

Picton Little Theatre

TERMS AND CONDITIONS OF HIRE

Picton Little Theatre (PLT)

Hire Charges and Payments

\$230 per show (up to 3 hours) or 30% of all ticket sales less Eventfinda fees, whichever is greater.

If a show exceeds 3 hours an additional fee will be determined by PLT.

A deposit of \$230 and payment of other services 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 four weeks or less prior to the hire period a 50% deposit cancellation fee will apply. If the booking is cancelled 24 hours before the hire period Picton Little Theatre reserve the right to charge a deposit cancellation fee of 100%. If government regulations or natural disaster forces cancellation the Theatre will negotiate a fair fee.

Within ten business days of conclusion of the event, the outstanding credit will be paid to the Promoter, unless it is under \$230, 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*

- Front of house staff and MC
- Ticket sales via Eventfinda – created and managed by PLT
- Door sales (cash) and pre-sales through Summit Real Estate, Picton – managed by PLT
- Bar (At PLTs discretion. 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: listing in local free community notices - Press release/summary supplied by Promoter
- Poster distribution – to be supplied by promoter – A4 = x45, A3 = x5

Additional services available

- Technical equipment and assistance \$90 (includes up to 2 hrs for technical support to set up).
- Printing posters on standard A4 paper 50 @ \$65
- X 2 Printed promotional banners on the High Street roundabout @ \$80 (including printing and set up). Highly recommended.

Hire contract

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

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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.