

Picton Little Theatre

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

Thank you for considering the Picton Little Theatre (PLT) for your performance.
To check your preferred date for your event, please email pictonlittletheatre1@gmail.com.
Please enter your event details below and ensure you have read, and agree to, the terms and conditions.
Sign where indicated, scan and return ALL pages of this document to: pictonlittletheatre1@gmail.com
Venue Hire: \$200 + GST or 25% of ticket sales + Technical Assistant for Show: \$75 + GST
We will confirm your booking as soon as possible upon receipt of your contract.
*Stage and equipment details can be found on our [website](#). Please phone Ben Allot 021 0299 5686 or email benallott29@gmail.com to discuss specific technical requirements.

BOOKING DETAILS

Event Name and description:
Facebook/Website:
Promoter Name and address:
Contact Name:
Phone number:
Email Address:
Number of performers/crew:
Event date: / /
Pack in/Sound-check time:
Event Start time:
Event Finish Time:
Interval (Please circle): Yes / No
Promotional material provided (Please circle): Press Release / Image / Poster
Detail any printing and other paid services required (ref page 2, Promotion):
<i>Detail any special seating / *technical requirements:</i>
<i>Your Bank Account (to be used for any credit due after the event)</i> <i>Account Name:</i> <i>Bank & Account Number:</i> <i>Your Reference:</i>

Payment of the following is required to secure your booking:	
Venue Hire/Bond	\$200
Technical Assistant (if required) +	\$75
GST @ 15%	
TOTAL	\$ _____

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 Promoter	Date
Signature of Venue Operator (PLT)	Date

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TERMS AND CONDITIONS OF HIRE

Picton Little Theatre (PLT)

Hire Charges and Payments

\$200 + GST per show (up to 3 hours) or 25% of all ticket sales, whichever is greater.

A deposit of \$200 is required at time of booking. Invoices will not be issued, unless requested.

Please Make payment to Picton Little Theatre: Bank Account 03-1710-0002101-000

Particulars: Performer name Reference: date of event

If the booking is cancelled 1 week or less prior to the hire period a 50% cancellation fee will apply. If the booking is cancelled 24 hours before the hire period Picton Little Theatre reserve the right to charge a cancellation fee of 100%. If government regulations or natural disaster forces cancellation the Theatre will negotiate a fair fee.

Within five days of conclusion of the event, the outstanding credit will be paid to the Promoter, unless it is under \$200, in which case the deposit will be retained as payment of venue hire.

The Picton Little Theatre reserves the right to issue up to four complimentary tickets for promotional use or other, for example for sponsors of the Little Theatre.

Right of refusal to hire

PLT may at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid out will be returned in full.

As part of your venue hire PLT will provide:

The Venue

Includes stage, greenroom, moveable seating *Level 1 Max size of audience = 90, Level 2 Max size of audience = 60*

- Technical equipment and assistance up to 2 hrs for set up. If a Technician is required, note the charge is *\$75 + GST
- Front of house staff
- Ticket sales via Eventfinda – created and managed by PLT
- Door sales (cash)
- Bar (PLT retain all takings)

Promotion

PLT will provide the following advertising channels to help promote your event

- Facebook Event/Co-Hosting, e-newsletter event mention – Event image must be supplied by Promoter
- Local media: assistance with editorial pitches and community notices - Press release supplied by Promoter
- Two Banners in High Street, min 1 week prior to event
- Poster distribution – to be supplied by promoter – A4 = x45, A3 = x5

Additional services available

- Poster design from \$80 + GST
- Printing posters on standard paper 50 @ \$55 + GST
- Press release writing from \$200 + GST

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.

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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.