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## **RULES & CONDITIONS OF HIRE**

### **BOOKING THE THEATRE**

1. To hire the Town Hall Theatre you must complete the prescribed application form. The form must be signed by the person who is responsible for paying the fees and charges associated with the booking. This person is also responsible for making sure that at all the rules and conditions for the hire of the theatre are complied with.
2. The Management Committee has the right to refuse to accept a booking for the theatre or to cancel a booking that has already been made and refund the hiring fees. The Management Committee is not responsible for any loss or damage caused if this action has to be taken.
3. The theatre must only be used for the purpose stated on the application form

### **RESPONSIBILITIES**

4. The hirer is responsible for the conduct and behaviour of all persons attending the theatre, both inside and outside the premises.
5. All patrons enter the theatre do so at their own risk.
6. The hirer is responsible for familiarising themselves with the Evacuation Plan on display in the theatre, including the location of emergency exit doors, before commencing activities.
7. Emergency exits must remain clear at all times.
8. The hirer is responsible for the cost of making good any damage caused to the premises, furniture, fittings or equipment during their booking, except for reasonable wear and tear.
9. All Statutory, Federal and State Rules and Regulations, especially the requirements of the Theatres and Public Halls Act, the Australian Performing Rights Association Limited and Entertainers Tax Act must be complied with.
10. You may not sub-let any part of the theatre.

## INSURANCE

11. It is required that each hirer must obtain a current policy of public liability insurance for an amount not less than \$20 million (\$20,000,000.00) with respect to the booking dates of the premises which should also note the interest of Campbelltown City Council and Town Hall Theatre Management Committee.

12.

The hirer indemnifies both Council and the Management Committee against any claim made in respect of the hirer's use, possession and/or occupation of the Premises.

To comply with this requirement you must arrange your own insurance and provide the Management Committee with a copy of the certificate of currency at least 14 days before the first booked date. Both Council and the Management Committee accept no responsibility or liability for any damage to persons or property due to the actions and activities of the hirer and its employees within the Premises.

## THEATRE INCLUSIONS

13. The hire of the Town Hall Theatre includes the use of the:

- auditorium for seating patrons
- stage and orchestra pit
- ticket office
- foyer, kitchen and patrons' toilets
- **lighting control board and lanterns (see #18)**
- backstage areas, excluding the back stage props room
- **sound control board (see #19)**
- stage manager's dressing room tannoy
- dressing rooms
- make up area
- air conditioning units in accordance with the Management Committee's directions

14. Theatre equipment, such as backdrops, scenery, flats, stage furniture, projector and props are the property of Campbelltown Theatre Group Inc and may not be used without their permission. You will be charged a fee if you wish to use any of this equipment.

15. All areas used by your group, including patrons, must be left clean and tidy after **each session**. Any rubbish must be put in the otto bin at the side of the theatre.

16. **NO pyrotechnics** are to be used in the theatre.

17. **Under no circumstance is confetti or glitter to be used on stage.**

18. Use of smoke machines or any other equipment that may cause the fire alarm to activate **MUST** be arranged prior to the booking with the Management Committee. Current Fire Brigade fees are approximately \$1300.00 per call out for a false alarm, and will be payable by the hirer.

19. **LIGHTING** – the lighting console **MUST only** be operated by an experienced technician. The Management Committee can assist in providing details of operators at a fee to be negotiated between the hirer and operator, and paid to the operator. Contact must be made by you, the hirer, to these operators at least 3 months prior to your booking date to secure their services. You may only use your own technician **if** the Committee's designated technician

is satisfied of their competence. If no contact is made or the competency of your technician is not satisfactory, then the Management Committee cannot provide lighting equipment for your use.

20. **SOUND** – the sound system **MUST only** be operated by an experienced technician. The Management Committee can assist in providing details of operators at a fee to be negotiated between the hirer and operator, and paid to the operator. Contact must be made by you, the hirer, to these operators at least 3 months prior to your booking date to secure their services. You may only use your own technician **if** the Committee's designated technician is satisfied of their competence. If no contact is made or the competency of your technician is not satisfactory, then the Management Committee cannot provide sound equipment for your use. **Please note we do not provide microphones.**

## **CAPACITY OF AUDITORIUM**

21. The theatre seats 195 patrons and has room for three wheelchairs. This is the maximum number of patrons permitted in the Auditorium under Fire regulations. You are reminded that to admit a greater number might invalidate your Public Liability Insurance leaving you, the hirer, liable in the event of accident or fire.

22. You are responsible for the cost of making good any damage caused to the premises, furniture or equipment during the booking, except for reasonable wear and tear.

## **ADVERTISING**

23. Advertising is permitted using the facilities provided. Such advertising is at the hirer's expense. You are responsible to ensure that any/all advertising complies with your licence agreement to present the event advertised, the management committee will accept no such responsibility or liability with regards your advertising.

24. Advertising opportunities include:

- a) the street level window – no larger than A3 poster
- b) box office window – duration of booking
- c) the moving neon sign. Please request this when you make your initial application as an additional cost is involved.
- d) the wooden fence – banner 3m x 1.5m

25. Any advertising in or around the premises that has not been approved by the Management Committee will be removed and a suitable fee will be deducted from the security bond.

## **DECORATIONS**

26. No streamers, flags or bunting or any other decoration are to be hung in the theatre without written permission from the Management Committee. Any decorations agreed to must be taken down before you vacate the premises.

27. Nails, screws, adhesive tape or any other fasteners must not be driven into or attached to any of the walls, floors, furniture or fittings. There are notice boards in the foyer and make up area for your use.

## **STRUCTURES**

28. No structures are to be erected in or around premises, other than stage settings, without the written permission of the Management Committee. Any structures that are allowed must be taken down before you leave the premises.

29. There is a safety net over the orchestra pit. If this is removed to accommodate musicians, it must be replaced at the end of the booking.

30. The stair rail on the steps leading to the stage is removable for ease of lifting furniture etc onto the stage, but must be replaced once this activity is completed.

### **CLEANING**

31. It is the hirer's responsibility to clean the theatre at the end of each session. The Security Bond will not be returned unless the theatre is cleaned to the satisfaction of the Management Committee.

### **FOOD & DRINKS**

32. You must ensure that **NO** food or drinks are taken into or consumed in the auditorium of the theatre. Only water is permitted.

### **SMOKING & ALCOHOL**

33. Smoking is not allowed anywhere in the theatre and within four metres from any access door of the building.

34. **No alcohol** is to be brought into the building without the written permission of the Management Committee. Alcohol may only be consumed on the premises with the permission of the Town Hall Management Committee and the appropriate liquor licence from the Department of Gaming Racing and Liquor and local police. This licence must be presented to the Management Committee prior to the booking.

### **DISCOTHEQUES**

35. These premises are not available for discotheques.

### **FILMS**

36. The screening of films is not permitted unless you have written approval from the Management Committee. The theatre is not licensed to show films to the general public if an admission fee is charged.

### **ACCESS**

37. Management Committee members must have access to the theatre at all times, even during a session of hire.