



EXPRESSION OF INTEREST – **COMMUNITY HIRE**

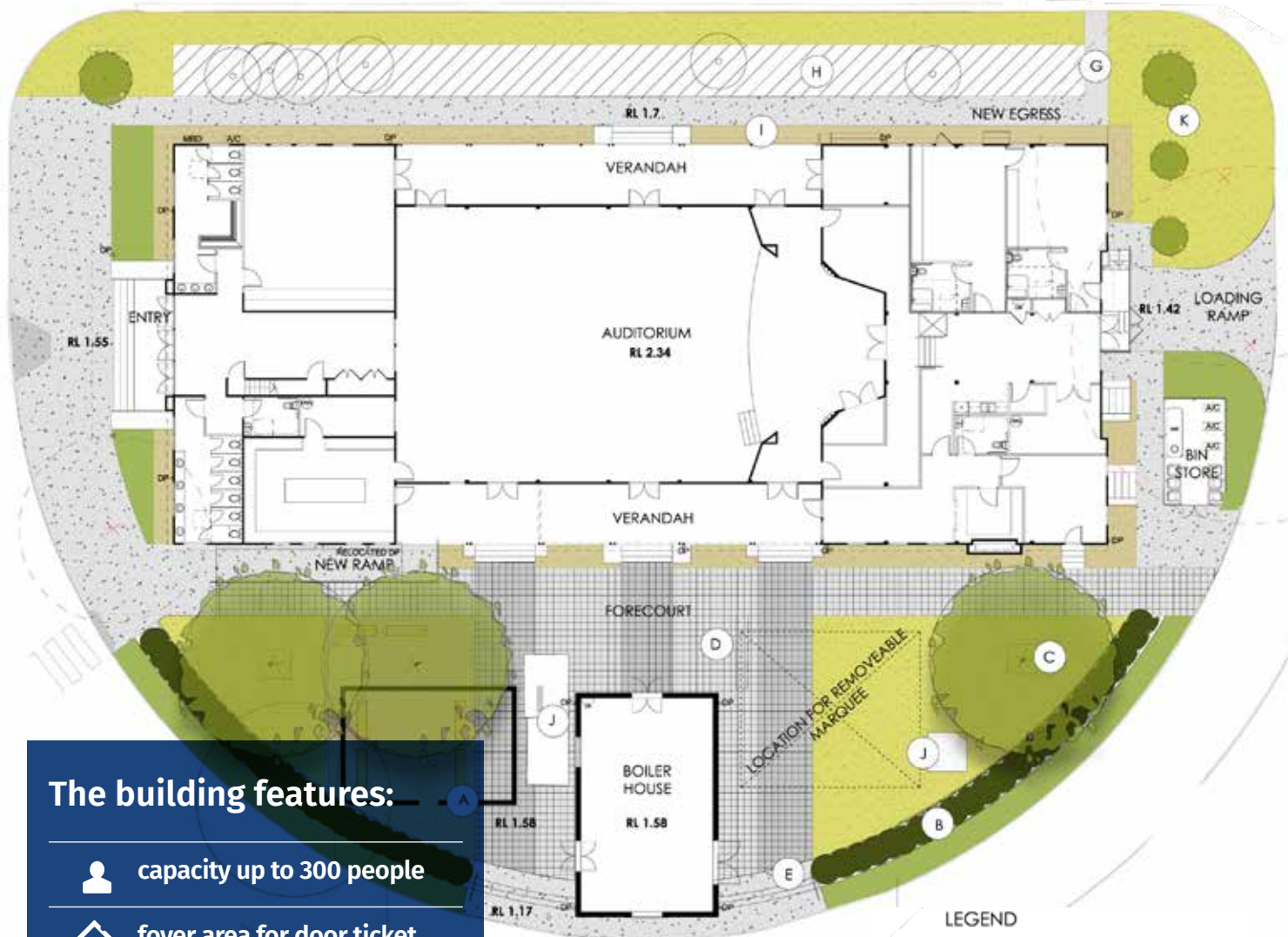
Rathmines Theatre Venue Hire

1 July 2020









About the building

The Rathmines Theatre is a 300-capacity theatre available for professional and amateur musical, theatre, dance, and cultural groups to host and perform quality stage productions starting from Wednesday 1 July 2020.



The building features:

-  capacity up to 300 people
-  foyer area for door ticket sales, advertising of promotional material and serving refreshments
-  kitchen equipped with an oven, refrigerator, urn, sink and servery to the foyer area
-  male and female dressing rooms
-  platform lift to allow people with disability access to the stage
-  auditorium fitted with a hearing loop, providing coverage between the stage and tiered seating

A detailed list of equipment and facilities will be available though Council's website and Customer Service Centre after 1 May 2020.

How do we define a community organisation?

A 'community organisation' is 'any organisation engaged in charitable or other community-based activity operating under Australian law and not established for the purpose of making a profit'. Proof of not-for-profit status may be requested during the application process.



Fees and charges

LAKE MACQUARIE PERFORMING ARTS CENTRES/THEATRES

All hire is subject to the conditions of the relevant hire agreement.

Occasional use	The City's Performing Arts Centres will not be available for regular use to reflect the special purpose of theatre and performance spaces. Occasional use will be permissible up to eight (8) weekend bookings in any 12 month period.
Liquor sales or supply are subject to liquor licencing provisions.	
Availability	8am up to midnight. Weekend hire is 5pm Friday to midnight Sunday.
Community fee	The discounted fee charged for not-for-profit community service organisations. It is not applicable for government organisations, schools or other organisations that are funded for facility hire or derive an income from the activities.
Corporate fee	The standard hourly fee charged for all other bookings.
Cancellation fees	For bookings cancelled with less than 48 hours' notice - full usage fee will be charged. For bookings cancelled with 48 hours to one weeks' notice - 50% of usage fee will be charged. For bookings cancelled with one to two weeks' notice - 25% of usage fee will be charged.

NAME	YEAR 2020/2021						
	Fee (ex GST)	GST	Fee (inc GST)	GST	Policy code	Master	Receipt code
Call out fee where staff assistance is required (When Council staff are required to attend the facility at any time to provide lighting and sound assistance, reset alarm or attend due to smoke machine trip)	\$110.91	\$11.09	\$122.00	Y			
Hire remotely controlled sound system – daily	\$186.36	\$18.64	\$205.00	Y	1	1600	N/A
Hire remotely controlled sound system – weekly	\$877.27	\$87.73	\$965.00	Y	1	1600	N/A
Hire remotely controlled lighting system – daily	\$186.36	\$18.64	\$205.00	Y	1	1600	N/A
Hire remotely controlled lighting system – weekly	\$877.27	\$87.73	\$965.00	Y	1	1600	N/A
Post inspection	\$240.91	\$24.09	\$265.00	Y	2	1600	N/A
Cleaning fee - pre or post hire - full clean	\$363.64	\$36.36	\$400.00	Y	2	1600	N/A
Cleaning fee - during hire period floors, bathrooms and waste only (For hire of 100 people or more)	\$72.73	\$7.27	\$80.00	Y	2	1600	
Set up of orchestra pit	Quote provided on request			Y	3	1600	N/A
Education programs/art classes/special events (including schools)	Market price			Y			
Microphone and stand	\$45.45	\$4.55	\$50.00	Y	1	1600	N/A
Mobile bar/ticketing reception desk (Relocatable table/bar station for functions)	\$45.45	\$4.55	\$50.00	Y			
Piano hire includes tuning service	\$454.55	\$45.45	\$500.00	Y			
Hire projector and screen	\$145.45	\$14.55	\$160.00	Y	1	1600	N/A

NAME	YEAR 2020/2021						
	Fee (ex GST)	GST	Fee (inc GST)	GST	Policy code	Master	Receipt code
COMMUNITY							
Theatre rehearsal 8am-5pm	\$22.73	\$2.27	\$25.00	Y	2	1600	
Theatre (weekdays day performance) 8am-5pm	\$31.82	\$3.18	\$35.00	Y	2	1600	
Theatre (weekdays evening performance) 5pm-midnight	\$40.91	\$4.09	\$45.00	Y	2	1600	
Function fee (weekends) - Capped at \$200	\$45.45	\$4.55	\$50.00	Y	2	1600	
East Meeting Room (Back of house meeting room)	\$9.09	\$0.91	\$10.00	Y	2	1600	
West Meeting Room and Foyer	\$18.18	\$1.82	\$20.00	Y	2	1600	
Kitchen (For isolated kitchen use. Includes use of equipment.)	\$18.18	\$1.82	\$20.00	Y	2	1600	
Cleaning/security fee - 40 people and over	\$9.09	\$0.91	\$10.00	Y	2	1600	
CORPORATE/PRIVATE							
Theatre (weekdays day performance) 8am-5pm	\$63.64	\$6.36	\$70.00	Y	2	1600	
Theatre (weekdays evening performance) 5pm-midnight	\$81.82	\$8.18	\$90.00	Y	2	1600	
Function fee (weekends) - all venue	\$109.09	\$10.91	\$120.00	Y	2	1600	
East Meeting Room (Back of house meeting room)	\$22.73	\$2.27	\$25.00	Y	2	1600	
West Meeting Room and Foyer	\$22.73	\$2.27	\$25.00	Y	2	1600	
Kitchen (For isolated kitchen use. Includes use of equipment.)	\$46.36	\$4.64	\$51.00	Y	2	1600	





Availability

Rathmines Theatre is due to open from Wednesday 1 July 2020. A range of performing arts offerings will be programmed in the theatre, with the theatre and adjoining spaces also available for commercial hire. Recurring bookings will be subject to approval, and ongoing availability cannot be guaranteed as a result of the curated programming.

**Bookings can be made
three years in advance.**

Conditions of hire for community organisations

The hirer will:

- a. be 18 years of age or over;
- b. take out and maintain adequate Public Liability Insurance (minimum \$20 million), Contents Insurance, Volunteers Insurance and Workers' Compensation for the hirer's equipment, employees, agents and licensees;
- c. undergo a Council site induction.
- d. report any breakage, damage or theft to the venue or its fittings or fixtures and pay for any damage or loss suffered by Council that is caused by the negligence of the Hirer;
- k. not use the venue for any dangerous activity;
- l. accept full responsibility for any loss or damage to any personal property (including money, jewellery, and credits cards) and property which is on hire or loan directly to the hirer;
- m. allow Council and its employees, agents and licensees reasonable access to the venue;
- n. endeavour to limit offensive noise by employees, agents and licensees, as well as the audiences while entering and leaving the venue;
- o. ensure there is no smoking in or outside the venue at any time;
- p. ensure if alcohol is supplied and/or sold at the venue that an appropriate liquor licence is held and a licensee is present and those serving the alcohol have Responsible Service of Alcohol qualifications;
- q. ensure that no more than 300 people occupy the venue for the term of the hire according to the Entertainment Licence as displayed in the foyer of the venue;

Cancellation fees for all Council facilities:

- for bookings cancelled with less than 48 hours' notice full usage fee will be charged.
- for bookings cancelled with 48 hours to one weeks' notice 50% of usage fee will be charged.
- for bookings cancelled with one to two weeks' notice 25% of usage fee will be charged.



How to hire

Submit an application online at lakemac.com.au/Venues/Rathmines-Theatre.

This online form will require contact details, some background information on your organisation, description of intended activity, and preferred dates.

How is my hire request assessed?

Hire requests will be assessed on:

- **venue availability**
- **diversity of activities/ performance types**
- **community engagement**
- **suitability of activity within the venue type**
- **safety and risk assessment**

All consideration will be given to user needs; however, we anticipate there will be a large interest in hiring this facility.

If you are unsuccessful, we will endeavour to discuss other options.





Expression of Interest closes Friday 8 May 2020

Assessment: Monday 11 May 2020

Notification: Friday 15 May 2020

Further information

Melanie Stanton

(Tuesday to Friday)

Performing Arts Officer

(02) 4921 0412

theatres@lakemac.nsw.gov.au

