

FOYERS – EXTERNAL EVENT

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

Please note availability of the foyers is dependent 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 Box Office located in the lower foyer. Box Office hours are Monday to Friday 10.00am to 5.30pm

1. Fees and Payments

Venue Hire	\$350 for 4 hours
Additional hours	\$100 per hour

Staff can be requested as required at the below rates. All staff are on a minimum 3 hour shift.

Monday to Friday	Front of House Manager	\$50 per hour
	Bar Staff	\$45 per hour
Saturday	Front of House Manager	\$60 per hour
	Bar Staff	\$50 per hour
Sunday	Front of House Manager	\$70 per hour
	Bar Staff	\$60 per hour
Public Holiday	Upon request	

*Please note all rates will be updated from July 2019.

- a) Bookings are for a minimum four (4) hour period.
- b) The foyer hire fee includes; room hire, Front of House Manager for 4 hours, standard cleaning and use of a lectern and PA.
- c) Minimum staffing required for all functions is 1 Front of House Manager.
- d) The number of additional staff required will be dependent on guest numbers. Bar Staff are required if serving drinks from the bar. Any staff required will be chargeable to the hirer.
- e) The venue is required to be staffed a minimum of 60 mins prior to your function start time through until clean-up is complete post function and the venue is vacated.
- f) Any access to the theatre foyers requires a Civic Theatre staff member to be present. This includes dropping off items, set up and strike. This needs to be included in your access times.
- g) Payment in full is required seven (7) days prior to the function. Any additional costs incurred will be charged after the function.
- h) A Venue Hire fee will be negotiated according to requirements for an all-day hire.
- i) Please note that the Upper Foyer holds 100 people comfortably for a stand up function. If your numbers are greater than this please discuss prior to booking.
- j) Seating plans to be discussed in advance if required. Additional staffing will apply for setup and strike of furniture.

2. General

- a) The Wagga Wagga Civic Theatre is a non-smoking venue. This includes; but is not exclusive to; no smoking within 10 metres of the entrance to all buildings including the balcony.
- b) Please make an appointment to view the venue and discuss your function's requirements.
- 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 equipment and decorations are collected at the conclusion of the hire period.

3. Bar

- a) Due to licensing restrictions alcohol cannot be served after 11:30pm.
- b) All beverages are to be purchased through the Wagga Wagga Civic Theatre Bar. Beverages are not permitted to be brought into or removed from the Venue.
- c) A function beverage menu and price list can be provided upon request.
- d) Drinks are charged on consumption.
- e) Applications to provide beverage outside of the standard offering is to be received in writing no less than 30 days prior to your Event and are subject to the Manager's approval.
- f) Wagga Wagga Civic Theatre Function Staff are trained in the Responsible Service of Alcohol (RSA) and we have adopted a policy to serve guests in a responsible, friendly and professional manner.

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.
- d) A food safety certificate must be supplied by your caterer prior to arrival.

5. Damages and Responsibility

- a) The Hirer is responsible for all patrons' behaviour and any property damage to the Venue.
- b) If there is damage of any kind caused to Council's property or building the cost of repairs will be borne by the hirer, however repairs will be facilitated by Council.
- c) Any additional cleaning required over and above a standard clean will be charged to the Hirer.
- d) 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 be granted by the return of a Wagga Wagga Civic Theatre representative countersigned booking form.

7. Insurance

- a) The Hirer must provide the Venue with a copy of a current Public Liability policy for an amount not less than \$20,000,000. 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 FORM & EVENT REQUIREMENTS

To be returned to the Wagga Wagga Civic Theatre Venue Coordinator - venuecoordinator@wagga.nsw.gov.au

Name of Hirer/Organisation _____

Contact person at function _____

Mailing address _____

Contact details: Phone: (BH) _____ (AH) _____

Email _____

Description of function _____

Day _____ Date _____

Number of guests _____

Access time for set up _____ Vacate time _____

Function time: Start _____ Finish _____

Setup Requirements

Normal setup for the Upper Foyer is 3 high bar tables with stools, couches and chairs with coffee tables. We can provide black seating instead as required, please let us know your required setup. Additional staff charges for setup and strike will apply.

Trestle Tables: QTY: _____ Chairs: QTY: _____

Other (i.e. Boardroom or Theatre style): _____

Do you require the bar facilities? Yes No

Do you require Tea & Coffee? Yes No (Tea & Coffee is charged at \$4.00 per person)

Is catering being provided? Yes No

If yes, name of caterer _____

Food safety certificate must be supplied prior to arrival

Caterer arrival time _____ Caterer vacate time _____

Caterer's requirements (power, furniture etc.) _____



Technical Requirements

Note: Additional costs and staffing may apply.

Projector & Screen (allow an hour for set up) Yes No

Lectern and Microphone Yes No

TV Screen (can input USB for slide show) Yes No

Other Audio (if bringing your own music) Yes No

Portable Whiteboard Yes No

Is there live entertainment? Yes No

Entertainer technical requirements? _____

Will there be any media or filming? _____

Are there any other requirements? _____

HIRER

VENUE

Signed _____

Signed _____

Print Name _____

Print Name _____

Position _____

Manager, Civic Theatre

Witness _____

Witness _____

Print Name _____

Print Name _____

Date _____

Date _____