



PLENTY RANGES ARTS AND CONVENTION CENTRE

CONDITIONS OF HIRE

1. Plenty Ranges Arts and Convention Centre

PRACC is located at 35 Ferres Boulevard, South Morang, Victoria. 3070

The theatre design and configuration provides opportunity for live theatre productions, concerts, forums, conferences, conventions, movies, music or film festivals, award ceremonies, digital, video and audio recordings, television or radio broadcasts, exam performances, performing arts workshops etc. The seating is very comfortable, with plenty of leg room and every seat in the house has an excellent view of the stage.

PRACC theatre facilities have the following capacities:

Yan Yean theatre – 497 seating capacity

Woodstock theatre - 179 seating capacity

Dressing Room 1 – 53 capacity

Dressing Room 2 – 47 capacity

Dressing Room 3 – 26 capacity

Dressing Room 4 – 5 capacity

PRACC provides Front of House staff, Ushers, Box Office and Bar staff when required. It is the policy of the venue that a staff member(s) will be in attendance to assist hirers.

PRACC has a fully licensed bar and provides alcoholic and non- alcoholic beverages which can be purchased before and after each performance as well as during intermission. Only beverages purchased at the venue are allowed to be consumed on the premises.

No alcohol will be served to any person under the age of 18 years or to any person who appears to be under the influence of alcohol.

All drink service will cease half an hour prior to the conclusion of the function or event.

2. Hire Contract

The Hire Contract includes venue preparation, front of house staff, cleaning, security, ushers etc.

Upon signing this Hire Contract, the Hirer must inform PRACC management of their requirements with regard to:

Box Office – ticket sales and information;

Front of house – times, seating plans and displays;

Technical – cast sizes, crew lighting, sound and staging requirements.

Technical requirements must be confirmed no less than 28 days prior to the first function.

PRACC management shall at all times and notwithstanding any hiring, be entitled to free access to any and every part of the Centre.

No portion of the venue hired shall be sub-hired, transferred or assigned without written consent of PRACC Management.

3. Tentative Reservation

Tentative reservations will remain current for a maximum of 14 days after the initial day of the reservation. If no correspondence has been entered into or discussions held between PRACC Management and the Hirer, the tentative reservation will lapse and the Hirer will be notified.

However, until the deposit has been paid, if another Hirer wishes to access the same dates and a tentative reservation only has been received, the first hirer will be contacted to confirm the booking – this may happen at any time and in this event the 28 days tentative booking time does not apply.

4. Booking Confirmation Security Deposit

A booking confirmation security deposit of \$1,000 in the form of a bank cheque, cash, credit card or EFT must be paid within 14 days signing the Contract.

The booking security deposit holds the date for the function and forms part of the overall function payment booking as per the Contract.

5. Cancellation of Bookings

Cancellation of a booking will only be permitted in accordance with the following procedure.

1. If the Hirer gives notice of intention to cancel more than 6 weeks prior to the date of the first function and the venue is able to be reallocated to another hirer there will be no penalty. If the venue is unable to be reallocated 50% of the booking confirmation security deposit will be forfeited unless or until the full period can be hired to another hirer.
2. If the Hirer gives notice of intention to cancel less than 6 weeks prior to the date of commencement the booking security deposit will be forfeited unless or until the full period can be hired to another hirer.
3. When an event is cancelled, any costs for a third party, as incurred by PRACC management which are not able to be terminated shall be charged to the Hirer regardless of the cancellation period.

6. Event Payment

1. The total cost of the Hire (excluding any additional charges covered by the Contingency Bond), less booking security deposit must be paid no less than 14 days before the date of the first function.
2. Acceptable payment methods are bank cheque, cash, credit card or EFT.

function may be cancelled at PRACC management's discretion.

7. Event Settlement

Within 48 hours of a function being completed, a review of any costs incurred during the performance of the function will be undertaken and confirmed with the Hirer. Agreed additional costs shall be deducted from the credit/debit card pre-authorisation contingency bond. In the event that the credit/debit card pre-authorisation contingency bond is not sufficient to cover outstanding additional charges, the hirer will be obligated to finalise all outstanding charges with 7 days of the final function date.

8. Contingency Bond

A contingency bond of \$1,000 in the form of a credit/debit card pre-authorisation must be provided to PRACC management no less than 7 days prior to the first function. PRACC management reserve the right to withhold amounts from the contingency bond incurred to cover extra expenses such as late conclusion fees, additional cleaning, consumables, extra equipment, damage to equipment or facilities, excess cleaning, more people in attendance than paid for, etc.

Where additional charges are incurred, the following rates shall apply.

Description of Item	Rate/Day	Rate/Week
9V batteries (each)	\$5.50	N/A
AA Batteries (each)	\$1.20	N/A
Data projector (3000 Ansi)	\$165.00	\$495.00
Data projector (6500 Ansi)	\$395.00	\$1,185.00
TV (Plasma, LED)	\$100.00	\$300.00
DVD/CD	\$75.00	\$225.00
Fast fold screen, 12' x 9'	\$200.00	\$600.00
Flipchart with 1 pad	\$25.00	\$75.00
Screen - tripod	\$50.00	\$150.00
Whiteboard	\$10.00	\$30.00
Gobo	\$10.00	\$30.00
Smoke machine	\$75.00	\$225.00
UV Tube	\$55.00	\$165.00
Scrim	\$105.00	\$315.00
Molefay (Blinder)	\$55.00	\$165.00
Shure SM57	\$10.00	\$30.00
Shure SM58	\$10.00	\$30.00
Shure SM94	\$10.00	\$30.00
Radio microphone – hand held	\$80.00	\$240.00
Radio microphone – lapel	\$80.00	\$240.00
Choir microphone	\$55.00	\$165.00
Floor and table microphones	\$50.00	\$150.00
Lectern and microphone	\$75.00	\$225.00
Moving lights	POA	POA
Draping	POA	POA
Additional Cleaning	\$200.00	N/A
Additional charge will apply beyond 5 hours without a break, overtime work beyond 8 hours per day and after midnight. Penalties are also charged for going over the booked time. (Rate per staff member per hour).	\$60.00 (per staff member per hour)	N/A
Additional fees are also charged for going over the contracted booking time.	\$500 per hour	N/A

9. Season Hire

During a season of non- consecutive days or nights, PRACC management reserves the right to accept bookings by other hirers for events. The original season hirer will ensure their productions props and equipment do not conflict with the additional hirers hiring, stage set up and performance during these periods.

10. Box Office Information

The box office is located at 35 Ferres Boulevard South Morang, Melbourne. Victoria

Normal operating hours are Monday to Friday 8.30am to 4.00pm.

In the event that the Hirer requires the Box Office to be open for longer periods, additional staff costs will be charged to the Hirer. No tickets will be sold until the Booking Confirmation Security Deposit is paid and the appropriate box office information has been provided unless otherwise negotiated.

The Hirer shall allocate two (2) seats for each performance which may be used by PRACC management as House Seats.

11. Interval

The Front of House Duty Manager must be advised if there is to be an interval and of the intended interval starting time.

12. Event Management – Role and Responsibility of the House

PRACC management is responsible for seeing that the venue is ready for the Hirer – that event security, ushers and first aid are all available. The house will provide staff on the day/night of the event to provide general assistance to the hirer.

13. Event Management – Role and Responsibility of the Hirer

The Hirer has a duty of care responsibility and is required to carry public risk insurance to the value required by the venue. The Hirer is obliged to obey all and any reasonable instructions given by the PRACC management and the Front of House Manager as to the use of and access to and from the facility.

14. Insurance

The Hirer is required to have public liability insurance. At a minimum the level should be no less than \$20 million for any one occurrence. Failure to have the appropriate level of public liability will render the Hirer ineligible to stage the event in the venue. A copy of the Certificate of Currency for this policy must be provided to PRACC management 7 days prior to the commencement of the hire period. If PRACC management deem necessary, the level of insurance cover including type of insurance may need to be varied.

15. Public Performance

The Hirer agrees to obtain all necessary copyright licenses for the public performance of any production in connection with the Hire Contract and to indemnify the PRACC and the City of Whittlesea Council against all loss, expense or liability arising out of any breach of copyright or resulting from the Hirer's public performance of music in connection with the venue Hire Contract.

16. Photographs

PRACC management reserves the right to take photographs of any event for promotion purposes only. Photographs taken by PRACC management will not be released for use by other organisations or media and will remain the property of PRACC.

The Hirer is responsible to ensure that pre-show announcement is made informing theatre patrons with regard to the taking of photographs, videoing and sound recording in the theatre.

17. Occupational Health and Safety

PRACC has an occupational health and safety strategy that seeks the continued development and maintenance of safe and healthy workplace throughout the venue and in all matters concerning the well-being of staff visitors and Hirers of facilities.

The Hirer must have regard and compliance with:

- Risk assessment and management.
- Compliance with directives from PRACC management relating to issues of safety management.

The Hirer (including staff and subcontractors) are required to adhere to the requirements of PRACC management.

18. Electrical Safety Procedures

The Hirer agrees that all electrical equipment brought to the venue shall display a current approved safety test tag.

19. Emergency Procedures

Should an evacuation be required, the Front of House Manager will act as the evacuation controller and will ensure that all patrons are advised over the public address system or other operable means to evacuate the venue in an orderly manner and that emergency services are notified.

PRACC management is responsible for the decision to evacuate the building and will arrange for their staff to open all exits. Designated technicians will shut down all electrical equipment with the exception of the venue lights. A member of the PRACC staff will be dispatched to await the arrival of the emergency services and advise them of the situation.

20. Stage Door

All performers, musicians, backstage crew and other associated personnel are required to enter and exit the building by the stage door only.

Entry to PRACC via the foyer by performers, musicians or crew during a performance run will not be permitted. If this condition is not adhered to at all times including rehearsal periods, PRACC management may employ additional staff at the Hirers expense to secure the front of house.

The Hirer must provide a list of authorised persons requiring backstage access to the PRACC management/Front of House Manager. The Hirer will ensure such people will carry appropriate ID.

21. Prohibited Items

Patrons are not permitted to bring alcohol, dangerous weapons, laser pointers, professional cameras, sound recording and audio/video equipment, stage property, electrical installation, appliance or decorative materials into the venue during the event.

It is expressly forbidden for any person to light or allow to be lit or remain alight any fire on the premises. It is also prohibited to have any smoke machine, sparklers or any other apparatus that produces smoke or flames without prior permission from the Centre Manager. Users who set off the fire alarms through unauthorised activities will be liable for all expenses related to the call out by the CFA or Metropolitan Fire Brigade.

The application of sticking tape to the stage floor or any walls or the use of pyro technics or naked flame, confetti or streamers are prohibited unless approved by PRACC management.

Venue staff will conduct visual searches at the entrance. Persons with prohibited items will be advised of venue policy.

Gambling is not permitted in the venue.