

Rathmines Theatre, nawayiba - Hire Application - 2023

Form Preview

1. Hirer Details

* indicates a required field

Organisation Details

Organisation Name *

Contact Name *

Phone *

Email *

Address *

Number, street, suburb, postcode

If you know your booking number, please add it here:

Does the organisation hold not for profit status? *

Yes

No

Attach proof of not for profit status *

Attach a file:

Have you/your organisation used this venue previously? *

Yes

No

What was the date of your last booking? *

2. About Your Booking - Rathmines Theatre

* indicates a required field

Production Details

Booking Type *

- | | | |
|----------------------------------|--|--|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Film Presentation | <input type="checkbox"/> Event |
| <input type="checkbox"/> Music | <input type="checkbox"/> Workshop/Seminar | <input type="checkbox"/> Function or Wedding |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Conference | <input type="checkbox"/> Other: <input type="text"/> |

Booking Title/Name *

example "Gala Event" or "Final Year Performance", Conference/ production/ performance name

Hire Date(s) *

If consecutive days, please enter date range

Hire start time *

The time you require access to the building

Hire end time *

The time you will leave the building after pack up

Please provide a brief schedule, including entry, set up, rehearsal/performance, bump out and exit times each day. *

Please provide the start and end time you want access to the building. This information is used to set alarm code activation times and calculate your invoice. NB Access codes will only be active for 15 minutes before and after your indicated start and end times, so please provide accurate information.

Do you have additional bookings in the next 4 months? *

- Yes No

Please provide additional dates and required access times *

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Attendees

Number of performers/staff/volunteers per day *

Note: Capacity of up to 60 performers backstage at any one time.

Anticipated audience numbers per day *

Maximum capacity seated in the venue is 300. NB: Reduced COVIDSafe capacities must be adhered to within current guidelines

Who is your target audience?

- | | |
|--|--|
| <input type="checkbox"/> Children (Under 12) | <input type="checkbox"/> Older persons (Over 55) |
| <input type="checkbox"/> Youth (12 - 24) | <input type="checkbox"/> Families |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Other: <input type="text"/> |

Do you give consent for your details to be provided to the public for enquiries regarding your production? *

- Yes No

Who is the best contact for enquiries? *

Contact Name *

Contact phone and/or email *

Are tickets to this event available for purchase? *

- Yes No

How will the tickets be sold? *

3. Equipment and Technical: Rathmines Theatre

* indicates a required field

Venue Details

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Area of use (tick all that apply) *

- | | |
|---|---|
| <input type="checkbox"/> Entire Venue (Theatre Building and Boiler House) | <input type="checkbox"/> Boiler House & Courtyard |
| <input type="checkbox"/> Auditorium and Stage | <input type="checkbox"/> Heritage Centre (Meeting Room) |
| <input type="checkbox"/> Back of House/Dressing Rooms | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Kitchen | |

Back of House Meeting Room unavailable until further notice

Hire equipment required:

- | | |
|---|--|
| <input type="checkbox"/> Data projector / screen / HDMI cable | <input type="checkbox"/> Mobile bar/ticket desk |
| <input type="checkbox"/> Microphone(s) - hand held wireless | <input type="checkbox"/> Grand Piano (Kawai) (stage use only) |
| <input type="checkbox"/> Microphone(s) - lapel wireless | <input type="checkbox"/> Yamaha TF5 Audio Console (control room) |
| <input type="checkbox"/> Microphone - wired (Shure SM57) | <input type="checkbox"/> Xero88 Lighting Console (control room) |
| <input type="checkbox"/> Microphone - wired (Shure SM58) | <input type="checkbox"/> LMCC approved technician |
| <input type="checkbox"/> Microphone Stand | <input type="checkbox"/> Event Clean |
| <input type="checkbox"/> Lectern (with microphone and light) | <input type="checkbox"/> Black/grey reversible Harlequin dance floor |

Event Clean can be provided by professional cleaners during, or at the conclusion of your hire period rather than conducting cleaning yourself. Please note: Control room consoles must be operated by an LMCC approved technician

Note: there is a hire fee per item- see [Council's Fees and Charges](#)

Other equipment available for use:

- | | |
|--|--|
| <input type="checkbox"/> Preset sound/lighting/AV control touch panel (side stage) | <input type="checkbox"/> Cocktail high round table (6) |
| <input type="checkbox"/> Foldback Speakers (2) (stands available) | <input type="checkbox"/> Bar stool (16) |
| <input type="checkbox"/> CD/DVD/Blu-ray player | <input type="checkbox"/> Rubber safety mat (1) |
| <input type="checkbox"/> Music stands (20) | <input type="checkbox"/> Shot bags (6) |
| <input type="checkbox"/> Rectangle flip tables (8) | <input type="checkbox"/> Ladder |
| <input type="checkbox"/> Small round trestle table (800mm) (6) | <input type="checkbox"/> Whiteboard on stand |
| <input type="checkbox"/> Round banquet tables (1800mm) (12) | <input type="checkbox"/> Other: <input type="text"/> |

No fees apply

Please list quantities of furniture items, if required:

How many microphones and for what use? *

Please specify what type and use eg wireless, vocalist etc. NB: 3 wireless available at any one time (can be combination of wireless and lapel)

Event Activities - will the event:

Install additional sound/lighting equipment/structures? *

- Yes No

Details of the the additional equipment/structures: *

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Ensure this is addressed in the risk assessment

Who will be conducting the installation? *

If technician is not LMCC approved, they will need to attend an induction.

Hang backdrops/props from above? *

Yes No

Where do you intend to hang backdrops/props from? *

Lighting bars are available over mid stage. Ensure this is addressed in the risk assessment

Reproduce music (not originals)? *

Yes No

Please upload your OneMusic Licence

Attach a file:

Previously APRA

Use the stage accessible lift? *

Yes No

Key and induction is provided for use when requested

Use theatrical smoke/special effects? *

Yes No

Additional costs apply- quote upon request

Date and times of smoke alarm isolation required *

A quote will be obtained based on this information

Sell or supply food to performers/attendees? *

Yes No

What sort of food will you be providing? *

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A Food Handling Certificate may be requested. If you have an existing one, please attach it here.

Attach a file:

Not required if the organisation is not for profit

Sell or supply alcohol to performers/ attendees? *

Yes

No

Note: The venue is licenced and further details will be discussed. All staff/volunteers serving alcohol require current RSA certification

4. Security, Terms and Conditions - Rathmines Theatre

* indicates a required field

Security Code

You will be allocated a one off security code to access the theatre - details on venue access are outlined in the Operation Manual and during your venue induction.

Please indicate if you would like the team to email or text this code to you in the week leading up to your booking.

Email address or mobile number *

Terms of Use

Please read the [Lake Mac Theatres Terms of Use](#) on Council's website to ensure you understand your obligations while using the venue.

Any additional COVID-19 safety measures or Public Health Orders in place at the time of your booking must be adhered to.

I have read the Terms of Use for Rathmines Theatre *

Yes

COVID-19 Safety Requirements

Please refer to the COVID-19 [Theatres Safety Plan](#) and [latest NSW Government rules](#).

I have read the COVID-19 Theatres Safety Plan and agree to adhere to NSW Health requirements in place at the time of my booking.

Yes

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Operation Manual and Induction

Please read the [Operations Manual](#) for Rathmines Theatre.

I have read and agree to follow the Operations Manual for Rathmines Theatre *

Yes

I have booked in for an induction (if required)

Yes

No

Inductions are required a minimum of annually, or whenever there is an operational change in the venue. It is recommended you attend an induction if you have not used the venue for over 3 months

Risk Assessment

Please refer to the [Lake Macquarie City Council Risk Assessment - Rathmines Theatre](#).

This document outlines the identified risks associated with hiring this venue. Ensure you have read and understood the requirements within this risk assessment.

If you identify further risks for your specific event, please complete an additional risk assessment to complement the document provided above.

I have read and understood the Lake Macquarie City Council Risk Assessment for Rathmines Theatre. *

Yes

Event Specific Risk assessment completed by applicant

Attach a file:

Required when risks are not addressed in the Lake Mac assessment provided

Insurance

Attach a copy of the organisation's Certificate of Currency for Public Liability Insurance including the following detail:

- **Lake Macquarie City Council listed as an interested party**
- Indemnity limit - Public Liability **(minimum \$20 million)**
- Liability insurer's name/s
- Name of insured
- Business or profession of insured detailed on policy
- Situation at risk
- Period of insurance

Certificate of Currency *

Attach a file:

To aid efficient processing of your application, please carefully check your certificate includes ALL the details listed above before submitting.

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Next Steps

- Complete the final page of your application and press submit. A Council Officer will be notified of your application and begin to process against the venue booking.
- Applications will be assessed within 10 working days
- During the assessment review, if there are any questions relating to the application the team will be in contact.
- An invoice will be processed based on the information provided and emailed out for payment prior to the hire date.
- If you require an induction and have not yet booked in to an available session, the team will contact you to arrange a time closer to your booking date.

For more information contact:

Melanie Stanton, Performing Arts Officer

(not available Tuesdays)

(02) 4921 0412

theatres@lakemac.nsw.gov.au

5. Declaration and Submit

* indicates a required field

Declaration and privacy statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I agree that I will contact Lake Macquarie City Council immediately if any information provided in this application changes or is incorrect.

Lake Macquarie City Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Council's Events Team at **theatres@lakemac.nsw.gov.au** or call **(02) 4921 0534**.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Yes

Authorised Person's Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position held *

Date of declaration *

Feedback

You are now nearing the end of this form. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found this application process

How many minutes in total did it take you to complete this form?

Must be a number.

Estimate in minutes (i.e. 1 hour = 60)

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider: