



FOYERS – EXTERNAL EVENT

The Wagga Wagga Civic Theatre Foyer space is ideal for 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 in the heart of Wagga.

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 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 4.00pm

1. Fees and Payments

Community or Not for Profit Event

Venue Hire \$200 per day

Commercial Event

Venue Hire \$350 per day

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
	Tech / FOH / Bar Staff	\$45 per hour
Saturday	Front of House Manager	\$60 per hour
	Tech / FOH / Bar Staff	\$45 per hour
Sunday	Front of House Manager	\$70 per hour
	Tech / FOH / Bar Staff	\$45 per hour
Public Holiday	Upon request	

*Please note all rates will be updated from July 2023.

- a) Bookings are for a full day 0800-midnight.
- b) The foyer hire fee includes room hire and standard cleaning.
- c) Minimum staffing required for all functions is one Front of House Manager.
- d) The number of additional staff required will be dependent on guest numbers and requirements. Bar Staff are required if serving drinks from the bar. Any additional 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 activity needs to be included in your access times.
- g) Payment of venue hire fee is required seven days prior to the function. Staffing and 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 provider’s 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 and COVID Safe Plan must be supplied by your caterer prior to arrival.
- e) All function catering should avoid using or sharing items that are reusable, difficult to clean or sanitise. Where required staff should serve guests, or catering to be offered in single servings. Shared group catering and platters should not be offered outside of household / ticketed group bookings.

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) The Hirer unconditionally releases all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any statute) which The Hirer has or may have against Wagga Wagga City Council, its councillors, officers, employees or agents (other than The Hirer) arising out of or in connection with an act, default or omission of The Hirer or any of its officers, employees or agents. The Hirer agrees not to sue or make any claim or demand against the Wagga Wagga City Council, its councillors, officers, employees or agents in respect of matters covered by this release.

8. COVID-19

- a) Wagga Wagga City Council may need to cancel an agreed event because of a COVID-19 outbreak; updated advice or regulatory restrictions from Government or relevant Health Authorities to the sector; or by order of Murrumbidgee Local Health District. In this circumstance the event will be postponed or cancelled by mutual agreement.
- b) All hirers are responsible for their own COVID Safe planning.
- c) All Hirers must adhere to current restrictions in place and Government and Health Authority advice.



**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 _____

Mailing address _____

ABN _____

Contact person at function _____

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

The Upper Foyer has no permanent furniture in place. The balcony is set with café furniture. We can provide limited seating and tables as required, please let us know your ideal setup. Additional staff charges for setup and strike will apply.

Capacity: _____ QTY Trestle Tables: _____ QTY Chairs: _____

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 and COVID Safe Plan must be supplied prior to arrival

Caterer arrival time _____ Caterer vacate time _____

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



Technical Requirements

Additional costs and staffing will apply.

TV Screen for presentations Yes No

Lectern and Microphone Yes No

Radio Microphone Yes No

Background Music Yes No Source: _____

Portable Whiteboard Yes No

Live entertainment? Yes No

Entertainer technical requirements? _____

Will there be any media or filming? _____

Are there any other requirements? _____

HIRER

Signed _____

Print Name _____

Position _____

Witness _____

Print Name _____

Date _____

VENUE

Signed _____

Carissa Campbell

Manager, Civic Theatre

Witness _____

Print Name _____

Date _____