

Stage Door Studio

EVENT in Association with Stage Door School:

Promoter Details

Name of Company (if any)

ADDRESS _____

PHONE NUMBER _____

Email _____

ABN _____

Venue details

Proprietor/Licensor

Remregal Pty Ltd T/A as STAGE DOOR SCHOOL OF PERFORMING ARTS

Director

Ian Westrip OAM

PO BOX 1224

SUBIACO

6904

Email address concert@inet.net.au

Internet Address www.icw.org.au

Event Date and Times requested (subject to availability)

IMPORTANT NOTICE – This is not a sub let of the premises but an agreement to use them in association with Remregal Pty Ltd who retains the lease. All charges therefore are to facilitate the use and hire of the studio facilities.

Ticket Prices and Box office

It is required that Try Booking be used for your ticket sales and all funds be put in Stage Door holding account. This will give an accurate amount of takings and bookings per performance. All funds will be given to the promoter, once costs as agreed, have been subtracted.

Front of House

This is responsibility of the promoter.

Doors will be opened and access to the building provided by the Technical manager one hour prior to the production start time or 15 mins prior to beginning of the rehearsal.

You are charged for the Technical Manager at \$50 per hour and he is responsible for opening and closing the venue and returning to its original state as much as possible.

If you do not use him as a Stage Manager then you only pay for opening and closing.

(Two hours) and you are responsible for leaving studio in original state.

There should be at least two ushers one on the door and the other for seat assistance. If bookings do not warrant two then this is a promoter's decision.

The Box Office

This is to be managed by the promoter for the performances.

Credit card facilities are available and it will be necessary to charge 2% extra on these sales. There are to be no other transaction fees.

Full account of credit card fees must be recorded for reimbursement to promoter, by providing the Technical Manager with the print out receipts from the credit card facility. Booking agent contact is responsibility of promoter.

All cash sales must be recorded and tickets given to every patron even if complimentary. We recommend collection of stubs to verify your attendance numbers so all persons whether complimentary or not only have entrance with a ticket. This is required under health and safety regulations.

We recommend unreserved tickets.

The seating arrangement is flexible but if wishing to have tiered seating please remember it has to be constructed and set out and returned to original condition after each performance or set of performances, by the technical manager. Time should be allocated for this.

A box plan can be provided.

It will be the promoter's responsibility to get the up to date ticket information from Try Booking to ascertain seats sold.

The Technical Manager is to sign off on the number of seats sold including complimentary after each performance.

Seating capacity

There is a maximum of 100 seats + available for sale at any one performance.

Alcohol and beverages

If the promoter wishes to sell alcoholic beverages then they must apply for a temporary license and they will be responsible for all sales and staffing plus the policing of responsible drinking.

Tea and Coffee facilities (Urn) can be provided but all sales, provisions (cups etc) and service are the responsibility of the promoter. This applies to rehearsals also.

These facilities must also be serviced and left clean by the promoter.

All takings are to go to the promoter.

COST OF THE VENUE FACILITIES

This venue is run at minimum hire rates of facilities to make it attractive to promoters. It is important that promoters treat everything with respect as it is a multi purpose venue to be used by our fellow thespians.

Hire of Facilities Deposit

A non refundable deposit of \$400 will be required on signing of agreement. This deposit will be held against all costs and included in the final accounting.

All accounting will be done on a weekly basis and funds transferred within two weeks of hire on a recurring basis, or as arranged.

Rehearsal Facility Costs

The cost of rehearsing in the venue when available is **\$50 per four hour session** whether the whole time is used or not, basically as a utility cost.

Bump in

The Technical Manger must be used for bump in/out and performances and for 2014 his costs are **\$50 per hour**. A session is generally regarded as four hours for rehearsals and four hours for performances (this includes unlocking and securing venue).

This will mean that all lighting and sound responsibility should be run by the promoter or by the Technical Manager.

If you do not use the Technical Manager as a Stage Manager then you only pay for opening and closing. (Two hours).

Any other technical staff – stage management, crew etc is the responsibility of the promoter.

Performances

The promoter will pay the session utility rate of **\$50** and also pay **\$4 per ticket seat** used including complimentary tickets to the Licensor.

The Technical Manager will also be used at a session rate of \$50 per hr for each performance (min 2hrs or 4 hrs if used as SM) this will also include opening and closing of the venue.

Use of the venue facilities

This includes use of the wardrobe area, the drama room (as dressing rooms) and the use of the kitchen at the rear of the building. All other areas are not available.

The refurbished heritage toilets are uni sex and are across from the actual studio in the adjacent building. It may be possible to have other toilets open for use when there is a large audience. These are located 50 metres inside the school. This involves extra security arrangements so is best avoided, but possible.

All performance related material sets, props and lighting is the responsibility of the promoter who may use anything that is available but is responsible for setting up and hiring any extra that may be required.

As this is a multi purpose venue, at the completion of each performance after consultation with the Technical Manger it *may* be necessary to return the venue to its original state. It will be his responsibility to see that this is carried out.

The rooms must be left for use by others during the day.

All valuables and props etc should be stacked or boxed away under direction of the Technical Manager.

This also includes setting up seats for the next performances.

All seating etc is to be stacked away if necessary after consultation with the Technical Manager.

Closure and security of the venue is the responsibility of the hirer for rehearsals. There is a \$60 call out fee if the alarm is not set and security officers attend. The codes and procedure will be given to the hirer on signing the agreement. This aspect may be reviewed on occasion.

The Technical Manager will be responsible for opening or closing on all other occasions.

Cleaning

The promoter is responsible for maintaining the cleanliness of the venue whilst in use and between performances (to cut down on costs). This includes the kitchen and toilet area.

The toilets are generally cleaned regularly by school staff.

There will be a charge of **\$100** once, for the post bump out cleaning.

Technical

The following is available as part of the facility hire costs.

One sound board and speakers

One lighting board and lamps.

Other possible gear on request or as acquired by us.

Parking

Parking is available inside the gated area except in **areas marked Ballet** that **do not** come under the lease of the building. This must be strictly adhered to and is the responsibility of the promoter.

It should be a policy that all patrons park outside the school grounds and only staff, cast and crew use the parking area.

Be aware that parking is an issue when there is football on at the Patterson's Stadium and your patrons should be made aware of this.

Summary of Costs

1 \$50 per four hour session rehearsal utility costs.

2 \$50 per hour Technical Manager, min 2 hour call or min 4 hour call if used as Stage Manager

3 \$50 utility hire per performance

4 \$4 per ticket used including comps

5 2% charge on all credit card sales, customer fee at venue.

6 \$100 fee for post bump out cleaning

7 \$400 non refundable deposit for booking of one or more performances.

8 \$100 optional insurance cover under Remregal Pty Ltd if hirer does not have their own public liability insurance.

INSURANCE

All promoters must have their own Public Liability Insurance (of which a copy must be given to the lessor) and are responsible for any situation that may occur when the Studio is hired to them including one hour before and after performances.

It will be possible to operate under the auspices of Remregal Pty Ltd insurance at a fee of \$100, for season. Rehearsal sessions are also covered under this.

AGREEMENT

All Promoters must sign this agreement before hiring the venue as an agreement for all the requisites set out above.

I have read and agree to all that is stated in this statement of hire

SIGNED (Promoter)

_____ Date _____

SIGNED (STAGE DOOR STUDIO) VENUE MANAGER on behalf of Remregal Pty Ltd

_____ Date _____