

Queen's Theatre hire terms & conditions

Arts South Australia agrees to make the **Queen's Theatre** available to the hirer, in accordance with a contract being entered into, subject to the following conditions:

Fees and charges:

- The proposed event is not such as may reasonably be expected to involve a security risk or danger to the building, fixtures and fittings
- Bookings are confirmed with a 25% deposit (payable to Arts South Australia) and balance paid prior to the commencement of the event
- A bond of \$2000 is required in addition to the hire fee
- In the case of cancellation, the deposit is forfeited
- A charge may be incurred if cleaning is not up to Arts South Australia's standards and is not carried out within the designated time frame
- A charge will be made for electricity used by the hirer
- A charge of \$60.50 applies to each alarm activation during rental period and Emergency Services false alarm call out may incur and attendance fee of \$132
- A charge of \$55 will be incurred for each extra call out & site inspection
- Monies can be paid by money order, cheque or cash except in the case of late payments which will **NOT** be accepted in the form of personal cheques.

Licences and insurance:

- Hirers must apply for all necessary licences, insurance (\$10,000,000) and permits as required under the terms and conditions of the Contract and in particular for events where numbers will exceed 300 patrons
- Hirers must organise all appropriate licensing for their function including and not limited to the appropriate liquor and APRA licences. (To be supported by a letter from the Theatre Manager)
- Hirers must have public liability insurance of \$10 Million (for private functions for which individuals are unable to provide cover, insurance can be purchased from Arts South Australia for \$110)
- Hirers to notify Queen's Theatre Manager of Liquor Licence time frames.

Cleaning, set up and keys:

- Hirers to organise and pay for cleaning (details of Arts South Australia's preferred cleaning company provided by Queen's Theatre Manager)
- Hirers accept full responsibility for set-up and clean-up of venue which **includes excess waste removal**, toilets and surrounding areas that are part of the Queen's Theatre precinct including the removing of cigarette butts
- Hirers to supply their own paper, soap and cleaning products for the toilets

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- Hirers to provide all additional fittings (chairs, tables, staging and extra lighting)
- Hirers must make their own arrangements for caterers and other furniture and equipment which the event may require including heating and cooling
- Keys and instructions are provided at the time of hand over and it is the responsibility of the hirer to organise and supervise all other aspects of occupation
- The keys can be collected at 10.00am and returned at 10.00am the following business day
- For weekend occupation the keys can be collected at 3.00pm on the Friday and returned at 10.00am on the following Monday
- Alternative arrangements for key collection to be made on an individual basis with the Theatre Manager prior to hiring the theatre
- It is the responsibility of the hirer to ensure the return of the key within a reasonable time of vacating the premises
- Keys to the Queen's Theatre will only be released upon presentation, in writing, of all documentation relating to execution of necessary approvals
- Hirers may not affix fittings to any part of the building using nails, bolts or any sharp instrument or through drilling or cutting into any parts of the structure
- Covers to interpretative boards **must not** be removed without prior permission
- Fire fighting equipment **must not** be removed or used for activities other than designated functions. The fire hose **must not** be used for washing out the theatre
- All cleaning **must** be carried out within the bumping out period unless alternative arrangements have been made.

Contacts:

Office of Liquor and Gaming
9th Floor 50 Grenfell Street
Adelaide SA 50000
Tel 8226 8410

APRA
54/55 Melbourne Street
North Adelaide SA 5006
Tel: 8239 2222

Arts South Australia
Fiona Hann
Level 16, 30 Wakefield Street
Adelaide 5000
Tel: 08 8463 5444

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I(PRINT NAME) have read and agree to abide by the hiring terms and conditions set out by Arts South Australia.

Company name: _____

The hirer: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Billing Address: _____

ABN No: _____

Do you require public liability insurance? Yes No

Banking Details (If you wish your bond to be returned via EFT):

Bank: _____

Account Name: _____

BSB: _____ / _____ Account Number: _____

Start date of Hire: _____ End date of hire: _____

Event start time: _____ Event finish time: _____

Number of guests: _____ Event description: _____

Signature:

Date:

Please sign and return to:
Email: fiona.hann@sa.gov.au
Post: Arts South Australia, GPO Box 2308, Adelaide SA 5001