

# DONCASTER PLAYHOUSE

## Conditions of Hire



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## 1 DONCASTER PLAYHOUSE

Doncaster Playhouse, is an intimate theatre space that hosts a variety of productions throughout each year. Built in 1863, Doncaster Playhouse was the first primary school in the area before being refurbished as a community theatre in 1988. Doncaster Playhouse is open to professional and amateur theatre companies for hire, which complements council's broader arts and culture program.

Doncaster Playhouse is situated at 697 Doncaster Road, Doncaster (12kms or 15 minutes from Melbourne's CBD via the Eastern Freeway). The theatre is nestled next to the prominent MC2 building, which houses a number of additional cultural venues such as the Manningham Art Gallery and the Manningham Art Studios.

Manningham Council's Arts and Culture team administers the hiring of Doncaster Playhouse through an annual call for performance proposals. Through this program, the Playhouse provides the Manningham community and its visitors with a diverse performing arts offering that includes the spectrum of performing arts from drama to music; comedy to dance; community theatre to contemporary theatre.

## 2 CAPACITY AND CONFIGURATION

2.1 **Theatre configuration:** Doncaster Playhouse is a studio theatre. It has a flat floor stage and fixed raked seating bank with a maximum capacity of 100. See venue and seating plans within these conditions. (Pg. 18)

### 2.2 Capacity

FULL CAPACITY	
<b>Performers on stage (4.2m x 8m)</b>	20
<b>Backstage (6.1m x 4.1m)</b>	15
<b>Dressing room (6.1 x 3m)</b>	10
<b>Foyer (5.3m x 7.3)</b>	40
<b>Audience (100 seated capacity)</b>	100

2.3 **Lighting configuration:** Doncaster Playhouse uses a standard lighting configuration (see lighting configuration plan within these Conditions of Hire [Pg. 21]) which is designed to provide a range of suitable stage lighting states and effects. It is the responsibility of the Hirer to ensure that the lighting rig and association patching is returned to the standard configuration including focusing prior to the conclusion of the hire period. Hire includes the provision of a lighting technician which Council will engage.

2.4 **Backstage:** There is a single dressing room with separate toilet and shower, iron and ironing board, and bar fridge which can accommodate up to 10 performers.



- 2.5 **Front of house:** The foyer and bar counter have recently been refurbished and include display cabinets, refrigeration, dishwasher, cash drawers, overhead wine glass racks, lockable storage and serving area.
- 2.6 **Toilets:** The toilets have been recently refurbished with unisex and disability facilities.

### 3 LOCATION AND ACCESS

- 3.1 **Location:** Doncaster Playhouse is located at 679 Doncaster Road, Doncaster within the Manningham Civic Precinct on Doncaster Hill. Doncaster Playhouse is adjacent to the Manningham's community facility Manningham City Square (MC<sup>2</sup>) and next to Doncaster Primary School.
- 3.2 **Car parking:** Public parking is available in the basement of the MC<sup>2</sup> which is adjacent to the Playhouse. MC<sup>2</sup> public parking includes 6 x accessible car parks, 16 x 15 minute car parks, and 100 x 4 hour car parks. MC<sup>2</sup> car park is open on weekdays from 7:30 am – 8:00 pm, Saturday – 9:00 am – 5:00pm, Sunday – 10:00 am – 4:00 pm.
- 3.2.1 The car park can be opened outside these hours by prior negotiation with Council, giving consideration to other activities taking place within the precinct.
- 3.2.2 There are also 475 external car parks available around the precinct within a short walking distance to the Doncaster Playhouse. Parking restrictions apply throughout the precinct and these are marked accordingly.
- 3.3 **Public transport access:** Doncaster Playhouse can be accessed by bus, with a bus stop located directly at the front of the building, on Doncaster Road, serviced by the following lines:
- 207 (City - Donvale);
  - 280 / 282 (Manningham Mover);
  - 295 (Box Hill - The Pines);
  - 902 Green Orbital SmartBus, (Chelsea - Airport West); and
  - 907 DART SmartBus (City - Mitcham).
- 3.4 **Pedestrian access:** Walking to Doncaster Playhouse is easy and accessible with walkways connecting it with Doncaster Road, MC<sup>2</sup>, Manningham Civic Centre and throughout the Doncaster Hill precinct including to and from Westfield Doncaster Shopping Venue. A pedestrian underpass allows pedestrians to safely cross under Doncaster Road.
- 3.5 **Bicycle access:** Bicycle racks are available at the bus shelter on Doncaster Rd.
- 3.6 **Vehicle access and loading dock:** Vehicle access to Doncaster Playhouse is available, for loading only, via the loading dock on Doncaster Road. A VicRoad's approved traffic management plan accompanies the Hire Agreement and the hirer must provide written confirmation that the traffic management plan will be implemented. Please note due to recent laws, you are unable to access the loading dock on Doncaster Road between the following hours 3:30pm – 6:00pm weekdays and 5:00pm – 7:00pm weekends. VicRoads may apply a fine if hours not adhered to.

#### 4 SCHEDULE OF HIRE RATES

CHARGE SCHEDULE 2022-23 FIN YR	FEE (INCL GST)
Bump in/out (min 3 hour booking)	\$291.30 per 3-hour session including technician
Per rehearsal (min 3 hour booking)	\$291.30 per 3-hour session including technician
Additional rehearsal beyond 3 hours	\$97.10 per hour including technician
Per performance (max 5 hour booking)	\$485.50 per 5-hour session including technician
Security bond	\$515.00
Officer call out fee	\$100.00
Crockery and glassware breakages	\$5 per breakage
Additional globes	At cost as required
Cancellation fees	60 days 100% total booking fee
	90 days 50% total booking fee
	120 days 25% total booking fee

\*Prices scheduled to be increased on 1/7/2023

- 4.1 The Schedule of hire rates are calculated in accordance with Council's Annual Budget.
- 4.2 All fees and charges applicable to the hire period must be paid in full prior to collection of keys. Charges apply from time of entry to Doncaster Playhouse to the time of exit after final bump out and all equipment and waste belonging to the hirer is removed, Doncaster Playhouse is returned to its original condition and securely locked.
- 4.3 The minimum booking duration to bump in or out or rehearse is three (3) hours. An hourly rate will apply beyond the three hour booking.
- 4.4 The maximum booking duration for performances is five (5) hours.
- 4.5 All booking fees and periods include the attendance of a technician contracted by Council.
- 4.6 Doncaster Playhouse has no storage capacity for hirers and all equipment belonging to the hirer must be removed at the conclusion of the hire period.

#### 5 EXPRESSION OF INTEREST FOR PERFORMANCES

- 5.1 Doncaster Playhouse is intended and suitable for a variety of small-scale performing arts programs such as drama, music, dance, stand-up comedy, spoken word poetry and associated activities such as rehearsals and auditions.
- 5.2 Manningham's Arts and Culture team administers Doncaster Playhouse hire via an open call for performance proposals (EOI) to ensure a diverse spread of performing arts offerings.
- 5.2 Applications will be assessed by the following criteria being the points of consideration:
  - 5.2.1 Innovative and engaging expressions of theatrical performance with a high level of technical competency comparative to professional contemporary practice,
  - 5.2.2 Considered and conceptually sound ideas for the type of performance with a professionally presented, consistent and coherent understanding of themes, ideas, form and style;

- 5.2.3 Relevance to the Manningham community and different cultural demographics within it and contribution to Council's Healthy City Strategy goal to grow tourism and strengthen creative industries, and enable diverse arts and cultural expression; and
- 5.2.4 Ability of the proposed performance dates to fit in with the schedule of the Playhouse's season.
- 5.3 Notwithstanding the above, Council reserves the right to accept or reject any application to hire the Doncaster Playhouse as it sees fit.
- 5.4 Where there are gaps in the booking calendar, Council reserves the right to accept ad hoc bookings throughout the year to enable maximum use of Doncaster Playhouse. This may extend to conference and other presentation style events.

## **6 HIRER'S RESPONSIBILITIES**

### **Application process**

- 6.1 All hire is assessed via an annual call for performance proposals, with each year's program allocated on the basis of providing diverse performing arts offerings. The Applications will be made via the prescribed form and will be panel assessed.
- 6.2 An allocated hire booking does not entitle any lasting rights of possession, other tenure or ongoing regular hire bookings of the Doncaster Playhouse to the hirer.

### **Hire confirmation**

- 6.3 Successful applicants will be notified by Council via a written offer, together with:
  - 6.3.1 Hire Agreement outlining all conditions and responsibilities;
  - 6.3.2 Invoice for deposit payment to the value of 25% of the total hire fees together with security bond.
- 6.4 Hire fees and security bond are calculated in accordance with the Doncaster Playhouse Schedule of Fees and Charges (Section 4 above) and will be invoiced by Council to the hirer for payment via direct debit.
- 6.5 A security deposit shall be paid by the hirer against damage to the venue, furniture, fittings, any additional cleaning and waste removal undertaken by the Council resulting from the hirer's use of the venue. The security deposit rate is detailed in the Doncaster Playhouse Schedule of Fees and Charges.
- 6.6 Within four weeks of the written offer, the successful applicant/hirer must complete, sign, and return to Council:
  - 6.6.1 Hire Agreement signed by the president or secretary of the hiring theatre company;
  - 6.6.2 Certificate of Currency as outlined in 6.8 below.
  - 6.6.3 Confirmation of direct debit payment of hire deposit and security bond as outlined in 6.3.2. above.
- 6.7 The Hire Agreement does not deem any lasting rights of possession or tenure over Doncaster Playhouse to the hirer and is only applicable for the specified period within the agreement.
- 6.8 The Certificate of Currency must evidence public liability insurance for any single booking not less than the sum of \$20million for all dates outlined in the Hire Application

form and confirm:

- 6.8.1 The name of the insurer and the insured (the hirer);
  - 6.8.2 The limit of the indemnity (not less than \$20million);
  - 6.8.3 The policy must be current, and be current at the time of all planned hire activities and specific for the hire period or multiple hire periods;
  - 6.8.4 The business activity shown on the Certificate of Currency must be appropriate for the hirer's booking e.g. theatre performance.
- 6.9 The Certificate of Currency must be submitted with the Hire Application form.
- 6.10 Hire bookings should not be assumed and are contingent on the successful applicant/hirer returning all documentation in 6.3 above within four (4) weeks of the written offer, failing which the offer will lapse and the hire allocation may be offered to another applicant.

### **Hire use**

- 6.11 The hirer must only use Doncaster Playhouse for the use specified in the hire agreement, and only between the hours also specified in hire agreement. Any use beyond those times will be subject to additional fees.
- 6.12 The hirer may collect keys for Doncaster Playhouse one (1) day prior to the hire booking from Arts & Cultural Services at MC2, 2<sup>nd</sup> floor, 687 Doncaster Road, Doncaster between the hours of 9am and 5pm.
- 6.13 The hirer must not permit the number of audience, cast and crew to exceed maximum COVID-Safe capacity as stated in section 2 above.
- 6.14 If the hirer requires an amendment to the booking (either specified use or hours of use) written permission must be sought from the hirer and confirmed in writing from Council. Council reserves the right to decline such permission. An amended use should not be assumed, and is contingent upon Council providing written confirmation approving the amended use.
- 6.15 Nothing contained within these conditions shall confer on a hirer the right to exclusive possession or right to sub-let Doncaster Playhouse in any manner. No period of hire shall be transferred or assigned by the hirer to any other individual or organisation.
- 6.16 The hirer accepts Doncaster Playhouse and any associated fixtures, fittings, furniture and equipment on an "as is basis". It is the responsibility of the hirer to undertake a pre-booking inspection to assess venue suitability. Any pre-existing damage should be reported to Council prior to the booking.
- 6.17 The hirer shall ensure that all performances and promotional material do not bring Doncaster Playhouse nor the Council into disrepute. Council reserves the right to cancel, at its discretion, any programs deemed inappropriate by Council for presentation in a Council-run community cultural venue.
- 6.18 Any power, right or discretion conferred on Council under any of the provisions of the hire agreement shall not be deemed to impose upon the Council any responsibility for the selection of the work or works to be performed or presented by the hirer.
- 6.19 Council may enter and remain in or on any part of its premises at Doncaster Playhouse at any time.



- 6.20 A representative of Council's Arts & Cultural Services team will supervise all Doncaster Playhouse bookings and ensure that the venue is safely and professionally utilised at all times. Council Officers will advise hirers on all aspects of the venue operations including technical support and solution provision for any unforeseen issues or problems which may arise. The hirer shall comply with any reasonable direction given by Council Officers.
- 6.21 The services of a theatre technician will be provided by Council as part of the hire fees. The theatre technician will be responsible for all sound, lighting and other technical needs within the theatre. The hirer is not permitted to undertake any adjustments to sound and lighting, but utilise the theatre technician for this purpose. The theatre technician must be in attendance at all bump in/out, rehearsal and performances.

### **Payment of balance fees**

- 6.22 The hirer will be invoiced the balance of hire fees which must be paid in full a minimum of 120 days / four (4) months prior to the booking commencement date. Failure to do so, the booking allocation and the services of the theatre technician will be cancelled.
- 6.23 Cancellation fees will apply and the hirer will be invoiced by Council in accordance with charges set out in the Schedule of Fees and Charges:
- 6.23.1 Less than 60 days / two (2) months' notice will incur 100% forfeiture of hire fees;
  - 6.23.2 Less than 90 days / three (3) months' notice will incur 50% forfeiture of hire fees; and
  - 6.23.3 Less than 120 days / four (4) months' notice will incur 25% forfeiture of hire fees.
- 6.24 It is recommended that hirers take out their own cancellation insurance and/or guarantee against loss.

### **Promotional material**

- 6.25 All advertisements, posters, programs and any other promotional material relating to the performances must include both Doncaster Playhouse and Manningham Council logos in accordance with Council's style guide, without distortion or any other manipulation of either logo's shape or color. Logo use must be approved in writing by Council's Communication team.
- 6.26 All promotional material should be developed for accessible reading.
- 6.27 The hirer must submit copy promotional material to the Cultural Venues Officer for approval prior to publication and distribution. The hirer should allow a minimum of fourteen (14) days / two (2) weeks to confirm approval.
- 6.28 Except on display boards provided, no notice, sign, or advertisement of any kind shall be erected, attached and/or affixed to Doncaster Playhouse walls, doors or any other part of the building, fittings of furniture without the prior written consent from Council. Any "A-frame board" signs require prior approval via permit and must be used in accordance with the conditions stipulated by Council's [Outdoor Signage Policy](#).
- 6.29 The hirer must obtain a [filming permit from Council](#) to film, telecast and/or broadcast in or around Doncaster Playhouse, as well as local streets and outdoor areas. The hirer

should allow four (4) weeks for the processing of such permit.

## **Risk management**

- 6.30 The hirer must confirm within the Hire Agreement that it will implement Council's Traffic Management Plan, which has been approved by VicRoads.
- 6.31 The hirer shall not bring any heavy articles of machinery or equipment or any electrical cables, electrical distribution panels, lights, projectors or other electrical installation equipment or fittings into Doncaster Playhouse without first obtaining Council's written approval, and not load any floor, stage, rigging or mechanical equipment beyond capacity.
- 6.32 The hirer shall not bring any electrical equipment into Doncaster Playhouse unless it is tested and tagged in compliance with [Australian Standard AS3760:2010](#).
- 6.33 The hirer shall not bring or allow to be brought into nor assemble or manufacture in the venue any replica or operational firearms, explosives, inflammable substances, pyrotechnics, chemicals or other substances except as agreed in writing by Council to be necessary for the event and/or performances provided. The hirer shall not allow or permit any event, performance, use or act in Doncaster Playhouse that could cause injury to any person or property.
- 6.34 The hirer must provide a Risk Management Plan to Council a minimum of four (4) weeks prior to the booking. The Risk Management Plan should identify potential risks, assess their likelihood and severity of consequences to determine a risk rating, and outline control measures and action plans to minimize any identified hazards. A sample Risk Management Plan is included within these Conditions of Hire.
- 6.35 The hirer must not permit the number of the people attending the event to exceed the maximum capacity of the venue.
- 6.36 The hirer is responsible for the safety of its employees, contractors, volunteers, cast, crew and audience providing its own first aid kit for their use.
- 6.37 The hirer should note all fire exits, fire extinguishers and emergency procedures provided within Doncaster Playhouse, and only use fire safety equipment if they are familiar with the equipment and its specific application. Do not continue to fight any fire beyond 30 seconds. If the fire is not extinguished within that period, the hirer must commence the evacuation procedure.
- 6.38 In the case of fire or another emergency, the hirer must telephone 000.
- 6.39 Council's after hours emergency telephone number is 9840 9333. Please report any use of emergency equipment and its specific application to Council.
- 6.40 The hirer must take responsibility for its own equipment and maintain its own insurance for any loss or damage that could be sustained.
- 6.41 The hirer must ensure that all lights and electrical applications, including heating and cooling are switched off before vacating Doncaster Playhouse after each booking session. The hirer must ensure these services are not used unnecessarily.
- 6.42 The hirer must ensure that all windows, doors and points of entry are properly locked

and secured before vacating Doncaster Playhouse after each booking session.

### **COVID Safe Plan**

- 6.43 Creative Victoria, as the state government body for the arts, has set out [sector guidance for arts and entertainment services business](#) within Victoria and has provided [Industry Restart Guidelines – Indoor Entertainment Venues \(including performing arts\)](#).
- 6.44 The hirer must submit its up-to-date COVID-Safe Plan to Council a minimum of two (2) weeks prior the booking using Council's prescribed online form, which is responsive to Creative Victoria's guidelines.
- 6.45 The hirer is responsible for ensuring its COVID-Safe Plan is implemented and adhered to by members and representatives of its own organisation together with audiences and visitors to Doncaster Playhouse on its behalf.
- 6.46 It is the hirers responsibility to keep informed and up-to-date with any changes in COVID restrictions and guidelines affecting theatre and performing arts and amend its COVID-Safe Plan accordingly. Any amended COVID-Safe Plans must be re-submitted to Council for further approval a minimum of two (2) weeks prior to the booking.

### **Statutory compliance**

- 6.47 Gambling is prohibited in any part of Doncaster Playhouse.
- 6.48 Smoking is not permitted in any part of the Doncaster Playhouse, including the rear courtyard.
- 6.49 If hirer intends to sell alcohol, it must provide confirmation of its Liquor Licence and up-to-date Responsible Service of Alcohol (RSA) training of those who will be serving at the bar. Liquor Licence applications should be lodged with the [Victorian Commission for Gambling & Liquor Regulation](#) (VCGLR) at least eight (8) weeks in advance. [RSA training](#) is mandatory for the selling, offering or serving of liquor. Confirmation of both the Liquor Licence and RSA should be provided to Council a minimum of four (4) weeks prior to the booking. This timeline must be taken into account when applying for the licence.
- 6.50 If the hirer intends to sell food, it must be [registered through the Victorian Government's StreetTrader](#) to do so, even as a Class 4 community group selling pre-packaged food and drinks.
- 6.51 If the hirer intends to work with children or deliver performances for children, all employees, volunteers or contractors of the hirer must possess a valid [Working With Children Check](#) (WWC Check). It is the hirer's responsibility to keep records of its employees, volunteers and contractors WWC Check in accordance with the [Worker Screening Act 2020](#).
- 6.52 The hirer must comply with noise restrictions and operating times in accordance with the [State Environment Protection Policy \(Control of Music Noise from Public Premises\)](#) (SEPPN-2).
- 6.53 Council is committed to environmentally sustainable waste management practices to ensure the environmental sustainability of our local area and the wider community. The hirer should minimise waste and the resultant need for landfill, whilst increasing recycling.

- 6.54 The hirer shall not breach or allow to be breached any relevant industrial award/agreement, or occupational health and safety, applying to work practices at Doncaster Playhouse and must maintain its own WorkCover insurance where relevant.
- 6.55 The hirer shall not infringe or breach or allow to be infringed or breached copyright, performing right or any industrial or intellectual or other protected right in connection with the performances at the venue.
- 6.56 The hirer shall comply with all policies, guidelines and by-laws adopted by Council concerning the use of Doncaster Playhouse, and as relative to the City of Manningham more broadly.
- 6.57 The hirer shall conform to the requirements of all Commonwealth and State laws and regulations and shall be liable for any breach relating to such laws and regulations. The hirer is responsible to remove anyone not complying with state or federal acts, laws or regulations.

### **Waste and damage**

- 6.58 The hirer shall be responsible for the full observance of good order and condition and for the maintenance and preservation of good order in Doncaster Playhouse, throughout the duration of the hire period. All persons using Doncaster Playhouse should behave in an orderly manner and no damage to property shall be permitted to any part of Doncaster Playhouse.
- 6.59 The hirer will be responsible for ensuring that Council assets are protected and not damaged as a result of the hire use. Council assets include any items at the Playhouse including, but not limited to, seating, staging, equipment, tables, etc.
- 6.60 The hirer must not attempt to carry out any repairs to damage caused. Council will carry out all repairs resulting from any damage at the full expense of the hirer. The hirer will be liable for any additional amount in excess of the security deposit to meet the full cost of damage /cleaning.
- 6.61 Council does not insure any property or belongings of the hirer or any other person. Hirers should (at their cost) insure any property kept in the venue against all risk.
- 6.62 Council is not liable for any loss or damage sustained by the hirer or any person entrusted to or supplying any article or thing to the hirer by reason of any such article, item or thing being lost, damaged lost or stolen. The hirer will indemnify the Council against any claim in respect of such article or thing.
- 6.63 Ordinarily Council will clean Doncaster Playhouse prior to each booking and then once weekly for bookings beyond seven (7) days. Cleaning includes vacuum of foyer, seating bank and backstage areas and full clean of all toilets. It is the responsibility of the hirer to ensure that the venue is clean and tidy at all times during the hire period.
- 6.64 The hirer is responsible for the bump in and bump out of their performance at Doncaster Playhouse and time should be allocated within the hire period for this purpose. This includes cleaning, waste removal and restoring Doncaster Playhouse to its original state.

- 6.65 The hirer is responsible for leaving the premises in a clean and tidy condition. All rubbish, recycled material, commercial waste, or hard waste must be placed in the bins provided or removed from Doncaster Playhouse and disposed of by the hirer in a responsible manner.
- 6.66 Any costs incurred by Council in waste removal and cleaning Doncaster Playhouse shall be recoverable and deducted from the hirer's security deposit. Council will endeavour to notify the hirer prior to undertaking any work required.
- 6.67 If a Council Officer is called out to Doncaster Playhouse outside normal business hours, a \$100 call-out fee will be deducted from the hirer's security deposit.

### **Exit**

- 6.68 It is the responsibility of the hirer to arrive at and depart from the venue in accordance with the times stated on Hire Agreement Form. The hirer and its associates must ensure that their use does not cause a nuisance to any other person or local resident. In particular the hirer must ensure a timely and considerate vacation of Doncaster Playhouse after use.
- 6.69 Keys must be returned to Arts & Cultural Services, at MC2, 2<sup>nd</sup> floor, 687 Doncaster Road, Doncaster on the next business day following the booking conclusion.
- 6.70 Council will refund the security deposit within fourteen (14) days/ two (2) weeks of exiting Doncaster Playhouse on confirmation there is no damage or additional cleaning required. Council has discretion as to the amount to be deducted from the security deposit to make good any damage or to clean up the venue.
- 6.71 The hirer will be invited by Council to complete a program evaluation.

## **7 COUNCIL'S RESERVED RIGHTS**

Council (including its employees, nominees and contractors) shall reserve, under its discretionary control, certain rights, including the following rights to:

- 7.3 Make all directions and take all actions relating to the use of Doncaster Playhouse by the hirer, its employees or contractors.
- 7.4 Approve the hirer's COVID-Safe Plan in accordance with Victorian Government restrictions and Creative Victoria guidelines specific to theatres, performing arts and hospitality.
- 7.5 Have access to Doncaster Playhouse at all times for the purpose of carrying on the business of Council and issue passes or authorities permitting specified persons to have access to specified areas of Doncaster Playhouse including areas used by the hirer in connection with the performances.
- 7.6 Direct crowd control measures, safety and security systems and procedures and Doncaster Playhouse's evacuation procedures.
- 7.7 Make announcements, play videos and display images relating to any subject at the times and in the places in Doncaster Playhouse that Council deems appropriate provided that such announcements and displayed images do not unduly disrupt or



interfere with the performances.

- 7.8 Refuse admission to any person, including the hirer, its employees and contractors, to Doncaster Playhouse at any time; and/or remove any person, including the hirer, its employees and contractors, from Doncaster Playhouse or any part of it at any time.
- 7.9 Remove from Doncaster Playhouse any items of equipment belonging to the hirer, its employees or contractors and store them, at the hirer's costs, in a manner and place of Council's discretion, if the hirer does not remove such items at the conclusion of the hire period.
- 7.10 Determine acceptable sound limits in respect of the performances in accordance with the [State Environment Protection Policy \(Control of Music Noise from Public Premises\)](#).
- 7.11 Enter sponsorship agreements with partners of Council's choice relating to naming rights of, or credit for, any of Doncaster Playhouse's venues, rooms, spaces, services and equipment.
- 7.12 Terminate the hire agreement, and vacate the hirer from the premises with the entire security deposit forfeited to Council, should the Hirer commit, permit or allow any breach or default of the performance and observance of any of these Conditions of Hire.
- 7.13 Refuse to grant the hire of Doncaster Playhouse in any circumstance, notwithstanding that permission to hire Doncaster Playhouse may have been granted or that these conditions may have been accepted and signed and the fees and deposit paid, and/or cancel such permission and direct the return of the fees and deposits paid. The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.
- 7.14 In compliance with the Privacy and Data Protection Act all personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to any third party unless Council is required to disclose the information under other legislation or disclosure is deemed reasonable under the circumstances. Refer to Council's Information Privacy Policy for further information.

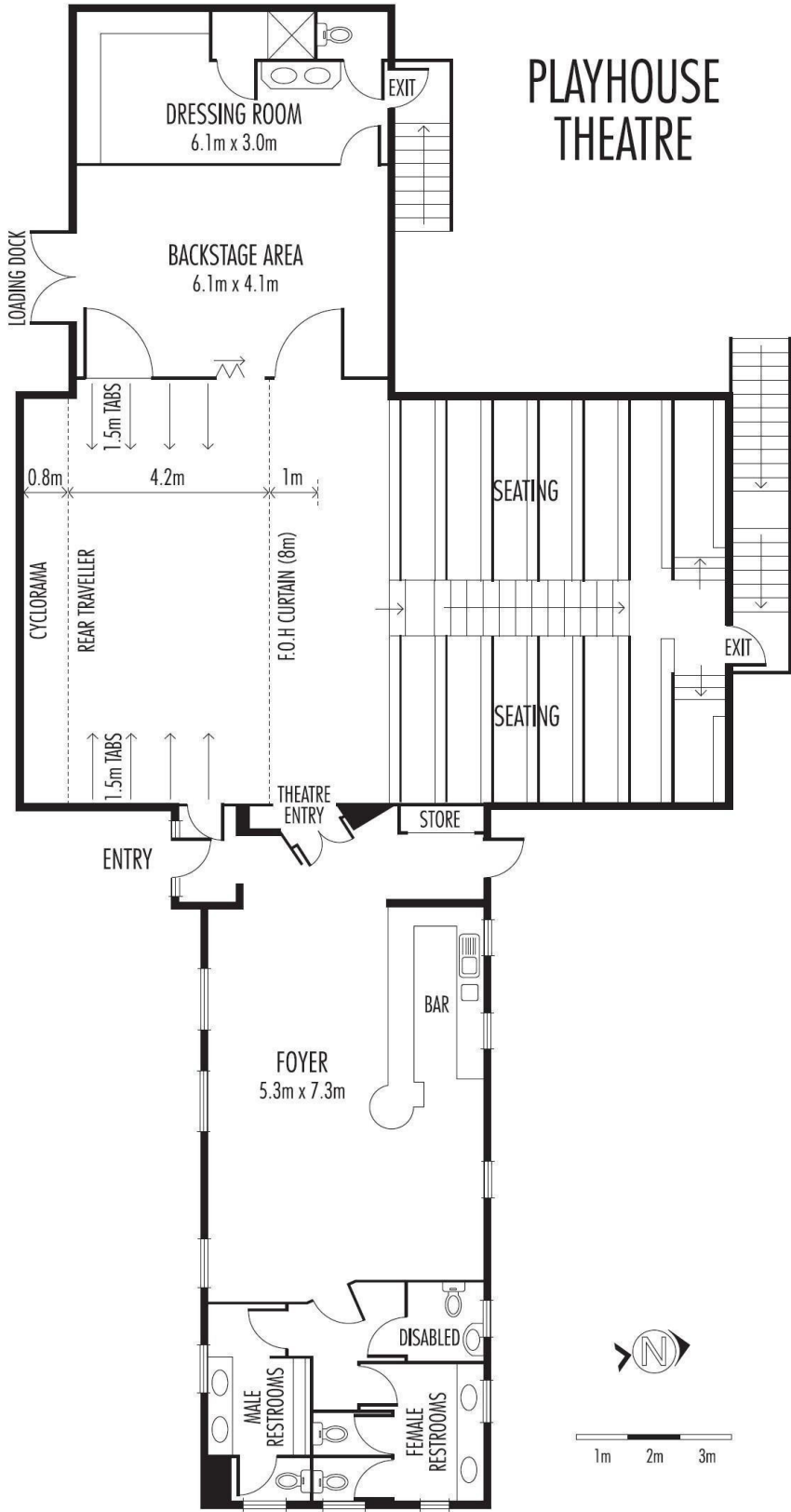
## 8 CHECKLIST AND TIMELINE

TIMELINE	REQUIREMENT	ACTION	COMPLETION
<b>On booking</b>	Application to Hire form	Hirer to sign and return to Arts & Culture	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Technician attendance schedule	Hirer to provide bump in/out, rehearsal and performance schedule to Arts & Culture	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>On signing</b>	Hire agreement	Hirer to sign and return to Arts & Culture	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Hire Agreement</b>	Hire fees	Hirer to pay 25% deposit paid on invoice	<input type="checkbox"/> YES <input type="checkbox"/> NO
	\$20m public liability insurance	Hirer to provide copy Certificate of Currency evidencing minimum \$20million public liability insurance noting Council and Doncaster Playhouse as the interested party, to Arts & Culture	<input type="checkbox"/> YES <input type="checkbox"/> NO

	Liquor Licence	Hirer to obtain <a href="#">Liquor Licence</a> from Victorian Commission for Gambling & Liquor Regulation	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Responsible service of alcohol (RSA)	Hirer to ensure relevant employee's, contractors or volunteers are <a href="#">RSA trained</a> from Victorian Commission for Gambling & Liquor Regulation	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Food registration	Hirer to submit temporary <a href="#">food registration</a> with StreetTrader	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Filming permit	Hirer to obtain <a href="#">filming permit</a> from Council, if applicable	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Outdoor signage	Hirer to obtain <a href="#">outdoor signage permit</a> from Council, if applicable	<input type="checkbox"/> YES <input type="checkbox"/> NO
	WorkCover	Hirer to ensure WorkCover insurance maintained, if applicable	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>120 days prior</b>	Hire fees	Hirer to pay balance hire fees on invoice	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Security bond	Hirer to pay refundable security bond on invoice	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Risk Management Plan	Hirer to provide copy risk management plan to Arts & Culture for approval	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Liquor Licence	Hirer to provide confirmation of Liquor Licence to Arts & Culture	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Responsible Service of Alcohol (RSA)	Hirer to provide confirmation of RSA to Arts & Culture	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Food Registration	Hirer to provide confirmation of Food Registration to Arts & Culture	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Promotional material	Hirer to submit high resolution image and draft promotional material and Council's logo use to Arts & Culture for approval	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Filming permit	Hirer to provide copy filming permit to Arts & Culture, if applicable	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Outdoor signage	Hirer to provide copy outdoor signage permit to Arts & Culture, if applicable	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>21 days prior</b>	<b>COVID-Safe Plan</b>	<b>Hirer to submit COVID-Safe plan to Arts &amp; Culture for approval</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Test and tag	Hirer to ensure any electrical equipment it brings in to Doncaster Playhouse is tested and tagged	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Pre-booking inspection	Hirer to schedule pre-booking inspection with Arts & Culture	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1 day prior</b>	Keys	Hirer to collect keys from Arts & Culture on the last business day prior to the booking commencement	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Booking duration</b>	Occupational health and safety	Hirer to familiarise all employees, contractors and volunteers with, traffic management plan, emergency processes, OH&S and COVID-Safe Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO

	Traffic Management Plan	Hirer to implement approved Traffic Management Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO
	COVID-Safe Plan	Hirer to implement approved COVID-Safe Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Working with Children Check	Hirer to implement record keeping of Working With Children Check for all employees, contractors and volunteers, if applicable	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Technician attendance	Council's technician will be in attendance for bump in, rehearsals, performances and bump out	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>On exit</b>	Cleaning	Hirer to ensure all waste and other items are removed and that Doncaster Playhouse is left in its original condition on entry	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Keys	Hirer to return keys to Arts & Culture on the first business day after the booking conclusion	<input type="checkbox"/> YES <input type="checkbox"/> NO

# 9 VENUE PLAN

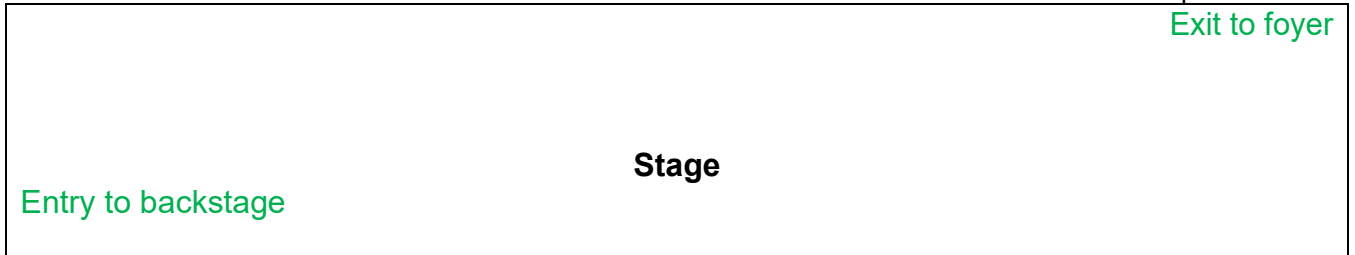


# 10 SEATING PLAN

## EMERGENCY EXIT

1	2	3	4	5	6	<b>H</b>			7	8	9	10		
1	2	3	4	5	6	7	<b>G</b>		8	9	10	11	12	13
1	2	3	4	5	6	7	<b>F</b>		8	9	10	11	12	13
1	2	3	4	5	6	7	<b>E</b>		8	9	10	11	12	13
1	2	3	4	5	6	7	<b>D</b>		8	9	10	11	12	13
1	2	3	4	5	6	7	<b>C</b>		8	9	10	11	12	13
1	2	3	4	5	6	7	<b>B</b>		8	9	10	11	12	13
1	2	3	4	5	6	7	<b>A</b>		8	9	10	11	12*	13*

Seats A12 and A13 can be removed  
for one wheelchair-accessible space





## 11 EQUIPMENT INVENTORY

### 11.3 Audio

- 1 x Presonus digital 24 channel mixer
- 2 x JBL Eon powered speakers
- 1 x Denon CD player
- 2 x Denon tape decks
- 10 x 10meter XLR microphone cables
- Behringer 2 Channel portable mixer
- 4 x Quest powered monitors
- 4 x SM58 vocal mics
- 2 x SM57 instrument mics
- 4 x passive DI
- 5 x boom microphone stands
- 12 channel multicore and stage box
- Jands Ezicom headset system (1 Master Station, 3 headsets, 2 belt packs)
- Stage vision relay to prompt side

### 11.4 Lighting

- 1 x Martin pc system
- 2 x 12 Jands Digital Dimmer Racks
- Fresnels
  - 10 x 500W pat.123's
  - 4 x 650W prelude F's
  - 12 x 500W FP500
- PC's
  - 6 x 650W Acclaim PC's Profiles
  - 4 x 500W pat 23's
  - 2 x 650W Prelude 28/40's
  - 4 x 650W Acclaim 18/34's
- Floods
  - 3 x Pat 60's
  - 2 x 3cell cyc units
  - 4 x LED cyc units
- PAR
  - Cans 11 x PAR64

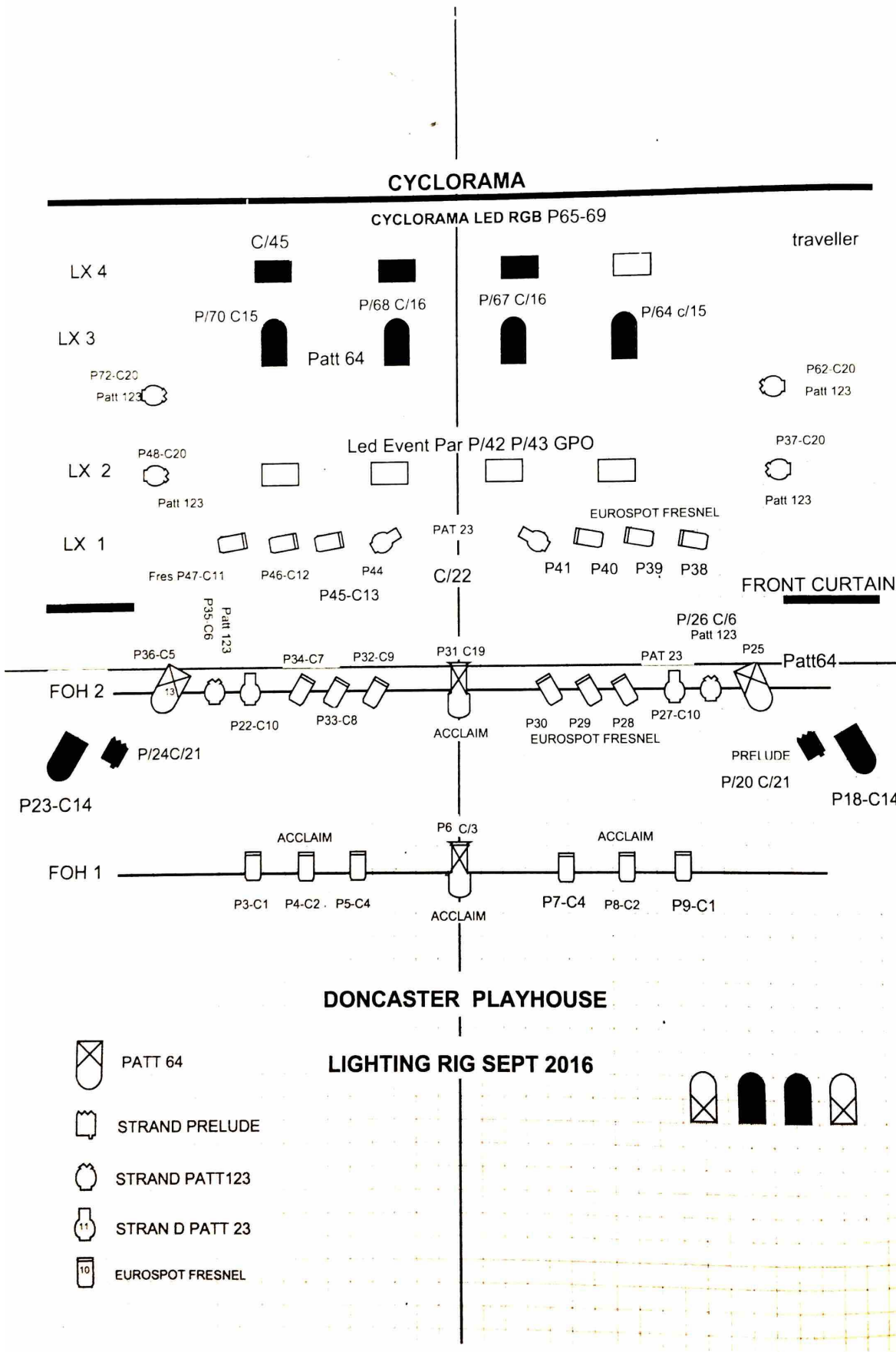
### 11.5 Stage equipment

- 1 x pair blue FOH curtain
- 1 x pair of Black Tabs
- 1 x white cyclorama/scrim
- 8 x Black legs
- 1 x 12" mirror ball + 2 pin spots
- 1 x smoke machine
- 10 x 10kg shot bags
- Assorted cables and clamps
- 2 x speaker stands
- Sanyo 4500 lumens XGA Data projector PLC-XU106 and fixture (*subject to availability*)

### 11.6 Bar

- Refrigeration
- Dishwasher
- Cash drawers
- Wine glasses
- Coffee cups

# 12 LIGHTING CONFIGURATION



# 13 SAMPLE RISK MANAGEMENT PLAN

Doncaster Playhouse: Performance Risk Assessment			
User Group .....		Nature of Performance .....	
Performance Title: .....		Risk Assessment completed by: .....	
Contact Phone No: .....	Email Address: .....	Date And Time Of First Performance: .....	

Risk Assessment Key		
Severity	Likelihood	Risk Rating
What is the potential level of injury to persons and/or damage to property caused by the hazard?	How likely is the hazard to happen?	Risk Rating = Severity x Likelihood
1. Slight 2. Minor 3. Moderate 4. Major 5. Severe	1. Highly Unlikely 2. Not Very Likely 3. Possible 4. Major 5. Very Likely	

**1. RISK OF INJURY DUE TO FALL:** Does the production involve working above ground level: on ladders, tables, blocks, raised set or by lifting persons etc? This includes during your set-up, rehearsals, performance and strike.

Description of activity/associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Control measures/action plan

**2. FALLING OBJECTS:** Will any objects be suspended from above? How is the set constructed, i.e., can anything fall or collapse?

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

**3. SLIPPING OR TRIPPING:** Will any props, set, drapes, costume or other articles that could cause a trip or slip be used on stage? Will any persons be acting or behaving in a manner that could cause a trip or slip to themselves or other members of the company?

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

**4. SPILLAGE:** Will any liquids or foodstuffs be used? Will any liquids be near electrical equipment on or off stage? If liquid is spilled can it cause a risk of a slip?

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

**5. FIRE:** Will any open flames be used. E.g. smoking, candles, incense etc?

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

**6. ELECTRICAL HAZARDS:** Will any electrical equipment be bought into the theatre? Could any electrical items used on stage cause a fire or burn hazard? Items brought in to the theatre should have a current Test and Tag.  
**ITEMS FAILING TEST AND TAG MUST NOT BEUSED.**

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

**7. UNSTABLE SURFACES:** Will any persons be standing on an object not specifically designed for that purpose?  
Will any objects or set be used that are not professionally built, or used in a manner that could cause them to be unstable?

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan



**8. IMPACT:** Is there any stage fighting or complex rapid movement where injury due to impact could occur, this could be in the form of dancing, clowning, physical theatre or drama? Could any impact damage space or set as well as persons?

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

**9. WEAPONS:** Will any form of weapon be used in rehearsal or performance e.g. Swords, knives, guns, clubs - including replica or toy versions? Will any item be used to represent a weapon?

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

**10. PYROTECHNICS:** Will any explosive devices be used, no matter how small? (Note the use of pyrotechnics requires a current licence - please attach details of licence holder to this form)

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

**11. UNUSUAL USE OF OBJECTS OR EQUIPMENT:** Will any objects or performance space be used in an unusual or unconventional manner which could pose a risk?

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/actionplan

**12. IMPAIRMENT:** Use of alcohol or drugs before or during performances or rehearsal is not permitted. Will any other devices that could mean a performer being impaired; e.g. Blindfolded or handcuffed? Are you aware of any

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/actionplan

**13. ANYTHING ELSE:** This list is not exhaustive! Are you planning any other activity that may pose a significant risk of injury to person or damage to space or property? If in doubt please consult the Theatre Technician or management before proceeding.

Description of activity/ associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/actionplan

**1. SERVING OF ALCOHOL:** Will alcohol be served/sold to patrons/cast/crew before, during or after the performance? If alcohol is sold please provide a copy of appropriate liquor licence to centre management and ensure certificate is displayed in venue at all times.

Description of activity/associated risks	Who could be affected	Severity 1 to 5	Likelihood 1 to 5	Risk rating	Control measures/action plan

Provide information regarding licence with this document.

**2. FIRST AID AND EMERGENCY ROLES:** Please provide details holder of current First Aid certificate (if applicable) and names of Chief Fire Warden, Assistant Fire Warden in event of an emergency.

First Aid:

Chief Fire Warden:

Assistant Fire Warden:

Name:.....Signed:.....Date.....

**14. DECLARATION: Please tick which statement applies**

We have identified the above hazards and have indicated control measures or an action plan to address them. (Further pages may be attached)

None of the above hazards apply to our project/production.  
There is no significant hazard or risk

Name:.....Signed:.....Date.....

## 14 DEFINITIONS

- 14.3 **Application form:** Doncaster Playhouse Application Form within these Conditions of Hire.
- 14.4 **Arts & Culture team:** The Arts & Culture team of Council who administers Doncaster Playhouse.
- 14.5 **Council:** Manningham Council and includes the Arts & Culture team, other Council employees, agents and licensees.
- 14.6 **Council officer:** Council employee either as a representative of the Arts & Culture team or the wider organisation.
- 14.7 **Doncaster Playhouse:** Doncaster Playhouse 679 Doncaster Road, Doncaster.
- 14.8 **Hire fee:** fee charged to organisations or individuals for the hire of Doncaster Playhouse and specified in Schedule of Fees and Charges.
- 14.9 **Hirer:** The hirer specified in the Doncaster Playhouse Hire Application Form and Hire Agreement, and where it is consistent with the context includes the hirer's employees, contractors, volunteers, agents, invitees and persons the hirer allows on venue.
- 14.10 **Performance:** The theatre/performing arts activities, time, date and venue specified in the Doncaster Playhouse Hire Application Form and Hire Agreement.
- 14.11 **Public liability insurance:** An indemnity against all sums which the hirer may be legally liable for to pay by way of compensation for bodily injury and/or property damage to the public resulting from an occurrence which arises from their negligence or the negligence of their members, including voluntary workers, engaged on behalf of the hirer, or audiences.
- 14.12 **Security Deposit:** The refundable security deposit as specified in the Doncaster Playhouse Schedule of Fees and Charges.
- 14.13 **Theatre company:** Theatre organisation of any genre of performing arts.
- 14.14 **Venue:** Doncaster Playhouse as detailed in Item 2.2.

CHARGE SCHEDULE 2022-23 FIN YR	FEE (INCL GST)
Bump in/out (min 3 hour booking)	\$291.30 per 3-hour session including technician
Per rehearsal (min 3 hour booking)	\$291.30 per 3-hour session including technician
Additional rehearsal beyond 3 hours	\$97.10 per hour including technician
Per performance (max 5 hour booking)	\$485.50 per 5-hour session including technician
Security bond	\$515.00
Officer call out fee	\$100.00
Crockery and glassware breakages	\$5 per breakage
Additional globes	At cost as required
Cancellation fees	60 days 100% total booking fee
	90 days 50% total booking fee
	120 days 25% total booking fee

\*Prices scheduled to be increased on 1/7/2023

For any further information, please contact Arts & Culture on 9840 9382  
[playhouse@manningham.vic.gov.au](mailto:playhouse@manningham.vic.gov.au)

## 15 HYPERLINK GLOSSARY

### Outdoor Signage Policy

<https://www.manningham.vic.gov.au/sites/default/files/uploads/Outdoor%20Advertising%20on%20Council%20Owned%20and%20Managed%20Property-%202012%20Policy.pdf>

### Filming Permit from Council

<https://www.manningham.vic.gov.au/filming-in-manningham>

### Australian Standard AS3760:2010

<https://www.standards.org.au/standards-catalogue/sa-snz/electrotechnology/el-036/as-slash-nzs--3760-2010>

### Sector Guidance for Arts and Entertainment Services

[https://www.coronavirus.vic.gov.au/arts-and-entertainment-services-sector-guidance#\\_ga=2.125722762.1248627492.1614818932-953051286.1563435327](https://www.coronavirus.vic.gov.au/arts-and-entertainment-services-sector-guidance#_ga=2.125722762.1248627492.1614818932-953051286.1563435327)

### Victorian Commission for Gambling & Liquor Regulation

<https://www.vcqlr.vic.gov.au/i-want/get-new-licence>

### RSA training

<https://www.vcqlr.vic.gov.au/resources/education-and-training/responsible-service-alcohol>

### Victorian Government's StreetTrader

<https://streetrader.health.vic.gov.au/>

### Working With Children Check

<https://www.workingwithchildren.vic.gov.au/about-the-check/legislation>

### Worker Screening Act 2020



<https://www.workingwithchildren.vic.gov.au/about-the-check/legislation>

**State Environment Protection Policy (Control of Music Noise from Public Premises)**

<https://www.epa.vic.gov.au/for-community/environmental-information/noise/music-noise-law>

**Liquor Licence**

<https://www.vcqlr.vic.gov.au/liquor/sporting-and-community-club/apply-new-licence/apply-liquor-licence>

**Food Registration**

<https://streatrader.health.vic.gov.au/>

**Filming Permit**

<https://www.manningham.vic.gov.au/filming-in-manningham>

**Outdoor Signage Permit**

<https://www.manningham.vic.gov.au/community-event-signs>