

the Joan

JOAN SUTHERLAND
PERFORMING ARTS CENTRE

2009 – 2010
(Effective 1 July 2009)

FEES AND CHARGES
and
HIRE GUIDE

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GENERAL INFORMATION

Thank you for your enquiry about staging your production at Joan Sutherland Performing Arts Centre.

The purpose of this Hire Guide is to provide you with the answers to the many questions you may have, particularly if this is your first presentation here.

Joan Sutherland Performing Arts Centre is situated at 597 High Street, Penrith adjacent to the Penrith Plaza and Penrith Civic Centre.

The complex contains a range of available rooms and spaces, which may be hired to suit individual needs. There are three (3) performance spaces of differing seating capabilities:

- Richard Bonyngge Concert Hall – capacity up to 660
- Q Theatre – capacity up to 380
- Allan Mullins Hall – capacity up to 90

The JSPAC also offers a range of music, performance and meeting facilities including

- Foyer Spaces x 2
- Orchestral Rooms x 2
- Ensemble Rooms x 2
- Music Studios x 23
- Kitchen
- Kitchenette – Level 2

The outside grassed areas are also ideal performance/cabaret spaces. However, these are subject to approval from Penrith City Council and Penrith Westfield Plaza.

All enquiries to hire the venue should be directed to:

The Manager - Venue and Operations
Joan Sutherland Performing Arts Centre
PO Box 2
PENRITH NSW 2751
Ph: 02 4723 7622
Email: admin@jspac.com.au

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2008- 2009 COMMERCIAL/PROFESSIONAL HIRE RATES

THEATRES

Monday – Sunday Dry Hire	Rate per hour	GST	Total
Richard Bonyng Concert Hall	\$180	\$18	\$198
Q Theatre	\$180	\$18	\$198
Allan Mullins Hall	\$80	\$8	\$88

The above rates are for basic ('dry') hire only and do NOT include staff.

Venue hire must include staff as required by JSPAC i.e.

- Technical staff as required – minimum 4 hour call
- Box Office staff as required - minimum 4 hour call
- Front of Hour Supervisor as required - minimum 4 hour call
- Front of House/ bar staff as required – minimum 4 hour call.

NOTE

- For staff fees and other charges please refer to item ***Additional Charges to Basic 'Dry Hire' Rental*** page 9 of this document).
- The above Hire Rates would apply to but not be limited to professional performing arts companies/organisations and/or 'for profit' organisations.
- Penalty rates will apply on Sundays and Public Holidays and periods exceeding 8 hours.
- Additional Charges will include: cleaning fee and security deposit
- Other additional charges may include: piano hire and tuning, booking fees, additional equipment hire, consumables, ticketing and credit cards.

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2008- 2009 COMMUNITY/EDUCATIONAL HIRE RATES

THEATRES

Monday – Sunday Dry Hire	Rate per hour	GST	Total
Richard Bonyng Concert Hall	\$90	\$9	\$99
Q Theatre	\$90	\$9	\$99
Allan Mullins Hall	\$60	\$6	\$66

The above rates are for basic ('dry') hire only and do NOT include staff.

Venue hire must include staff as required by JSPAC i.e.

- Technical staff as required – minimum 4 hour call
- Box Office staff as required - minimum 4 hour call
- Front of Hour Supervisor as required - minimum 4 hour call
- Front of House/ bar staff as required – minimum 4 hour call.

NOTE

- For staff fees and other charges please refer to item ***Additional Charges to Basic 'Dry Hire' Rental*** page 9 of this document).
- The above Hire Rates would apply to but not be limited to community based 'not for profit' groups/organisations and education providers. Hirers wishing to be included under this subsidised category may be required to prove community education status.
- Hirers receiving subsidised Hire Rates must acknowledge this support from the Joan Sutherland Performing Arts Centre on all promotional materials and advertising.
- Penalty rates will apply on Sundays and Public Holidays and periods exceeding 8 hours.
- Additional Charges will include: cleaning fee and security deposit
- Other additional charges may include: piano hire and tuning, booking fees, additional equipment hire, consumables, ticketing and credit cards.
- Use of Allan Mullins Hall as holding area for Richard Bonyng Concert Hall and/or Q Theatre bookings will be charged at the hourly rate.
- The use of volunteer staff by Hirers is subject to the approval of JSPAC.

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2008- 2009 HIRE RATES:

FOYERS, STUDIOS, MEETING ROOMS, KITCHEN

COMMERCIAL/PROFESSIONAL HIRE RATES

	Rate per hour	GST	Total
Borland Foyer	\$70	\$7	\$77
Atrium Foyer	\$70	\$7	\$77
Orchestral Rooms	\$70	\$7	\$77
Ensemble Rooms	\$50	\$5	\$55
Music Studios	\$20	\$2	\$22
Kitchen	\$70	\$7	\$77

COMMUNITY/EDUCATIONAL HIRE RATES

	Rate per hour	GST	Total
Borland Foyer	\$50	\$5	\$55
Atrium Foyer	\$50	\$5	\$55
Orchestral Rooms	\$30	\$3	\$33
Ensemble Rooms	\$20	\$2	\$20
Music Studios	\$10	\$1	\$11
Kitchen	\$45	\$4.50	\$49.50

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STAFF

Hire fees exclude JSPAC staff. Staff as required by JSPAC.

BOOKING DEPOSIT - Foyer, Studios, Meeting Rooms, Kitchen

Hirers to pay deposit of at least **50% of total fee** within 7 days of the acceptance of the booking. The balance of the fees must be paid no later than 1 month prior to the function/event.

SECURITY DEPOSIT- Foyer, Studios, Meetings Room, Kitchen

For all bookings a security deposit of **\$250** will be paid no later than 1 month prior to the Hire. Refunds will be paid following a room inspection after the Hire.

CANCELLATIONS

Cancellation fees apply as negotiated with JSPAC.

CATERING

Catering for day and/or evening functions and events can be negotiated with JSPAC.

CLEANING

Hire fees exclude cleaning charges. Cleaning charges are as follows:

- Richard Bonyngé Concert Hall @ \$150
- Q Theatre \$120
- Allan Mullins Hall @ \$50
- Borland and Atrium Foyers @ \$75/Level 2 Foyer @ \$50
- Orchestral and Ensemble Rooms @ \$25/Ensemble
- Kitchen @ \$50.

INCLUDED IN BASIC 'DRY HIRE' RENTAL CHARGES

The following services are **included** within the Hire Rates per performance

1. Equipment

- Use of basic stage equipment and lighting rig (refer to attached technical list)
- Air conditioning
- Electricity
- Tables and chairs as negotiated
- Crockery, cutlery and linen as negotiated
- Hand held and radio 'mikes' as negotiated
- Music stands and Choir 'risers' as negotiated.

2. Loading Dock

Use of the loading dock to unload sets and other equipment on the day of the performance only (maximum 2 vehicles).

3. Dressing Rooms.

Use of dressing rooms as negotiated on the day of the performance and storage of costumes on other days during a continuous season.

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ADDITIONAL CHARGES TO BASIC 'DRY HIRE' RENTAL

1. Staff

- Technical Staff \$50 per hour Monday to Saturdays.
- Technical Staff \$100 per hour Sundays and Public Holidays
- Front of House Supervisor \$35 per hour Monday to Saturdays.
- Front of House Supervisor \$70 per hour Sundays and Public Holidays.
- Front of House/Bar staff \$26 per hour Monday to Saturday.
- Front of House/Bar staff \$52 per hour Sundays and Public Holidays.
- Box Office \$30 per hour Monday to Saturdays.
- Box Office \$60 per hour Sundays and Public Holidays.

Set up and demounting times (including staff and venue hire) must be included in the total hire.

2. Lighting design requiring a variation from house rig

3. Specialised staging and equipment, e.g. extra 'mikes', smoke machine, follow spots

4. Lighting design requiring script reading, studying plans, etc.

5. Cleaning and damages

6. Installation (and removal) of stage extensions and stairs.

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HIRING PROCEDURES

PENCIL BOOKINGS

A "pencil booking" indicates the interest of a Hirer in a particular date or run of dates. A "pencil booking" does not constitute a firm commitment by either Joan Sutherland Performing Arts Centre or the Hirer. More than one "pencil booking" may be held on a particular date. The "pencil booking" should be made as far in advance as possible.

Due to the demand for the venues, "pencil bookings" will only be held for a period of 14 days from date of entry.

CONFIRMED BOOKINGS

Upon receipt of firm advice from a Hirer, Joan Sutherland Performing Arts Centre will issue a Hire Agreement for the hire of the venue. This must be signed and returned to Joan Sutherland Performing Arts Centre, together with a 50% deposit of the total hire fee as stipulated in the Agreement as the Security Deposit, within fourteen (14) days of the date of the Agreement. Failure to comply within this time frame may result in the cancellation of the booking. The booking is considered confirmed when Joan Sutherland Performing Arts Centre returns a counter signed copy of the Hire Agreement to the Hirer.

The Security Deposit will represent at least 50% of the total Hire Charge.

When the signed Agreement is returned to Joan Sutherland Performing Arts Centre, the Hirer should also include, where possible, the completed required documentation in relation to Box Office, Front of House and Technical requirements of the production.

On confirmation of receipt of deposit of booking the Hirer will meet with the Venue, Technical & Front of House Managers to discuss all technical and front of house requirements.

CANCELLATION OF BOOKING

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

If the Hirer gives notice of intention to cancel:

More than SIX WEEKS prior to the date of commencement of occupancy, the Security Deposit shall be forfeited unless or until the full period can be re-let to another Hirer.

In this case, a penalty of 10% of the total Venue Hire Charge shall be retained by Joan Sutherland Performing Arts Centre and the balance of the Security Deposit shall be returned to the Hirer.

Between FOUR and SIX WEEKS prior to the date of commencement of occupancy, a penalty of 50% of the total Venue Hire Charge is payable to Joan Sutherland Performing Arts Centre unless or until a re-let of the full period can be effected. In this case, the penalty shall reduce to 25% of the total Venue Hire Charge.

Less than FOUR WEEKS prior to the date of commencement of occupancy a penalty of 100% of the total Venue Hire Charge is payable to Joan Sutherland Performing Arts Centre unless or until a re-let of the full period can be effected.

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In this case, the penalty shall reduce to 35% of the total Venue Hire Charge.

SEASON HIRE

During a season of non-consecutive nights, exclusive occupancy cannot be guaranteed to Hirers unless a minimum hire charge is paid for each dark night (excluding Sundays) during the season. In the event of Hirers choosing not to retain exclusive occupancy, Joan Sutherland Performing Arts Centre reserves the right to accept bookings by other Hirers for events which will not conflict with the original season hiring or stage set up.

HIRER'S REQUIREMENTS

When a Hire Agreement is issued, the prospective Hirer is also provided with standard forms which seek information on the Hirer's requirement in regard to:

Box Office: Ticket Sales and information

Front of House: Times, seating plans, display

Technical: Cast sizes, crew lighting, sound and staging requirements,

Venue Access: Including bump in and bump out, deliveries and parking.

This information must be returned with the signed contract in order to provide Joan Sutherland Performing Arts Centre staff with the information needed to present your event efficiently and to undertake certain actions with your authority and agreement. Inadequate, incorrect or misleading information provided prior to performance can severely jeopardize the successful Bump-In, Rehearsal and Performance of your event.

BOX OFFICE INFORMATION

The Hirer shall conform with Joan Sutherland Performing Arts Centre policy regarding ticket booking and selling. Tickets will be sold exclusively through the Joan Sutherland Performing Arts Centre Box Office or via 'on-line' booking as available. The Box Office is located in the main foyer at Joan Sutherland Performing Arts Centre. Normal operating hours are 9.00am to 5.00pm, Monday to Friday, 9.00am to 12 noon, Saturday and one (1) hour prior to the advertised commencement time of a performance. The Box Office will be open one hour prior to the advertised starting time to allow for door sales and collection of pre-booked tickets. In the event that the Hirer requires the Box office to be open for longer periods, additional costs to staff will be charged to the Hirer.

No tickets will be sold until the Security Deposit is paid and the appropriate Box Office Information has been provided on the Box Office Information form referred to earlier.

BOOKING FEES

A Booking Fee shall apply to each ticket sold and this fee shall be charged to the purchaser of the ticket at point of sale. Presently this fee is \$3.50 (Commercial/Professional Hire Rate) **NB: \$4.00 as of 1/1/2010** or \$2.00 (Community/Education Hire Rate) **NB: \$2.50 as of 1/1/2010**.

The Hirer is required by law to advertise the ticket price as an all-inclusive price, i.e. the Booking Fee must be included in the advertised selling price.

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COMPLIMENTARY TICKETS

The Hirer can issue up to ten complimentary tickets without the scheduled Booking Fee. In the event of a large number of tickets being required by the Hirer in order to "paper" a house, a charge will apply to the Hirer. Presently this fee is \$0.70 per ticket. **NB: \$1.00 as of 1/1/2010.**

TRANSACTION FEE (For Credit Card, Phone and Internet Bookings)

A Transaction Fee of \$3.50 is presently charged on all credit card, phone and internet bookings. **NB: \$4.00 as of 1/1/2010.** Patrons may use MasterCard or Visa to book for all performances.

TICKET REFUNDS

Refunds must comply with the Entertainment Industry Code of Fair Practice.

Party Booking tickets are not eligible for refund at any time.

HOUSE SEATS

Joan Sutherland Performing Arts Centre shall reserve Six (6) House Seats in the Richard Bonyngue Concert Hall for use for each performance therein.

Similarly, four (4) seats shall be retained in the Q Theatre under the same condition.

Progressive Ticket Sales Reports are obtainable upon request from the Box Office Manager by the Hirer or his/her authorized agent only. All other Box Office details remain confidential.

RETENTION OF MONEY

Joan Sutherland Performing Arts Centre will retain all Box Office receipts and other monies in its keeping until the Hirer has paid to Joan Sutherland Performing Arts Centre all sums payable in respect of the use of the premises and any additional costs incurred.

Final Settlement is made within three weeks of issue of final invoice.

TECHNICAL INFORMATION

STARTING TIMES

In order to simplify patron access to the theatres when all are in operation, the recommended starting time of the performances will be, restricted to the following:

Matinees	2.00pm	2.15pm
Intermediate	5.00pm	5.15pm
Evening	8.00pm	8.15pm

There will be occasions when these times might be varied to avoid conflict. Hirers are requested to ensure that the Front of House Information Form is completed and returned to Joan Sutherland Performing Arts Centre before starting times are advertised. It may, on occasion, be necessary to alter a preferred starting time when more than one theatre is in operation. Joan Sutherland Performing Arts Centre retains the right to do so in order to ensure the smooth running of the venue.

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INTERVAL

The duration of an interval is usually 20 minutes unless otherwise agreed. The JSPAC Technical Manager must be advised if there is to be an interval and of the intended Interval starting time.

Interval times may need to be adjusted in favour of the first Hirer should performances in more than one venue result in conflicting interval times.

STAGE DOOR

The safety and security of all performers, musicians and backstage personnel is a responsibility of Joan Sutherland Performing Arts Centre under OH & S legislation, and a major means of ensuring this is the control of persons backstage through the Stage Door security system. All performers, musicians, backstage crew and other associated personnel are required to enter and exit the building by the Stage Door only.

Entry to the JSPAC theatres via the foyer by performers, musicians or crew will not be permitted. If this condition is not adhered to at all times (including rehearsal periods). Joan Sutherland Performing Arts Centre may employ additional staff at the Hirer's expense to secure the Front of House.

Performers in costume will not be permitted to enter the foyer at any time, except in the case of costumed program sellers or artists meeting the public after a performance by prior arrangement.

The Hirer shall provide a list of authorised persons requiring backstage access to the Technical Manager. The Hirer will ensure such people will carry appropriate ID.

RECORDING AUDIO AND / OR VIDEO TAPING, TELEVISION, FILM, RADIO

There is to be no audio and/or video recording in JSPAC venues without written permission from the JSPAC. Where the Joan Sutherland Performing Arts Centre approves television transmission, filming, radio broadcasting or a recording from the theatres

- A scheduled fee will be charged in addition to any direct costs for staff and facilities
- Payment must be made prior to date of recording
- Joan Sutherland Performing Arts Centre will receive a credit on the program as agreed on a case-by-case basis.

The Theatres are not to be used as a television studio except where pre-approved by Joan Sutherland Performing Arts Centre before a specially invited audience.

When approval has been granted for a show to be televised, filmed, broadcast or recorded

- Tickets are to be sold to the general public
- All publicity and advertising materials (including posters) regarding the performance must clearly state that such is the case
- The costs of additional staff and / or overtime will be in all cases a cost to the Hirer
- Additional staff will be charged at the standard hourly rate plus 40%
- Any additional lighting or other additional direct costs will also be the responsibility of the Hirer

Arrangements to televise a performance cannot be entered into after tickets have been sold to the public.

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The requirement to televise may result in the seating available for sale to the general public being reduced because of camera locations or other technical requirements. It is necessary for the JSPAC to receive such information to enable the Box Office to sell to an accurate seating plan.

Incoming television technical staff are subject to the control of the Joan Sutherland performing Arts Centre Coordinator to ensure the standards of performance retain the highest quality of stage presentation. Particularly;

- The cameras are not obtrusive, and
- The lighting is not objectionable to the audience.

PERFORMANCE RECORDING

If a performance or rehearsal is videotaped or filmed, a scheduled fee per technician employed must be paid in advance and prior arrangements must be made with the Technical Manager.

SERVICES & FACILITIES

Dressing rooms and shared laundry facilities are available for use by the Hirer in consultation with the Technical Manager. The shared Artist's Green Room is available for company members only. All technical requirements, including staffing, should be discussed with the Technical Manager.

SOUND & LIGHTING

Joan Sutherland Performing Arts Centre provides technical equipment and staff for its operation. All JSPAC sound and technical equipment will be operated by JSPAC staff only or by contractors approved by the JSPAC Technical Manager. (A list of available sound, lighting and other electrical and mechanical equipment is available).

Any additional equipment required will be provided and operated by Joan Sutherland Performing Arts Centre staff at the cost of the Hirer.

If lighting plots are required to be changed from the standard plot as set out by the Technical Manager, the Hirer will be charged to return it to standard at Bump Out.

NOTE: Use of non JSPAC technical equipment subject to approval of Technical Manager.

PIANO HIRE

Hire of piano per performance (including rehearsal on same day)

- Bosendorfer @ \$350 (GST incl)
- Baldwin Concert Grand @ \$240 (GST incl)
- Yamaha @ \$135 (GST incl)
- Kawai Grand Piano @ \$135 (GST incl)
- Harpsichord @ \$135 (GST incl)
- Upright @ \$100 (GST incl).

NB: Pianos are serviced. If you require a special tuning charges are: Bosendorfer @ \$195, other grand pianos @ \$150, and upright pianos @ \$120.

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CONSUMABLES

JSPAC will charge for Backstage and Front of House items used for the production. These are known as "Consumables". These include such things as Gaffer tape, colour gels, stage hardware and lamp usage.

The stage floors are maintained as follows i.e.

- *Richard Bonyng* Concert Hall – polished floorboards
- *Q Theatre* black painted finish
- *Allan Mullins Hall* – polished floorboards.

The cost of repainting the *Q Theatre* stage to another colour (and return to original finish) will be charged to the Hirer.

PERFORMANCE SOUND LEVELS

Joan Sutherland Performing Arts Centre reserves the right to exercise control of sound levels.

HEALTH & SAFETY REQUIREMENTS

Joan Sutherland Performing Arts Centre is committed to ensuring that a safe working environment is provided for all employees, volunteer workers, contractors, venue Hirer staff and the public.

To achieve this result, we have adopted the Safety Guidelines for the Entertainment Industry as developed by the Australian Entertainment Industry Association (AEIA), the Media Entertainment & Arts Alliance (MEAA), the Musicians Union of Aust (MUA) and the JSPAC OH & S Policy.

All Hirers of Joan Sutherland Performing Arts Centre venues are required to comply with all policies and requirements relevant to OH & S at all times, particularly having regard to:

- Risk Assessment and Management
- Compliance with directives from Joan Sutherland Performing Arts Centre staff on issues of safety management
- Induction by Joan Sutherland Performing Arts Centre staff relating to the following areas
 1. Evacuation
 2. Risk compliance
 3. Shared environment
 4. Fire proofing
 5. Electrical equipment which must have current Tag for proof of compliance.

Failure to adequately observe all OH & S issues after consultation and direction from Joan Sutherland Performing Arts Centre staff may lead to cancellation of performances and voiding of any Hire Agreement.

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STAFFING

Joan Sutherland Performing Arts staff will be paid as per published schedule.

Extra JSPAC staff, to be paid for by the Hirer, will be required:

- To operate additional equipment, such as follow spotlights
- When audience numbers increase, or house configurations change (to comply with Fire Regulations)
- Programs / Merchandise are to be sold
- When bumping in and out of the JSPAC
- For any rehearsals and all performances
- When any staff are required for extended periods of time
- When the JSPAC deems it necessary to employ security staff.

Bump out must occur at the end of the final performance

We recommend Hirers to discuss required staffing with the Joan Sutherland Performing Arts Centre Technical Manager prior to making any decision on the suitability of a venue for your performance and the resulting impact on your production's budget.

NOTE: At all times Hirers are required to utilise the services of Joan Sutherland Performing Arts Centre staff. All JSPAC equipment must be operated by JSPAC staff and paid for by the Hirer. Industrial legislation requires that staff must be employed for a minimum four (4) hour period. Penalty rates apply for periods exceeding eight (8) hours, and on Sundays and Public Holidays.

NOTE: Theatres must be returned to their standard configuration at the conclusion of the hire period and this may incur additional staff costs depending on time required to effect this.

MISCELLANEOUS INFORMATION

PROGRAMS, PUBLICITY AND MERCHANDISE SALES

Should the Hirer wish to sell programs and/or merchandise from the production / performance, staff will be made available by Joan Sutherland Performing Arts Centre to undertake this task and the cost of such staff will be borne by the Hirer. A commission of **12.5%** will be paid to Joan Sutherland Performing Arts Centre in respect of all program and merchandise sales including the sale of any recorded material such as records, cassette tapes and compact disks or videos. **NB:** Should the Hirer sell programs and/or merchandise via their own staff a commission of **12.5%** will be paid by the Hirer on all such sales as per a sales report provided by the Hirer to JSPAC. There are limited display areas available in the foyer for use by the Hirer, and display material should be supplied well in advance for it to be set up by Joan Sutherland Performing Arts Centre staff. Should the Hirer have additional requirements or need extra supplies, this may result in additional charges for the Hirer.

MARKETING & PROMOTIONAL MATERIAL

All promotional material (including fliers, posters, ads, programs and other print collateral) must be provided to and be approved by Joan Sutherland Performing Arts Centre before going to print and/or publication. Please allow 3 days for approvals.

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All amateur, community based and/or education performances, events or programs must be acknowledged as such in all promotional material and advertising i.e. they are not professional performances, events or programs.

Hirers using the Q Theatre will ensure that the logo of the Q Theatre Company is not used in fact or variation.

ACKNOWLEDGEMENT OF SUBSIDISED VENUE RENTAL

All Hirers in receipt of subsidised venue rental fees will acknowledge this support in all promotional materials and advertising.

FOOD AND BEVERAGE

Joan Sutherland Performing Arts Centre has two fully licensed bars and alcohol and other refreshments can be purchased by patrons before and after each performance. Catering and private rooms for functions such as after show parties can be arranged.

Food and beverages are not permitted in the back stage areas.

COPYRIGHT / LICENCES

The Hirer will not infringe, in any way any copyright, performing right or other protected right involved with this performance and will hold the appropriate license with regard to APRA, PPC and other relevant licenses required.

The Hirer will comply with all regulations which cover the licensing of the venue including

- The provisions of the Theatre and Public Halls Act 1989 which covers access, flammability of materials used, naked flames and storage of dangerous substances, and
- The Liquor Licence Act, which prohibits alcohol brought onto the premises by any other than the licensee.

The Hirer must ensure that equipment such as scenery curtains; equipment or other property has been fireproofed (where required) in accordance with prevailing Fire Code in the State of New South Wales.

PHOTOGRAPHY, FILMING, DIGITAL RECORDING

It is both a legal consideration and JSPAC policy that no photography and/or video/digital recording/filming is permitted in the JSPAC. Any person(s) not complying with this regulation will be asked to desist and leave the JSPAC.

PARKING

Parking in the JSPAC loading areas is not permitted. The JSPAC loading area is restricted to the loading and unloading of production vehicles, and disabled parking. Each must be approved by the JSPAC Technical Manager well in advance of production dates.

Off street parking is available in the Civic Centre Car Park, the Penrith Plaza Car Park (free under three hours) and the Union Road Car Park (free).

NOTE: Buses cannot park in the Civic Center Car Park (drop off and pick up only).

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PUBLIC TELEPHONES

The Centre does not have a public telephone. Messages will not be accepted by the JSPAC for performers, patrons and/or crew.

LATE CONCLUSION FEE

Where the Hirer vacates the JSPAC after the specified time in the Hiring Agreement, a late conclusion fee will be applicable (this includes staff).

EARLY ACCESS FEE

Where the Hirer requires early access, an early access fee will be applicable including required staff costs.

ADDITIONAL CLEANING AND REPAIRS

Should, as a consequence of the hire of the JSPAC, there be the need for additional cleaning and/or repairs then the cost of this will be charged to the Hirer. JSPAC reserves the right to withhold this amount from the Hirer's security deposit. Chewing Gum is not permitted in the JSPAC at any time.

HIRING TIMES

No function is to continue after the time stated on the application form. If the function runs past time stated, a late fee will be imposed.

PREPARATION, DECORATING & CLEANING

- Under no circumstances must decorations be fitted in such a way as to cause damage to the buildings, fittings or site. Repairs for any damage will be charged against the Hirer.
- All tables, chairs and equipment are to be arranged neatly as found.
- All rooms are to be left clean as found and free of rubbish. Costs for any extra cleaning will be charged against the Hirer.

SMOKING & DRINKING

- JSPAC is a smoke free venue.
- JSPAC alcohol licence requires that only the JSPAC can supply and serve alcohol.
- No liquor will be served to persons under 18 years of age. Responsible Service of Alcohol guidelines apply.

CONDUCT OF PATRONS AND HIRERS

JSPAC reserves the right to request that persons conducting themselves in an inappropriate manner will vacate the premises.

KITCHENS

The JSPAC kitchen and appliances are available for hire on an hourly, daily or evening basis i.e.

- The use of Joan Sutherland Performing Arts Centre crockery and cutlery is negotiable
- The use of chairs and tables for large events/functions is negotiable.

PUBLIC ACCESS

The JSPAC is open to the public between the hours of 9.00 am - 10.00pm. All Hires will need to accommodate the needs of the public regarding the Centre's performance & education programs.

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