



**Picton Little Theatre Inc (PLT)  
PERFORMERS VENUE HIRE CONTRACT  
9 DUBLIN ST, PICTON**

To make a booking please enter the details below.  
Check these details are correct and ensure you have read, and agree to, the terms and conditions.  
Sign a copy of the contract and return to: [pictonlittletheatre1@gmail.com](mailto:pictonlittletheatre1@gmail.com)  
We will confirm your booking as soon as possible.

**BOOKING DETAILS**

**Event type:**

**Date:**

**The Hirer – Name and address:**

**Contact Name:**

**Phone number:**

**Email Address:**

**Number of performers:**

**Start time:**

**Finish Time:**

**Interval (Please circle)    Yes / No**

**Any special seating / technical requirements\*:**

*\*Stage and equipment details can be found on our website. Please phone Ben Allot [021 0299 5686](tel:02102995686) to discuss technical requirements. Note we only have 2 microphones.*

**Declaration:** PLT agree to hire the venue to the Hirer for the event and hire period and the Hirer accepts such hire in accordance with the Terms and Conditions set out in this contract.

Signature of Hirer	Date
Signature of Venue Operator (PLT)	Date

## TERMS AND CONDITIONS OF HIRE

### Picton Little Theatre (PLT)

**Theatre hire fee:** \$200 per day or 20% of all ticket sales, whichever is greater. *(PLT is not registered for GST)*

#### **Picton Little Theatre will provide:**

- The Venue (Includes stage, greenroom, moveable seating *Max size of audience = 85*)
- Technical equipment and assistance (up to 3 hrs)
- Front of house staff
- Ticket sales via Eventfinda (hosted by PLT)
- Door sales (cash)
- Bar (PLT retain all takings)
- Promotion *(via social media, newsletter, Local media free What's on Guides, free radio plugs and prominent banner display. We will also display posters around town if you provide them.)*

#### **Hire contract**

The hirer's signatory must be duly authorised and at least 18 years of age.

#### **Right of refusal to hire**

PLT may at its' discretion, refuse any application for hire.

#### **Access to venue**

Hirers will be given access to the venue at the time agreed with PLT.

#### **Prohibited**

**X** No smoking inside the venue

**X** No open fires, smoke machines, naked flames (this includes candles and kerosene lamps), BBQs or spits are to be used inside the facility.

#### **Loss or damage**

PLT accept no responsibility for loss or damage to any property the hirer brings to the venue, whether within or outside the premises, and does not provide any insurance cover for such property.

In addition to the hire fee the Hirer may be charged for any theft, loss, breakage or damage attributable to the Hirer's actions.

#### **Supervision of Children**

The venue is not designed for child-care purposes and there may be potential hazards present. Please ensure all children are supervised at all times.

#### **Performing Rights Copyright**

The Hirer will be responsible for any fees which may be claimed by and held to be payable to the Australasian Performing Rights Association or like associations.

#### **Fire Safety**

Every hirer is required to be familiar with the procedure for evacuation of the venue in the event of fire, and for following the instructions of the appointed fire warden.

