

Picton Little Theatre

Picton Little Theatre

PERFORMERS VENUE HIRE CONTRACT

9 DUBLIN ST, PICTON Email: pictonlittletheatre1@gmail.com

Thank you for considering the Picton Little Theatre (PLT) for your performance. To check your preferred date for your event, please contact us. Please enter your event details below and ensure you have read, and agree to, the terms and conditions. Sign where indicated, scan and return pages 1 & 2 of this document.

Venue Fee: 30% of ticket sales less Eventfinda fees. All prices are GST inclusive. We will confirm your booking as soon as possible upon receipt of your contract.

BOOKING DETAILS

Event Name and description:	
Facebook/Website:	
Promoter Name and address:	
Contact Name:	
Phone:	Email:
Event date:	Interval: Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of performers/crew:	Pack in/Sound-check time:
Event Start time:	Event Finish Time:
Ticket Price (subject to approval by PLT):	
Promotional material provided: Press Release <input type="checkbox"/> Image <input type="checkbox"/> Poster <input type="checkbox"/>	
Detail any printing and other paid services required (ref page 2, Promotion):	
Special seating / *Technical requirements:	
Your Bank Account (to be used for any credit due after the event) Account	
Name:	
Bank & Account Number:	
Your Reference:	

*Stage and equipment details can be found on our [website](#). Please phone Brad Goode 021 202 3623 to discuss specific technical requirements.

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Payment of the following is required at time of booking:	
Additional Services (refer next page)	
Print 30 posters 10x A3 and 20x A4 \$35	
X 2 Printed promotional banners on the High Street roundabout (Highly recommended!) \$115	
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

TERMS AND CONDITIONS OF HIRE

Picton Little Theatre (PLT)

Hire Charges and Payments

30% of all ticket sales less Eventfinda fees.

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

A payment for additional 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

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 *Max size of audience Level 1 = 80, Level 2 Max size of audience = 30-40*

- Front of house staff and MC
- Technical assistance to set up (1hr); Control sound & lighting during performance
- Ticket sales via Eventfinda – created and managed by PLT. Can co-host
- Door sales (cash) and pre-sales through Summit Real Estate, Picton – managed by PLT
- Bar (At PLTs discretion. PLT retain all takings.)

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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 – artwork to be supplied by promoter

Additional services available

- Technical equipment and assistance \$45 p/h (First hour is free).
- Print 30 posters 10x A3 and 20x A4 \$35
- X 2 Printed promotional banners on the High Street roundabout \$115 (includes printing and set up). Highly recommended.

Hire contract

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

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.