

Nautilus Arts Centre
 64 Tasman Terrace
 PO BOX 1787, Port Lincoln
 South Australia 5606
 P: (08) 8621 2351 F: (08) 8621 2399
 E: civic.hall@plcc.sa.gov
 www.nautilusartcentre.com.au



City of Port Lincoln
 Level One, Civic Centre, 60 Tasman Terrace
 PO BOX 1787, Port Lincoln
 South Australia 5606
 P: (08) 8621 2300 F: (08) 8621 2399
 E: plcc@plcc.sa.gov
 www.portlincoln.sa.gov.au

HIRE AGREEMENT FOR NAUTILUS ARTS CENTRE FACILITIES (MAJOR EVENTS)

BETWEEN THE CITY OF PORT LINCOLN “the COUNCIL”

AND “the Hirer”

Postal Address:

Contact Person:

Production/Event Title:

Email: Contact Phone:

AREA/S OF FACILITY REQUIRED:

Areas in **“red italics”** included in base Theatre Hire, but maybe hired individually if available.

- Nautilus Theatre* *Flat Floor* *Media Room*
- Green room* Kitchen Bar courtyard*
- Rotary Gallery Sir Walter Nicholls Gallery Studio/Band room

DATE/S REQUIRED:

TIME FRAME/S REQUIRED:

OCCURANCE REQUIRED:

- One off Monthly Weekly
- Other Please state:

I have read the Terms and Conditions of Hire as provided by the COUNCIL and agree to abide by the provisions specified therein. I also certify that the information supplied in the Administration and Technical Requirements forms is true and correct.

Signed for and on behalf of the HIRER by:

The Hirer

.....
 Signature

.....
 Print Name

.....
 Position

.....
 Date

**cannot be hired individually, must be hired in conjunction with Rotary Gallery or Nautilus Theatre*

OFFICE USE ONLY:

TENTATIVE CALENDAR BOOKING ENTRY DATE: __/__/20__ INITIALS: ___

RECORDS ENQUIRY 16.6.1.9

ATTACHED AND SENT TO ENQUIRER

FEES & CHARGES SCHEDULE CONDITIONS OF HIRE

THEATRE HIRE ONLY

TECHNICAL REQUIREMENT FORM ADMINISTRATIVE SCHEDULE

BOOKING RECORDS NO.: _____ DATE: __/__/20__ INITIALS: ___

CONFIRM (UPDATE) CALENDAR BOOKING ENTRY DATE: __/__/20__ INITIALS: ___

THEATRE/GALLERY COORDINATOR NOTIFIED

FRONT OF HOUSE VOLUNTEERS ORGANISED

NAMES OF VOLUNTEERS _____

BAR STAFF/VOLUNTEERS ORGANISED LIQUIR LICENCE SECURED

THE FIRST SCHEDULE

Refer Fees and Charges Document (current September 2013 N20131372) as attached

A deposit may be requested as confirmation of the booking at the discretion of the Council.

THE SECOND SCHEDULE

Amount of Public Liability Insurance Cover required by the Hirer:

Ten Million Dollars (\$10,000,000)

THE THIRD SCHEDULE

Facilities included in Basic Rental - per performance:

1. The Contractual Period is a 6 hour period.
2. Front of House Staff:
Up to a total of 3 hours per staff member as detailed below;
 - 1 Ticket Seller
 - 1 House Manager
 - 2 Theatre Attendants
3. Technical Manager:
Up to a total of 6 hours for the bump in, set up, Performance and bump out in a single day between 8.00am and 11.00pm.
4. Standard Lighting Rig, as detailed in the Schedule of Technical Facilities document provided, with the condition that it is operated by, or under the supervision of, COUNCIL production staff. Please note that any variation to the standard lighting rig will need to be coloured and focused as part of the Hirer's set up.
5. Sound Equipment, as detailed in the Schedule of Technical Facilities document provided, with the condition that it is operated by, or under the supervision of, COUNCIL production staff.
6. Standard Rig, theatre drapes, legs, borders, cyclorama as detailed in the Technical Facilities Document provided.
7. Use of all equipment listed in the Technical Facilities Document.
8. Use of dressing rooms.
9. Use of rehearsal and Green rooms where applicable.
10. Use of foyers, if available, for displays provided access is not impeded.
11. Basic cleaning only.

12. Ticket printing.

THE FOURTH SCHEDULE

Facilities NOT included in Basic Rental;

1. Staff additional to those detailed in the Third Schedule, including;
 - a) All production staff necessary to set up, run and bump out the event (including adequate stage management) in addition to the Technical Manager's time nominated in the Third Schedule. The COUNCIL reserves the right to determine required staffing levels based on the information provided by the hirer.
 - b) Front of House staff required in addition to the number and hours nominated in the Third Schedule.
 - c) Staff will be charged to the Hirer at the rates outlined in the First Schedule

Staff Penalty Rates will apply under the following conditions:

- Hours worked between 11.00pm and 8.00am.
- Hours worked on Sundays and Public Holidays.
- Hours worked in excess of 8 hours in any one day.
- Hours worked in excess of 5 hours without a 1/2 hour meal break

A minimum call of 3 hours duration applies to all technical staff. The Hirer will be charged for the minimum call when the work performed is less than 3 hours. Provided the Hirer gives sufficient notice of staff requirements, every effort will be made to minimise staff penalty rates.

3. Colour media, dry ice, smoke fluid and other consumable stage materials.
4. Hire of technical equipment over and above the designated standard rig, when requested by the Hirer.
5. Data Projector.
6. Piano tuning.
7. Television, newspaper, radio advertising, poster distribution and mailout charges. As requested by the Hirer.
8. Use of telephone, office supplies, photocopying, e-mail and facsimile facilities.
9. Additional cleaning.
10. Table Cloth Laundering.