



# HUNTINGTOWER PERFORMING ARTS CENTRE HIRING CONTRACT



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## Contract for Hire of the PAC

### 1. Terms and conditions of hiring the PAC

This contract for hire ("**Contract**" or "**Hiring Contract**") sets out the terms and conditions on which a hiring party ("**Hirer**" or "**Hiring Party**" or "**you**") may hire the Huntingtower Performing Arts Centre (PAC).

Hiring of the Huntingtower Performing Arts Centre (PAC) includes all areas and equipment set out in clause 14 of this contract. Additional charges may occur depending on your events requirements.

The Quotation/Event Sheet (detailed below) forms the first part of the hiring process. Once the details of your event have been established, a Event Sheet will be forwarded to you. Once the Event Sheet and the Hiring Contract is duly signed, the Hirer agrees to all the terms and conditions contained in this Contract.

The Huntingtower Performing Arts Centre, referred to as "**the PAC**", falls under ownership of the Huntingtower School Association. The Huntingtower School Association may simply be referred to as "**Huntingtower**".

### 2. Management of the PAC

Huntingtower Performing Arts Centre (PAC) is managed by the Theatre Manager.

### 3. Booking

#### 3.1 Hiring Inquiry Form

The booking process consists of the following: Potential hirers are required to fill out the 'Hiring Inquiry Form', which is an online form located on the Huntingtower Website. Once completed a notification is sent to the PAC Manager. He will then endeavour to contact the potential hirer and ask for more information if required.

#### 3.2 Venue Hire Quotation

Once the information for your event has been collated a detailed PDF Quotation/Event Sheet will be emailed to you, the Hirer.

Once agreed, the Quotation/Event Sheet will be issued as the Event Sheet & signed by the Hirer.

No booking to hire the PAC shall be effective until the Event Sheet, Application of Hire and the Hiring Contract are duly signed by the Hirer and returned to the PAC Theatre Manager, together with a deposit equal to 15% of the estimated hiring fee detailed in the Event Sheet ("**Deposit**") & \$500 bond.

#### 3.3 Confirmation Letter

An email with the Confirmation Letter will be sent to the Hirer once Huntingtower has received a signed copy of the Event Sheet, Application of Hire and the Hiring Contract, along with a 15% deposit of the estimated cost specified on the Quotation/Event Sheet & \$500 bond.

For the avoidance of doubt, provision of the Event Sheet by Huntingtower does not constitute a booking or reservation for the Hire Period. There will be no formal booking or reservation unless and until the Letter of Confirmation is provided by Huntingtower to the Hirer.

### **3.4 Further Booking Processes**

1. At the time of making the Hiring Inquiry, the Hirer may be required to produce to Huntingtower evidence of the aims and objectives of the club/organisation/business for which the Hiring Inquiry is made.
2. The Hirer warrants that it has not issued to any persons in advance any publicity relating to the use of the Venue prior to receiving the Letter of Confirmation from Huntingtower.
3. The Hirer must supply the signed Safety Induction, at least 2 weeks, 10 working days prior to the Hire Period commencing.

### **3.5 Rejection of or Removal of a Booking Request**

Huntingtower reserves the right to reject any Hiring Inquiry.

All completed signed documentation and Deposits must be provided to the PAC Manager within 14 days of receiving the Quotation/Event Sheet, unless otherwise agreed by the PAC Manager in writing.

Should you fail to provide your completed Quotation/Event Sheet, Hiring Contract and Deposit to Huntingtower School by the 14 day cut-off date, your requested hiring dates will be declared open and Huntingtower reserves the right, without notice, to allow your proposed hiring dates to be used by other hirers.

### **3.6 Cancellation of a Booking**

If the Hirer cancels a completed booking, the following cancellation fees shall apply:

- 3.6.1 If cancellation occurs on or before the date which is 8 weeks prior to the Venue Access hiring date,  
a fee equal to 50% of the Deposit shall apply; or
- 3.6.2 If cancellation occurs within 2 to 8 weeks of the Venue Access date, a fee equal to 100% of the deposit shall apply.
- 3.6.3 If cancellation occurs within 0 to 2 weeks of the Venue Access date, a fee equal to 100% of the deposit and a further 25% of the overall total for the event shall apply.

Huntingtower, at its discretion, may apply any Deposit held in relation to the Hirer's booking in satisfaction of the cancellation fee detailed in this clause 3.7.

### **3.7 Hiring Period**

The Hiring Period shall be the period:

1. Commencing on the earlier of:
  - a. the date specified in the Event Sheet; and
  - b. the arrival time of the Hirer at the PAC (where the Hirer requires access and use of the PAC at that time); and

2. Ending on the date when the PAC is returned to the condition it was at the commencement<sup>1</sup> of the Hiring Period (including the reinstatement of standard rig(s)<sup>2</sup> and equipment stored<sup>3</sup> away in its proper place).

Any time used in excess of the period specified by the Hirer in the Event Sheet shall attract an additional charge for staffing. Any modifications to the standard rig(s) and the time taken to perform such tasks shall be achieved during the Hiring Period and any additional costs associated with such tasks will be applied to the Hirer's account.

Hiring Periods may be adjusted up to 30 days prior to the first hiring date should the requested time alterations be available. Within the period of 30 days prior to the commencement of the Hiring Period, no reduction in the booked time shall be permitted and the hiring charge shall be the used time or the booked time, whichever is the greater.

### 3.8 Damage

Damage to the PAC including, without limitation, to the building, building finishes, furniture, equipment and or its environs occurring during the Hiring Period shall be charged to the Hirer. Any damage will be repaired immediately before the next day's hiring, or as soon as possible. If a security bond ([see clause 12.2]) has been provided, then the bond may be used to cover all or part of the cost of such damage. Should no bond be provided then the cost of the damage will be included in the Hirer's final invoice.

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<sup>1</sup> Shall mean the arrival time of the client and or their representative(s)

<sup>2</sup> Standard Rig(s) shall mean the lighting, sound, musical equipment, wardrobe restored to their original conditions and placement as when the hiring commenced

<sup>3</sup> All equipment that has been removed from storage shall be reinstated to the store(s) in a safe and tidy condition.

## 4. Indemnity

The Hirer indemnifies and agrees to keep indemnified Huntingtower School Association and its employees, officers, directors, agents, contractors or other representatives and successors and assigns of Huntingtower (collectively the "**Indemnified**") against any and all injury, loss, liability, damages, claims, actions and expenses (including legal expenses) brought against, suffered or incurred by the Indemnified in connection with this Contract or with the hiring of the PAC by the Hirer (regardless of whether such claims are brought against the Indemnified or any one of them by a third party or otherwise).

### 4.1 Accidents and Injuries

To the maximum extent permitted by law, Huntingtower disclaims and bears no responsibility for any injury, loss or damage suffered or incurred by the Hirer, any employee, officer, director, agent, contractor or other representative of the Hirer or any guest, invitee or other attendee of the Hirer whilst in the PAC, adjacent grounds or car park and the Hirer hereby releases and indemnifies Huntingtower from any and all costs or claims in relation to any such injury, loss or damage. If any accident or injury occurs at the PAC, the Hirer must immediately report such accident or injury to the personnel of Huntingtower for attention and logging.

### 4.2 Insurance

The Hirer shall at all times maintain all necessary WorkCover, workers' compensation and employers' liability insurance with a substantial and reputable insurer covering the employees, agents and contractors of the Hirer.

The Hirer shall keep current during the Hiring Period, insurance policies that are reasonably necessary or appropriate, including, without limitation, public liability insurance for an amount of no less than ten million dollars (\$10,000,000) and such other policies which Huntingtower may from time to time nominate and notify to the Hirer.

Upon request, but no later than ten days before the commencement of the Hiring Period, the Hirer shall provide Huntingtower with a copy or copies of such policy or policies of insurance as detailed above. The Hirer must not permit to be done anything at the PAC which could or may vary or render any insurance policy maintained by the Hirer or Huntingtower in respect of the PAC void or voidable or otherwise vitiated and must pay upon demand any increased premium payable by Huntingtower in respect of each policy maintained by Huntingtower (or the premium for any replacement policy taken out by Huntingtower) as a result of the Hirer's activities or proposed activities in or about the PAC.

## **5. Extras:**

### **5.1 Control Room**

No person may operate a control room<sup>4</sup> or the equipment therein without prior written approval from Huntingtower.

### **5.2 Motorised Lighting Bars and Rigging (Flying system)**

Unless prior written approval by Huntingtower has been granted, only Huntingtower staff shall be allowed to operate the motorised lighting bars.

Should permission to operate the flying system be granted, the operator must first read the 'Risks and Hazards Assessment lighting bars, receive a hands-on induction by Huntingtower staff and sign a 'Proof of induction and training flying system'. The granting of such permission is limited to operation only and does not extend to rigging, set up or weighting.

The use of temporary rigging is permitted only with the prior written approval of Huntingtower. All rigging shall conform to the recognised Australian Standard for its purpose.

### **5.3 Animals**

No animals are permitted in the PAC except for:

- Guide dogs; and
- Animals involved in a stage performance as approved by Huntingtower.

### **5.4 Pyrotechnic**

No pyrotechnic effect shall be permitted within the PAC or the grounds of the Huntingtower without:

1. A pre-performance demonstration to satisfy Huntingtower of the scale of effect;
2. A suitably qualified person supplied by the Hirer being in attendance to operate the effect; and
3. A member of the local fire authority being on site whenever the effect is used. Any costs associated with the fire authority member shall be borne by the Hirer.

The Hirer acknowledges that clauses 3.7 and 3.8 apply to any pyrotechnics used in the PAC, regardless of whether the Hirer fully complies with this clause 5.4.

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<sup>4</sup> Any areas that are used as technical areas of control for items such as sound, lighting, video, etc

### **5.5 Combustible Materials**

No flammable or otherwise hazardous materials may be used in the PAC. Such items include but are not limited to cleaning agents, glues, oil-based paints, etc.

## **5.6 Scenery Placement**

If, in the opinion of Huntingtower, the construction of and/or placement of scenery, props, costumes, etc. is likely to present a hazard, the Hirer will be instructed to either rebuild, reposition or remove such set pieces.

## **5.7 Areas and their usage**

When the PAC is open to the public only those areas allotted as dressing room space may be used for changing purposes.

All foyer areas are public access areas and the function of these areas as thoroughfares and or exits must not be impeded.

## **5.8 Items for use requiring prior approval**

The following items will require the prior written approval of Huntingtower before being brought into the PAC:

- Hay, straw, and other like baled material;
- Glitter that is to be thrown and not used as part of the set dressing, make up or costume fabric;
- Flour bombs or bombs containing other like substances;
- Balloons used in a balloon drop or filled with helium;
- Stroboscopic effects (If approved a time limit of 15 seconds shall apply);
- Smoke machines;
- Water pistols;
- Dry ice effects.

Failure to obtain such approval may result in the item not being allowed in the PAC or attracting an additional charge. Additional cleaning required by the use of any of the above (whether approved or not) shall incur an additional charge, which shall be payable by the Hirer.

# **6. Equipment**

## **6.1 Hirer's Equipment**

No scenery, fittings, props, decorations, costumes etc, including hired equipment, shall be stored in the PAC either before or after the Hiring Period without the prior written approval of Huntingtower.

Equipment belonging to or under the control of the Hirer may be left on stage between hiring blocks and/or days only with the prior written approval of Huntingtower.

Huntingtower reserves the right to prohibit any equipment supplied by the Hirer for use within the PAC if, in the opinion of Huntingtower, such equipment may cause damage to the PAC or harm to any person.

Any electrical equipment bought into the PAC by the Hirer whether belonging to the Hirer or hired by the Hirer shall have proof attached by way of a tag that the equipment has been tested in accordance with the current regulations. Huntingtower reserves the right to either instruct the Hirer to remove a piece of equipment that is untagged or alternately at the Hirer's expense, have the equipment tested and tagged by an approved technician.

Huntingtower accepts no responsibility for equipment supplied by the Hirer or its agents and/or its condition or suitability for integration with the PAC's in-house equipment.



## **6.2 Scenery and Props**

Construction is not permitted within the PAC except construction of scenery that is of a prefabricated nature and requires assembling on site. No fixing by mechanical means to the building fabric is permitted.

Movable scenery on stage shall be transported in a manner that does not damage the stage floor; methods of movement may include, but are not limited to rubber tyred or neoprene castors, etc. Movable trucks of any significant height shall be suitably ballasted to ensure that the truck and or its cargo cannot topple or fall.

## **6.3 Painting**

No painting is permitted in the PAC except for that which would be classified as “touching up” in best trade terms. All paint used shall be water based or of a scenic paint type. Paints that when dry can be readily ignited and or release noxious fumes, such as oil-based paints, must not be used.

## **6.4 PAC Equipment**

Huntingtower will take reasonable steps to ensure that the equipment outlined in Annexure A of this document is in working and operable condition prior to the performance. However, Huntingtower accepts no responsibility for the failure of any equipment during a performance.

## **6.5 Additional and or Hired Equipment**

Should additional equipment be required and where the Hirer requests such equipment to be hired by Huntingtower’s PAC for the Hirer, a statement of costs and a letter of authorisation to proceed will be supplied to the Hirer. No hiring of equipment will occur without the Hirer’s consent. The Hirer acknowledges that by giving consent it will pay all costs incurred by Huntingtower for the hiring of said equipment. Huntingtower does not warrant in any way the equipment hired but will use reputable hiring companies in an attempt to ensure that the hired equipment is fit for its purpose and in good working condition.

## **6.6 Consumable Stock**

A charge of 1% of the estimated cost specified on the Venue Hire Quotation may be implemented to the overall cost of the event depending on the type and amount of consumables used.

# **7. General:**

## **7.1 Performing Rights**

The Hirer shall not produce or perform any dramatic or musical work in infringement of the copyright or performing right of the owner of such right. The Hirer indemnifies and agrees to keep indemnified Huntingtower against any claims for breach of copyright or performing right and any costs incurred by Huntingtower in connection with any such claim.

## **7.2 Free Access to the Building**

Any person nominated by the Performing Arts Centre Manager shall be entitled to free access to any part of the PAC during normal business hours for the purposes of inspection and or maintenance.

## **7.3 Security and Statutory Authorities**

Should a Hirer or its employees, officers, directors, agents, contractors or other representatives by their actions cause a call out of an organisation either public or private (including, without limitation, the fire department, police or other emergency services and/or security companies) that may involve any cost to Huntingtower, Huntingtower reserves the right to charge the Hirer for all such costs.

#### **7.4 PAC Condition**

The PAC is to be left in a clean and tidy condition with all rig(s) returned to their original condition and the Hirer's equipment removed at the conclusion of the Hiring Period. Any additional cleaning required within the PAC or the grounds shall be at the Hirer's cost. Any removal of equipment left within the PAC after the Hiring Period shall be at the Hirer's cost.

#### **7.5 Cleaning Between Shows on the Same Day**

Should the same Hirer require the PAC to be cleaned between rehearsals and/or performances on the same day the cost of this cleaning shall be deemed additional and will be charged to the Hirer's account.

#### **7.6 Smoking**

Smoking is prohibited in all parts of the PAC and on the Huntingtower School grounds.

#### **7.7 Vehicular Egress and Parking**

Entrance and exit shall be by Waimarie Drive only. Car and Bus Parking within the grounds shall be in designated parking areas.

#### **7.8 Force Majeure**

A circumstance beyond the reasonable control of Huntingtower including, without limitation, an act of God, terrorism, civil commotion, war, blockade, riot, fire, flood, earthquake, explosion, failure of any gas, electricity or water to the PAC, or any form of government intervention that prevents fulfilment of obligations under this Contract shall be deemed an event of Force Majeure.

The obligations of Huntingtower (including provision of the PAC during a scheduled Hiring Period) are suspended during the time and to the extent that Huntingtower is prevented from or delayed in complying with its obligations by an event of Force Majeure.

If an event of Force Majeure occurs with the consequence that part or all of a Hiring Period is affected and the scheduled event is cancelled or cannot proceed, Huntingtower will not accept liability for any losses incurred by the Hirer through such cancellations. These losses may include but are not limited to advertising, ticket refunds or credits, freight, transport, etc.

#### **7.9 OH&S Policies and Procedures**

Prior to the commencement of the Hiring Period, the Hirer must have in place, adequate and reasonably appropriate OH&S policies and procedures and must ensure that all of its employees, officers, directors, agents, contractors or other representatives who enter the PAC comply with such policies. The Hirer must provide a copy of such policies and procedures to Huntingtower, upon request. The Hirer must follow and comply with all of the Huntingtower PAC's OH&S Policies and Procedures.

### **8. Catering:**

Failure to comply with the below requirements may result in your event being cancelled.

#### **8.1 Food & Beverage at Performances**

Huntingtower reserves the right to sell or to allow the Hirer or a third party to sell snack food and beverages, at all hiring's.

#### **8.2 Catering**

If you are selling food, a Hot and Cold Food Permit will be required. You will need to contact the Monash City Council directly on (03) 9518 3539 to apply for an Application for Registration of a Temporary Food Premises at least 2 weeks in advance. The Monash City Council will advise what is required regarding the serving of food and/or beverages for your function. A copy of your Food Permit must be forwarded to the Theatre Manager prior to the commencement of your event.

The Theatre Manager can supply to the Hirer quotes for certain catering needs. The Hirer should fill out the catering needs sheet contained in the Hiring Request Form if it wishes to receive such quotes.

### **8.3 Liquor**

Serving of alcohol and consumption of alcohol is not permitted in the PAC or anywhere on the Huntingtower School grounds.

## **9. Marketing:**

### **9.1 Ticketing**

It is the responsibility of the hirer to ensure that tickets are printed from row 'A' to row 'U' when utilising the lower level stalled seating area. Row's 'AA' to 'JJ' may only be printed and used with prior agreement between the PAC management and the hirer that the Balcony seating will be utilised.

- Huntingtower reserves the right to refuse admission to a ticketed patron.
- All children over the age of two must have a ticket and be allocated a seat.

### **9.2 Promotional and advertising material**

Copies of all promotional or advertising material relating to a hiring or an event to be held at the PAC shall be provided to the Theatre Manager, for approval prior to being used in any way.

All promotional or advertising material relating to a hiring or an event to be held at the PAC shall include the full name of Huntingtower and the full name of the Performing Arts Centre in the following manner:

### **9.3 Merchandising**

Any merchandising material, which may include but is not limited to, items such as posters, T shirts, swap cards, etc to be sold within the PAC and or its grounds shall require the prior written approval of Huntingtower. The sale or issue of such material will not be permitted if it is of a nature unacceptable to Huntingtower and/or of a nature that is likely to offend public sensitivity and/or is political in nature.

Merchandising shall not include programs for the performance being staged by the Hirer.

## **10. Staffing:**

### **10.1 Wardens**

The Hirer shall nominate two responsible adult persons from its organisation to act as Emergency Evacuation Wardens, either for the entire Hiring Period, or the duration of hours the Front of House Supervisor will be rostered on. The Front of House Supervisor will be nominated by Huntingtower. All relevant information regarding the duties of the wardens shall be given to the wardens upon arrival at the PAC. The names of the wardens will be forwarded to the PAC Manager 14 days before the Hiring Period. Failure by the Hirer to comply with this clause shall cause Huntingtower to employ and engage such staff as may be required for these purposes and all associated costs will be charged to the Hirer's account.

### **10.2 Ushers**

The PAC will supply Ushers for the Hiring Period. The number of Ushers allocated to the Hiring Period will depend on how many audience attendees will be present. The costing for this is included in the overall total estimate of charges listed within the Venue Hire Quotation. If additional Ushers are requested or required after the Venue Hire Quotation has been signed, additional charges will apply

### **10.3 Additional Technicians**

If Huntingtower considers that additional technicians (over and above the one technician allotted to you in the rental fee) are required to ensure your hiring runs smoothly, you will be advised. Should additional technicians be engaged by Huntingtower, the associated costs will be charged to your account at the prescribed rate as shown in Scale of Rates within this contract.

Should you elect not to employ additional technician(s) you should be aware that the quality of the performance piece to be presented might be jeopardised.

### **10.4 Car Park Attendants**

Huntingtower will supply car park attendant/s for the times allocated when the attendees/audience arrive to the time they will depart. If any additional car park attendants are required after the Venue Hire Quotation has been signed additional costs will be added to the Hirer's account. Car Park Attendant/s will be required when the number of audience attendees reaches 450 or more.

### **10.5 Meal Breaks**

Staff supplied by Huntingtower shall receive a minimum of 30 minutes break every five continuous hours of work for the same Hirer.

## **11. Mandatory Requirements:**

We require the following information from your organisation. This information will be collated in order for Huntingtower to secure your booking and allow us to place the correct number of staff at strategic areas and organise the appropriate resources for your hiring period.

### **11.1 Completing the Hiring Inquiry Form**

The first step in making your booking is to complete and submit the Hiring Inquiry Form that is located on the Huntingtower Website on the Facility Hire Page.

### **11.2 Additional Staff**

If you are aware that you need extra staff for your hiring period you should list this information in the Hiring Inquiry Form. If you later realise that you need extra staff for your hiring period you must inform Huntingtower at least 30 days prior to the commencement of the Hiring Period to ensure the correct staff can be rostered.

Huntingtower automatically engages certain key personnel for your hiring when certain audience and or performer numbers exceed a certain level. Therefore, it is important that you complete all of the details in the Hiring Inquiry Form as this will allow Huntingtower to ensure your hiring runs smoothly.

## **12. Payments and Permit Restrictions**

### **12.1 Deposit**

A Deposit of 15% of the estimated hire charge as set out in the Venue Hire Quotation is required to confirm a booking. The Deposit must be paid within 30 days of receiving the quote.

### **12.2 Security Bond**

At Huntingtower's discretion, a security bond of \$500 will be required. The bond is refundable if all conditions notified by Huntingtower to the Hirer have been met.

### **12.3 Invoicing**

Within 60 days before the Hiring Period, an invoice for the Event hiring charge will be issued. The invoice must be paid in full 30 days prior to the event. Any additional charges incurred by the Hirer in accordance with this Hiring Contract will be collated and sent to the Hirer 7 days after the event. Payment of the invoice is expected within 7 days from the invoice date.

### **12.4 Permit Restrictions**

All performances and rehearsals must conclude by 11pm and no performance or rehearsal can begin prior to 8am on any day.

## **13. General**

### **13.1 Entire agreement**

This document and the Venue Hire Quotation constitute the entire agreement between the parties in relation to its subject matter. All prior discussions, undertakings, agreements, representations, warranties and indemnities in relation to that subject matter are replaced by this document and have no further effect.

### **13.2 Paramountcy of Document**

If this Hiring Contract conflicts with any other document, agreement or arrangement, this Contract prevails to the extent of the inconsistency.

### **13.3 No Merger**

The provisions of this Contract will not merge on completion of any transaction contemplated in this Contract and, to the extent any provision has not been fulfilled, will remain in force.

### **13.4 Amendment**

This Contract may not be amended or varied unless the amendment or variation is in writing signed by all parties.

### **13.5 Assignment**

The Hirer may not assign, transfer or otherwise deal with this Contract or any right under this Contract without the prior written approval of Huntingtower.

### **13.6 Severability**

Part or all of any provision of this Contract that is illegal or unenforceable will be severed from this document and will not affect the continued operation of the remaining provisions of this Contract.

### **13.7 Waiver**

Waiver of any power or right under this Contract:

(a) must be in writing signed by the party entitled to the benefit of that power or right; and

(b) is effective only to the extent set out in that written waiver.

### **13.8 Rights, Remedies Additional**

Any rights and remedies that a person may have under this Contract are in addition to and do not replace or limit any other rights or remedies that the person may have.

### **13.9 Governing Law and Jurisdiction**

This Contract will be governed by and construed in accordance with the laws in force in the State of Victoria and each party submits to the non-exclusive jurisdiction of the courts of that State.

## **14. Venue Hiring Rates**

# **REFER TO QUOTATION/EVENT SHEET.**

### **14.1 Venue Hiring Hourly Rate Inclusivism**

The base per hour rental cost for hiring the Huntingtower PAC includes the following:

- The use of the PAC Foyer and amenities
- The lower level stalled seating
- Stage and back stage area
- d&b audiotechnik sound system, audio patching and control
- Standard lighting rig, dimmers, patching and control
- 1 x Audio Visual Technician on Duty (TOD) – required throughout entirety of Hiring Period
- 1 x Front of House Supervisor – only required prior/during/after the event taking place.
- Cleaning of PAC after the hiring period
- Air-conditioning/Heating
- Venue electricity

### **14.2 Event requirements**

Any requirements outside that of the hire rates laid out in clause 14 and 14.1 may incur extra charges.

## **ANNEXURE A - PAC and Equipment**

### ***Overview***

The Huntingtower Performing Arts Centre (PAC) is ideally located to service the eastern suburbs at 77 Waimarie Drive in Mount Waverley and is serviced by public transport. The PAC seats up to 754 persons in traditional fixed theatre seating on two levels. The stage utilises generous wing space and loading dock facilities. Two chorus dressing rooms and a green room, along with wardrobe storage facilities complete the back of house.

### ***Foyer and Reception Desk***

The foyer is on ground level, along with amenities for the physically impaired and a lower level consisting of amenities. A reception desk is located in the stalls foyer adjacent to the main entrance. The foyer is equipped with a live audio feed from stage, along with a live video feed of the stage performance that can be displayed on the monitor above the auditorium entrance. There is running hot/cold water and power at the reception desk.

### ***Seating***

The PAC can seat 750 patrons, with 498 allocated seating in the lower stall level and 252 in the balcony seating level. There are 4 provisions for wheelchairs on the lower level, with the ability to remove more seats to accommodate if required.

All seating carries discrete numbering for ticketing purposes.

### ***The Physically Impaired***

Seating in the stalls of the PAC (as marked on the seating plan on page 18) caters for the physically impaired. From this location same level access is possible to all stalls foyer services where a dedicated toilet for the physically impaired is located and access to the car park where spaces for the physically impaired are adjacent to the front doors. Back stage is all on one level with a toilet for the physically impaired and a physically impaired shower.

Seating for the physically impaired is printed on the ticket returns of tickets supplied by your preferred ticketing contractor. We suggest Trybooking.com

### ***Hearing impaired***

The PAC has 100% coverage of the proprietary hearing aid loop system that can be accessed via channel 'T' on the hearing aid control switch. We do however recommend that the hearing impaired sit in the middle section of seating either in the lower level stalled seating or the middle section of the balcony seating area.

### ***The Stage and Stage Equipment***

The stage dimensions are contained within Page 2 the Huntingtower PAC Technical Specifications document. The stage surface is a suspended floor with the top surface being Wethertex Masonite painted in stage matt black.

Huntingtower's PAC does not have a full fly system. Instead it has 1 x motorised set bar and 10 x dead hung scenery battens.

- 12 Sand bags
- 5 Black wool borders
- 5 Sets black wool legs
- 1 Cyclorama (white sharktooth scrim, pleated)
- 2 Set of black tabs complete with track

### ***Musical Instruments and Equipment***

The musical equipment within the PAC has been selected to cater for stage performances.

- 1 Baby Grand Piano
- 60 Music stands
- 140 Presentation chairs

### ***Sound Equipment***

A fully integrated d&b audiotechnik sound system is included within the PAC\*, which utilises foldback in mono and stereo for the auditorium speaker systems.

- 1 Allen & Heath QU-32 digital console
- 12 Microphone stands
- 4 Shotgun microphones
- 4 Hand held vocal microphones
- 20 MiPro Radio Beltpack Transmitters
- 8 MiPro Radio Hand Held Transmitters
- 4 Active/Passive DI's
- 1 Denon™ Professional DVD player
- 1 Lectrum™ lectern complete with 2 x microphones, light and clock

\*included in the hourly rate for the hire of the PAC is the d&b audiotechnik sound system, audio patching and control system. Any extra audio requirements may result in additional charges.

- Any audio pre-production required may result in additional charges to the Hirer.

### ***Lighting Equipment***

As with other equipment at the PAC the main lighting rig is included in the rent and this utilises:

- A stage RGBW colour mix system with white orchestra lighting and specials over the stage complete with wash.
- A 1-colour front of house wash upstage and downstage left, centre, right.
- Balcony fill
- Cyclorama lighting in RGBW colour mix system
- RGBW side lighting wash from stage wing ladders

Any additional lighting that is required can be brought in at the Hirer's expense. Additional staffing requirements needed to rig and de-rig the additional lighting fixtures will incur an extra charge and will be laid out in detail within the Venue Hire Quotation. Otherwise, the additional costs will be added to the Hirer's account in the case where the Venue Hire Quotation has already been signed.

If you wish Huntingtower to provide additional lighting for your Hiring Period, an additional charge will be added to the Venue Hire Quotation and/or your account. This may require additional technical staff for the rig and de-rig of lighting fixtures and will occur at the Hirer's cost.

If any lighting changes are required during the Hiring Period, lighting scenes may have to be programmed. Additional costs may occur if a lighting technician is required for any pre-production.

### ***Projection equipment***

The PAC is equipped for HD projection utilising HDMI input with the ability of 4K enhancement. Vision is switchable from both stage and control room. The projection equipment attracts an additional cost and the projected image is the responsibility of the hirer to supply.

### ***Set Assembly and Storage***

An area, as indicated on the enclosed plan, exists as set assembly and or storage. Scenery storage may be available between hiring dates with prior approval from the PAC Manager.

### ***Dressing Room Facilities***

There are two change rooms that join the green room, both sharing a unisex amenity. The use of these facilities will incur an additional cost to that of the standard hourly rate PAC charge.

### ***Green room***

A green room for the use of the visiting company is supplied which includes an amenity.

### ***Toilet facilities***

One physically impaired toilet on the foyer level (ground level). One male, one female amenities on the lower level of the foyer.

### ***Car Parking***

The car park can cater for up to 210 vehicles. For audiences exceeding 450 participants, Huntingtower will open up the hockey field to accommodate, in which additional car park attendant/s will be required.

### ***Temporary or Touring Power***

One 40amp 3 phase power outlet located in the Outside Broadcast facility. Four 40amp 3 phase power outlets are available for the connection of temporary and or touring equipment located on the mezzanine level above the stage opposite prompt side.



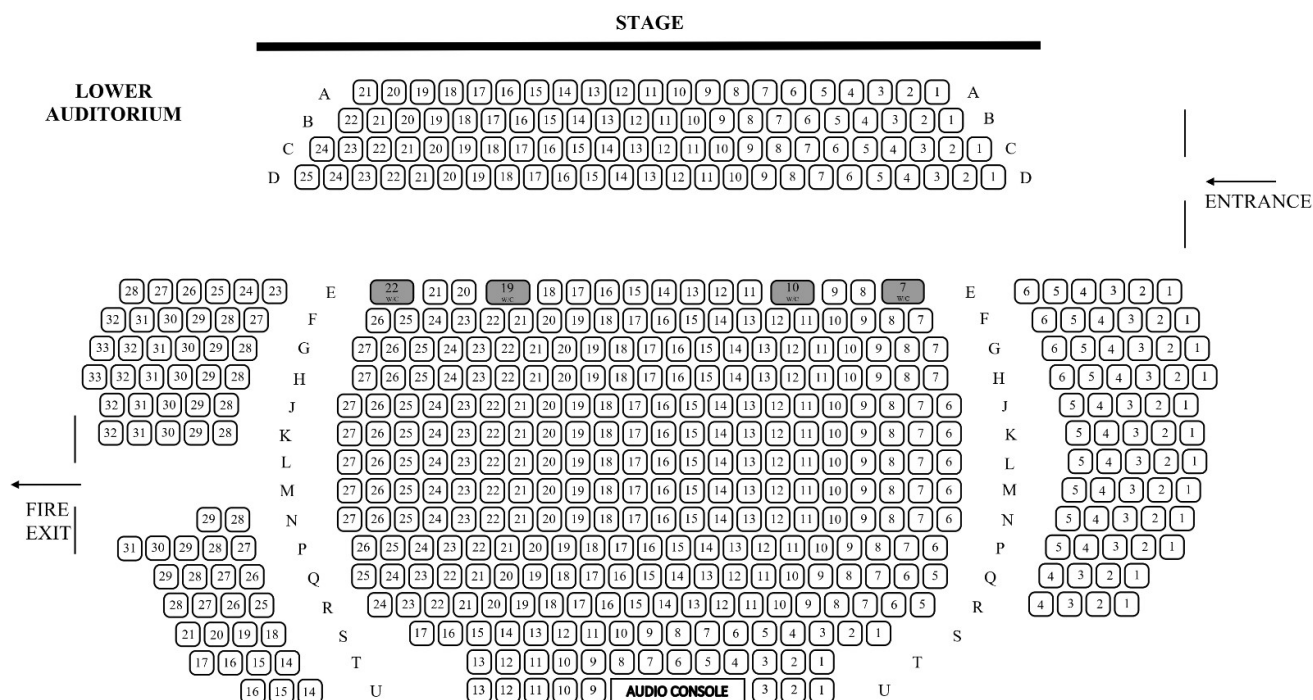
### ***Fire Protection and Emergency Evacuation System***

The building is monitored by an extensive system of smoke detectors and is fully protected with sprinklers, fire hose reels and extinguishers. The system includes an emergency evacuation system that can operate manually but will also operate automatically if left for a predetermined time without intervention.

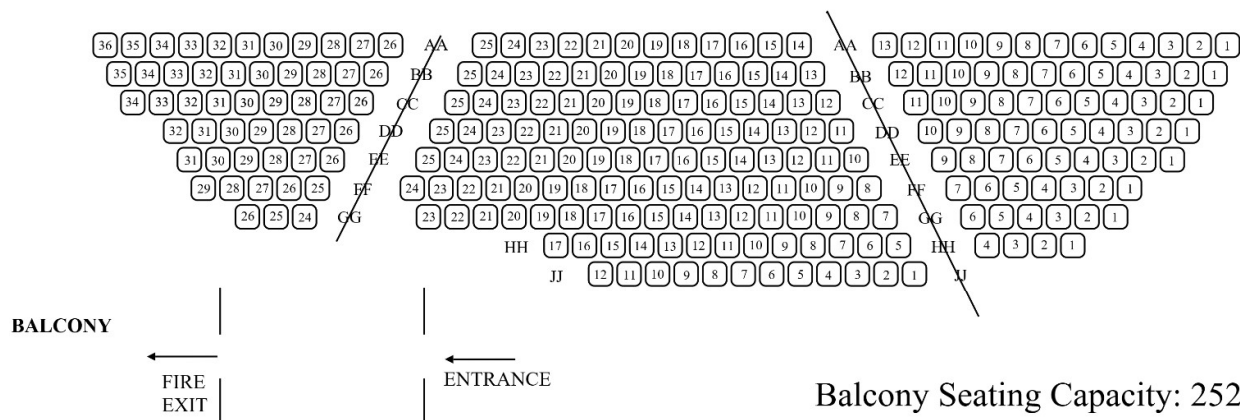
FIGURE 1 – Auditorium Seating Plan



## Huntingtower Performing Arts Centre Seating Plan



Stalls Seating Capacity: 498  
Wheelchair Provisions: 4  
Total Lower Level Stalls: 502



Balcony Seating Capacity: 252  
Stalls Seating Capacity: 498  
Total Seating Capacity: 750



## ANNEXURE B – HIRING AGREEMENT

COMPANY:	
ADDRESS:	
ABN:	
CONTACT:	
PHONE:	
EMAIL:	

**Declaration:** I, \_\_\_\_\_ of \_\_\_\_\_,  
hereby agree to the terms and conditions laid out within this Hiring Contract for the Performing Arts  
Centre, Huntingtower School Association, 77 Waimarie Drive, Mount Waverley VICTORIA 3149.

I hereby declare that the details furnished above are true and correct to the best of my knowledge  
and belief and I undertake to inform you of any changes therein, immediately. In case any of the  
above information is found to be false or untrue or misleading or misrepresenting, I am aware that I  
may be held liable for it.

**Client's (Hirer's) Signature:**

**Client's (Hirer's) Name:**

**Date:**

### Contact details of Huntingtower Performing Arts Centre (PAC)

***Huntingtower***

77 Waimarie Drive  
Mount Waverley  
Victoria 3149

PAC Manager  
Email: PAC@huntingtower.vic.edu.au  
Telephone: (03) 9807 8888