Craigeburn Secondary College
Performing Arts Centre
Conditions of Hire

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CONTENTS

Introduction Page 4

Costs

Conditions of Hire Page 5
1. Bond
2. Bookings
3. Breaches
4. Cancellations
5. Car Parking
6. Curfew/Quiet Enjoyment
7. Cleaning
8. Damages Page 6
9. Decorations
10. Emergencies
11. End of Function
12. Evacuation
13. Fire Precaution
14. Fire Precautions/Seating
15. First Aid
16. Food & Drink Page 7
17. Free Access
18. Hire of Facilities
19. Hire Fees

19. Hire Fees
20. Indemnity

21. Keys

22. Lighting

23. OH & S

24. Performance Rights

25. Privacy Policy

26. Public Liability Insurance

27. Publicity, Advertisements & Notices

28. Security

29. Smoking

30. Sub-Letting

31. Successive Bookings

32. Termination

33. Tickets

34. Toilets/Change Rooms
INTRODUCTION

Craigieburn Secondary College is proud to offer our state of the art Ironbark Performing Arts Centre for hire.

The theatre seats 298 people and offers:-
   a. Sound System,
   b. Lights,
   c. Dressing Rooms,
   d. Dance Studio and
   e. Foyer.

COSTS:

Theatre Hire:
   - $850 flat rate per day or part thereof ×
   - OR
   - $400 for weeknights only. ×

Please make payment 14 days before hire date to:-
Craigieburn Secondary College.

Technician:
Our approved technician must be used at an additional cost to hirer.
Currently this is Gary's Sound and Lights.
They can be contacted on 0474 911 938 or email at: info@gslmelbourne.com.au
At the time of printing, their rates are $60/hr minimum of 4 hours.

Bond:
$500.00 payable at time of booking to Craigieburn Secondary College.
CONDITIONS OF HIRE

1. **BOND**
   1.1 The bond must be paid immediately to secure the booking.
   1.2 The bond will be returned to the Hirer within 14 days of the final hire date on the condition that the venue was left in a satisfactory condition.

2. **BOOKINGS**
   2.1 All bookings will be made by completing an application form (attached). The completed application form should be submitted to the Theatre Manager, Craigieburn Secondary College.
   2.2 The Hirer must attend a walk-through to familiarise themselves with the venue prior to the first hire date. This can be arranged through the Theatre Manager.

3. **BREACHES**
   3.3 Any person committing a breach of any one or more of these conditions of hire may be expelled from the building regardless of whether an admission was paid or not.

4. **CANCELLATIONS**
   4.1 If cancellation is made within 7 days of the date of hire, the whole of the bond is forfeited.
   4.2 If cancellations is made with more than 7 days but less than 14 days of the date of hire then 50% of the bond will be forfeited.
   4.3 If cancellation is made with more than 14 days of the hire then 10% of the bond will be forfeited and 90% of the bond will be returned.

5. **CAR PARKING**
   5.1 Car parking is only permitted in the designated car parking spaces available.
   5.2 Please be aware that other areas of the school may be in use and that others may also be using the car park.
   5.3 Car parking is not available on site during normal school days.

6. **CURFEW/QUIET ENJOYENT**
   6.1 11pm curfew. All functions must be vacated at this time. This is a residential area. Please respect our neighbours and their boundaries, and keep noise to a minimum.

7. **CLEANING**
   7.1 All facilities must be kept in a clean state.
   7.2 All rubbish must be placed in bins provided.
   7.3 If the venue is left in an unclean state then the extra cost of cleaning will be deducted from your bond.
   7.4 A broom and cleaning equipment is located in the locker situated in the back wings
7.5 Our cleaner will clean the venue between user groups.

8. DAMAGES
8.1 All damage must be reported immediately or at the earlier opportunity.
8.2 The Hirer is responsible for the maintenance of the facilities and surrounding areas.
8.3 All damage will be paid for by the Hirer. Funds may be deducted from the bond paid together with an invoice for any additional costs of damages.

9. DECORATIONS
9.1 NO decorations are to be placed on the walls or roof and no sticky tape used anywhere.
9.2 Helium balloons are not allowed.

10. EMERGENCIES
Fire brigade/Police/Ambulance – Ring 000

11. END OF FUNCTION
11.1 Please leave the venue as quietly as you can. This venue is in a residential area and courtesy at all times is required. Noise must be kept to a minimum.
11.2 The venue must be alarmed, locked and left in a clean state.

12. EVACUATION
12.1 Our emergency exits are noted on the plan of the Performing Arts Centre attached. An unobstructed path must be maintained to each and every EXIT door.
12.2 It is the Hirer’s responsibility to ensure that all key people within their activity is familiar with Craigieburn Secondary College evacuation procedures.

13. FIRE PRECAUTIONS/SEATING
13.1 Smoking is strictly prohibited in all buildings, anywhere on the grounds and within 10 metres of school entrances.
13.2 All fire fighting appliances and areas marked “Keep Clear” must be left unobstructed at all times. Failure to comply with these conditions will mean cancellation of bookings.
13.3 No Naked Flame of any kind is permitted in the auditorium. Gangways, aisles, passages, corridors or any other part of the building must not be obstructed. Care must be taken with musical instruments and or members of the orchestra that the front aisle remains clear, and only the fixed seating as provided can be used.
13.4 Building and health regulations do not permit audience numbers to exceed the certified occupancy or seating capacity of the venue. Crowd control personnel shall be engaged by the Hirer, if in the opinion of Craigieburn Secondary College, it is deemed necessary. The cost for engagement of crowd control personnel shall be borne by the Hirer.
14. FIRST AID
14.1 All first aid issues remain the responsibility of the Hirer.

15. FOOD AND DRINK
15.1 No food, drink or chewing gum are permitted within the auditorium. No alcohol is not to be bought on to, consumed, or sold on the premises.
15.2 Please have attendants at the entrance doors of the auditorium to ensure no food or drink is taken into the venue. Your time spent in cleaning at the end of your function will be greatly reduced.

16. FREE ACCESS
16.1 The Principal or other school authority shall have free access to any part of the venue at any time.

17. HIRE OF FACILITIES
17.1 All Hirers are bound by their contract.
17.2 Hirers are entitled to what they have hired, and shall vacate same at the time specified in their contract.
17.3 Craigieburn Secondary College reserves the right to hire out other facilities at the same time.

18. Hire Fees
18.1 Hire fees must be paid in full two weeks prior to functions.

19. Indemnity
19.1 The hirer agrees to release and indemnify and keep indemnified Craigieburn Secondary College form and against
19.1.1 any and all injuries, actions, claims, losses, damages, costs, penalties and expenses of whatsoever kind and nature (where arising under contract tort or statute) arising from or out of the use of the Facilities by the Hirer or is servants, agents or invitees;
19.1.2 all loss and damage to any building, facility, equipment or other part of Craigieburn Secondary College caused by the Hirer, its servants or invitees;
19.1.3 and infringement of intellectual property or perfumes’ rights in connection with activities undertaken by the Hirer.
19.2 Clause 19.2 of this Agreement continues in full force and effect notwithstanding the expiry or termination of this agreement.
19.3 Craigieburn Secondary College shall not be held liable for any interference or enforced cancellation of the activities or events, proposed to be undertaken by the Hirer, which is caused by any circumstances beyond the control of the Craigieburn Secondary College.
19.4 The Hirer agrees to use the facilities at its own risk and without limitations agrees that all property brought on to the facilities by the Hirer or its servants, agents or invitees shall be at the sole risk of the Hirer. Neither Craigieburn Secondary College
nor its servants or agents shall be liable for any thefts or losses incurred by the Hirer, its servants, agents or invitees or for any items remaining on Craigieburn Secondary College after the end of the occupancy.

20. KEYS
20.1 The keys must always remain in the possession of a responsible adult.
20.2 Access for the delivery of heavy props to the side door of the venue can be arranged via the carpark. However, this area is for deliveries only. It is not a general parking area.

21. LIGHTING
21.1 Stage lighting facilities are only to be operated by a Lighting technician approved by Craigieburn Secondary College.
21.2 In the event of any additional electrical equipment being used beyond that provided, the Hirer will have to check with GSL that this equipment is suitable. GSL may also be able to assist you with hire of any extra equipment.
21.3 At the conclusion of hire, all additional electrical equipment must be removed from the auditorium.

22. OH & S
22.1 The Hirer shall at all times comply with the regulations. The Hirer will ensure there is no over-crowding, obstruction of aisles, passages, corridors or any part of the buildings and that paths to Fire Exits are kept clear.
22.2 Duty of Care to all participants must be addressed at all times.

23. PERFORMANCE RIGHTS
23.1 The Hirer shall not produce or perform any drama or musical work which is an infringement of the copyright or performing right of any owner of such right or rights.
23.2 Hirers may be asked to produce proof of copyright upon application.

24. PRIVACY POLICY
24.1 Your privacy is respected by Craigieburn Secondary College. Your details will not be passed on.

25. PUBLIC LIABILITY INSURANCE
25.1 All Hirers must provide a copy of their current own Public Liability Insurance. A minimum of $10,000,000 coverage is required.
25.2 No copy of insurance will mean no hire.

26. PUBLICITY, ADVERTISEMENTS AND NOTICES
26.1 Any publicity can only go on fixed notice boards.
26.2 No publicity (notices etc) can be placed on painted surfaces, wood work or curtains. Pins, staples & tapes MUST NOT be used.
26.3 Craigieburn Secondary College reserves the right to sight and screen any advertising materials carrying the Craigieburn Secondary college logo or details. The Hirer must produce the material upon request by Craigieburn Secondary College.
27. SECURITY
   27.1 It is the responsibility of the Hirer to ensure that its servants, agents and invitees take all reasonable care to avoid damaging the facilities or any other improvements on Craigieburn Secondary College land and immediately report any such damage to Craigieburn Secondary College.
   27.2 It is responsibility of the Hirer to provide adequate security controls and ensure generally the good order and conduct of the activities.

28. SMOKING
   28.1.1 SMOKING IS NOT PERMITTED ANYWHERE IN THE CENTRE OR ON THE SCHOOL GROUNDS OR WITHIN 10 METRES OF THE SCHOOL ENTRANCES UNDER ANY CIRCUMSTANCES.

29. SUB-LETTING
   29.1 The Hirer shall not sub-let the facilities or any part thereof.

30. SUCCESSIVE BOOKINGS
   30.1 A Hirer not using the venue on successive days/evenings shall ensure that the theatre is left in a condition that can be used by others eg: school drama classes when the venue is not used by the Hirer.

31. TERMINATION
   31.1 Craigieburn Secondary College may terminate this Agreement, by notice in writing to the Hirer, if in the reasonable opinion of Craigieburn Secondary College, the Hirer is in breach of the terms of this Agreement.

   31.2 Craigieburn Secondary College may terminate this Agreement, immediately, if the Hirer engages in any activity, which, in the opinion of Craigieburn Secondary College, is objectionable, dangerous, contrary to the law or detrimental to the reputation of Craigieburn Secondary College.

32. TICKETS
   32.1 It is the responsibility of the Hirer to organise tickets for their function.

33. TOILETS/CHANGE ROOMS
   33.1 Backstage change rooms are to be used for changing or applying make-up.
      Make-up wipes and other material are to be disposed of in the bins provided and never flushed.
   33.2 Gymnasium toilets are available for use by all patrons
These terms and conditions form part of the Venue Hire Contract between the Hirer and Craigieburn Secondary College and do not preclude any rights under relevant law, which cannot be excluded, restricted or modified by agreement.