

## Wagga Wagga Civic Theatre Foyers Hire Agreement 2014/2015

The Wagga Wagga Civic Theatre foyer space is ideal for exhibitions, product launches, presentations, and cocktail functions. The upstairs foyer and balcony has been designed to take advantage of the spectacular Wollundry Lagoon surrounds.

Please note availability of the foyers is dependant on the theatre schedule; therefore bookings for the use of the foyers cannot be **confirmed until four (4) weeks** prior to the date of the function.

Any functions taking place in the foyers must not impede the operation of the Wagga Wagga Civic Theatre's Booking Office located in the lower foyer. Booking Office Hours are Monday to Friday 10.00am to 5.30pm

### 1. 2014/2015 Foyer Function Hire Rate

The Foyers can be hired out at a cost of \$300.00 for 4 hours (additional hours are at \$75.00 per hour). This does not include staff. All staff have a minimum 3 hour call out time. Staff can be hired out at the below costs.

Monday to Friday	Front of House Manager	- \$44.00 per hour – 3 Hour minimum
	Bar Staff	- \$37.00 per hour – 3 Hour minimum
Saturday	Front of House Manager	- \$52.00 per hour – 3 Hour minimum
	Bar Staff	- \$44.00 per hour – 3 Hour minimum
Sunday	Front of House Manager	- \$55.00 per hour – 3 Hour minimum
	Bar Staff	- \$63.00 per hour – 3 Hour minimum
Public Holiday	Upon request	

- a) Bookings are for a minimum four (4) hour period
- b) The above fees include room hire, cleaning, and use of a lectern and portable P.A system.
- c) Minimum staff required are Front of House Manager and 1 Bar Staff
- d) The number of staff required will be dependent on numbers for your function. Any additional staff will be charged as per Wagga Wagga Civic Theatre's current fees.
- e) The venue is required to be staffed a minimum of 60 mins prior to your function and until clean up is complete post function.
- f) Fees apply to use of the upstairs and downstairs foyers together with the upstairs balcony
- g) Payment in full is required seven (7) days prior to the function. Any additional costs will be charged after the function.
- h) For all other functions a hire rate will be negotiated according to requirements. For example - functions that do not require refreshments or all day hire.
- i) Please note that the Upper Foyer for a stand up function holds 100 people comfortably. If your numbers are greater than this please discuss prior to booking.

### 2. General

- a) The Wagga Wagga Civic Theatre is a non smoking venue. As of 1<sup>st</sup> May 2009 Wagga Wagga City Council implemented a Smoke Free Policy – this includes but is not exclusive to - Smoking within 10 metres of the entrance to all Council's buildings including the balcony space
- b) Being a very busy venue, please make an appointment if you would like to talk to us regarding your function, this way we can have all the information regarding your function on hand.
- c) Children under 18 are not permitted in the venue during the set-up and pack down of functions
- d) It is your responsibility to ensure that any service providers (decorators, entertainers etc) equipment and decorations are collected at the conclusion of the hire period.

### **3. Bar**

- a) Due to licensing restrictions alcohol cannot be served after 11:00pm
- b) ALL beverages are to be purchased through Wagga Wagga Civic Theatre Bar. Beverages are not permitted to be brought into or removed from the Venue.
- c) Wagga Wagga Civic Theatre Function Staff are trained in the Responsible Service of Alcohol (RSA) and have adopted the policy to serve its guests in a responsible, friendly and professional manner, and the Theatre's House Policy is displayed at the bar.
- d) A function price list can be provided upon request.
- e) Drinks are charged upon consumption.

### **4. Catering**

- a) The Wagga Wagga Civic Theatre does not have in house catering facilities
- b) Catering for functions and associated costs are the responsibility of the hirer, including crockery, tablecloths, serviettes etc.
- c) Catering needs to meet the Food Handling Code of Practice.

### **5. Responsibility**

- a) The Hirer is responsible for all patrons' behaviour and property damage to the Venue.
- b) Wagga Wagga Civic Theatre does not accept responsibility for guest's personal effects, equipment or valuables. At the conclusion of the function, all your property should be removed unless prior arrangements have been made.

### **6. Approval**

- a) Wagga Wagga City Council reserves the right to refuse proposals deemed unsuitable for this facility. Approval will only be granted on a Wagga Wagga Civic Theatre representative signed booking form.

### **7. Damages**

- a) If damage of any kind caused to Council's property of buildings the cost of repairs will be borne by the hirer, however repairs will be facilitated by Council.

### **8. Additional Cleaning**

- a) Any additional cleaning over and above a standard clean will be charged to the Hirer.

### **9. Insurance**

- a) The Hirer must provide Council with a copy of a current Public Liability policy for an amount not less than \$10,000,000. This policy must indemnify Council from any liability arising out of the hirer's use of the facility.
- b) A 'Casual' hirer may qualify for cover under Council's Casual Hirer's liability policy. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hire a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.
- c) Enquiries regarding eligibility for this cover should be made to the manager of the facility being hired.

**WAGGA WAGGA CIVIC THEATRE FOYERS - BOOKING & REQUIREMENTS FORM**  
[boxoffice@civictheatre.com.au](mailto:boxoffice@civictheatre.com.au)

1. Name of Hirer/Organisation .....
2. Contact person at function .....
3. Mailing address.....
4. Contact details      Phone: (BH).....      (AH) .....
- Email .....
5. Description of function .....
6. Day and Date .....
7. Number of guests .....
8. The time in which you require access to Upper Foyer.....
9. Function time      Begin .....
- End .....
10. Set-up requirements (trestle tables, chairs, lectern, PA)  
.....  
.....  
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11. Do you require the bar facilities? Yes      No
12. Is catering being provided? Yes      No – *If yes you will need to supply a Food Safety Certificate from the caterers.*  
  
    If yes, name of caterer and time of arrival .....
- Caterers requirements (trestle tables etc) .....
13. Is there entertainment? Yes      No  
  
    If yes are there any requirements? .....
14. Are there any other requirements? .....

**HIRER**  
Signed .....

Print Name.....

Witness.....

Print Name .....

Date.....

**FOR/ON BEHALF OF THE MANAGER**  
Signed .....

Print Name .....

Witness .....

Print Name .....

Date .....