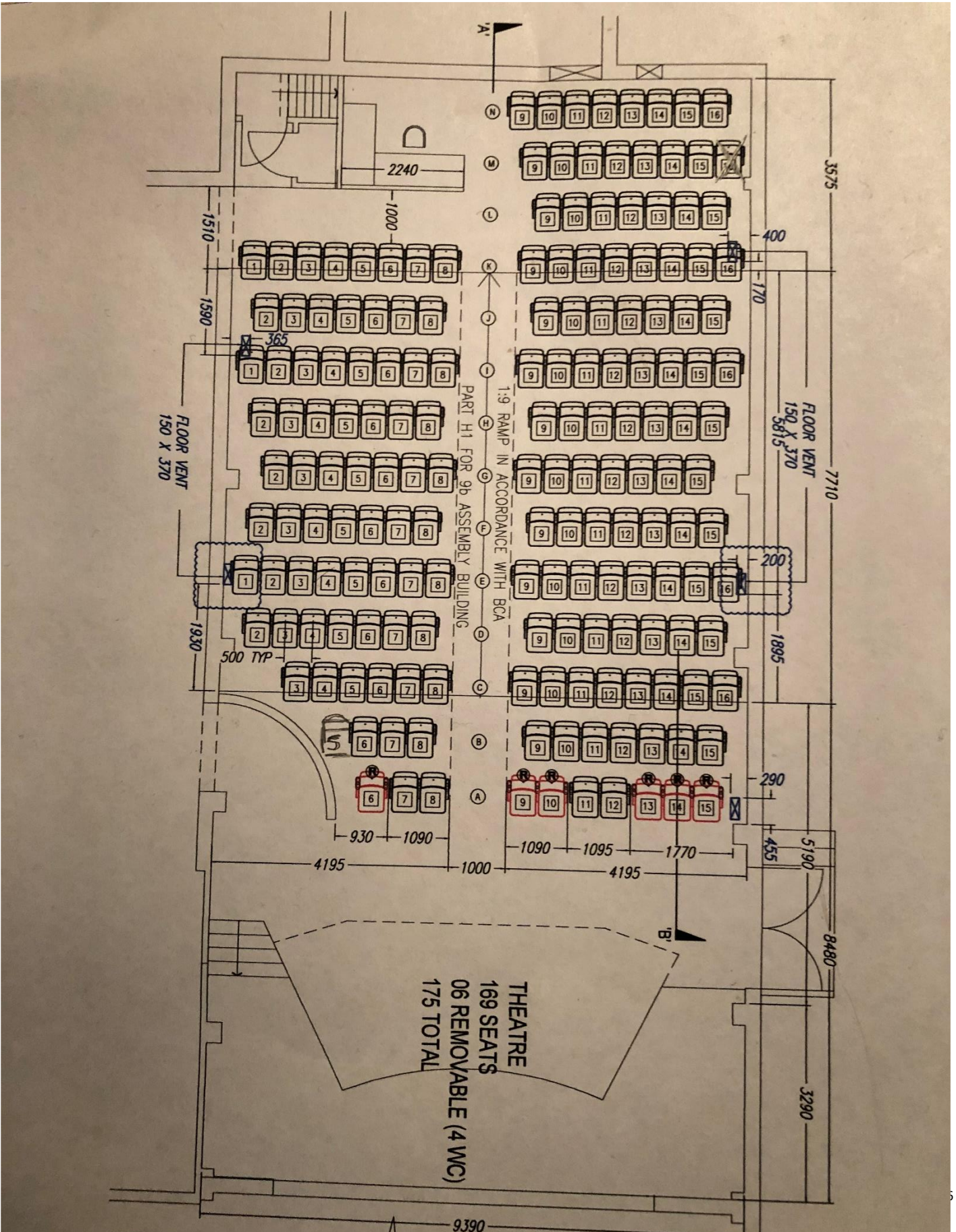
- Floor Plan
- Checklist
- Contact Details

FLOOR SEATING PLAN

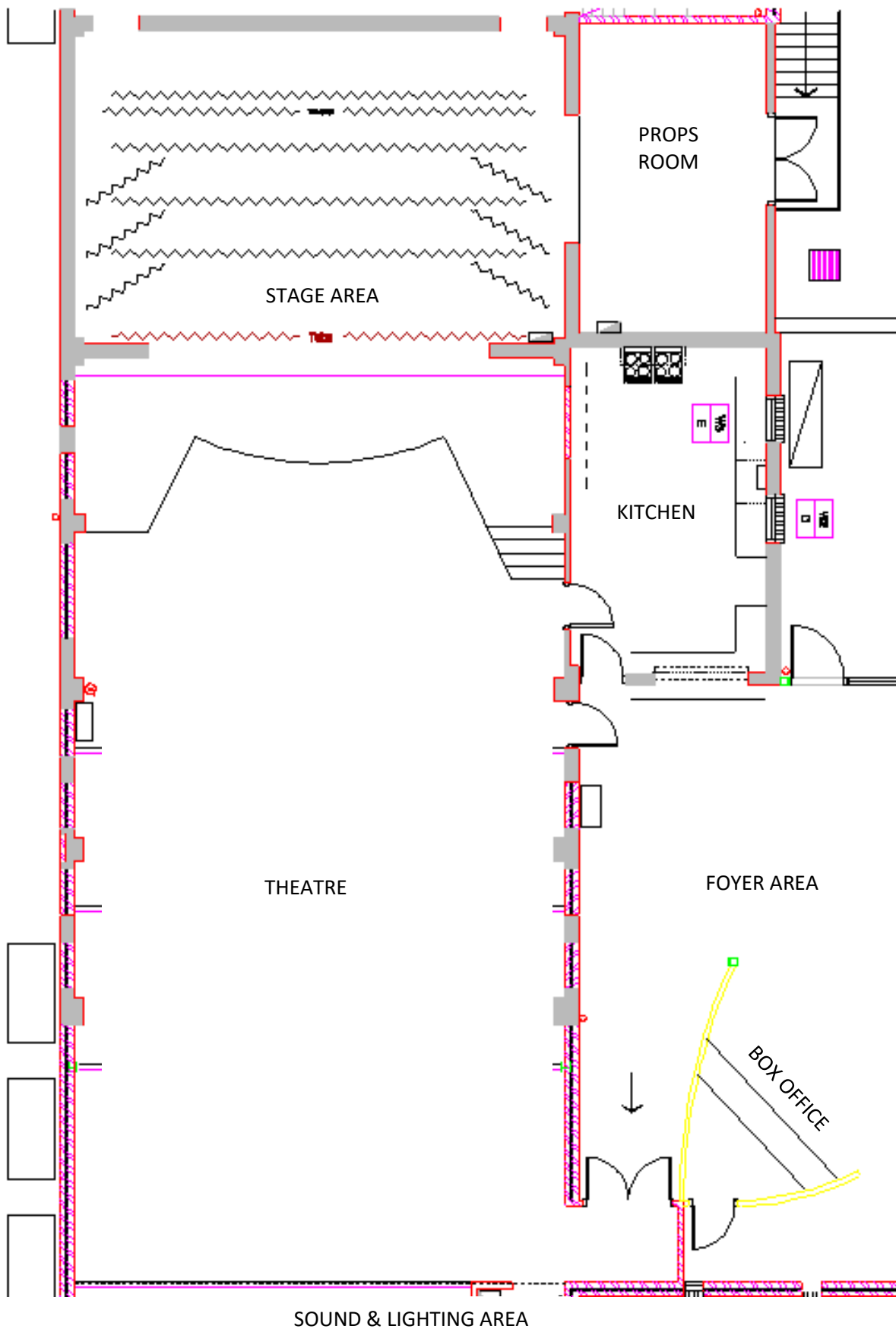
Please note M16 is not a seat, but Row B has an additional seat (5).

Rows M & N are on rises. Row M only has seats 9-15. Row L has restricted views for children under 12.

Seats in Red (A6, 9-10, & 13-15 can be removed to allow for wheelchair spaces.



STAGE, PROPS ROOM, KITCHEN AND FOYER PLAN



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
Lyn Townsend (Booking Officer)	Ph: 0429 623 829
Lisa Ramsay (President)	Ph: 0412 040 864
Gail Smith (Treasurer)	Ph: 0414 478 535

BOND REFUND

Name of Organisation: _____

Contact Person: _____

Address: _____ Phone: _____

_____ Mobile: _____

_____ Email: _____

Hire Date: _____

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)

SIGNED: _____ **POSITION:** _____ **DATE:** _____

SIGNED: _____ **POSITION:** _____ **DATE:** _____