

Theatre Hire Application

Welcome to the Knox Community Arts Centre.

Theatre. Meeting Room. Function Space. Commercial Kitchen. Accessible Amenities.

This venue hire application is required to hire the Theatre within Knox Community Arts Centre.

Knox Community Arts Centre has a theatre and meeting room that are available for hire.

We can accommodate:

- Tired seating for up to 161 for unobstructed audience viewing or up to 100 individual flat floor cabaret seating;
- Intimate theatre setting ideal for close audience engagement;
- Ample stage dimensions with timber floor, spacious wings and orchestra room;
- Contemporary bio-box with modern lighting and AV equipment;
- Projection ideal for film screenings;
- Dressing room facilities;
- Box office/candy bar with fridges and product display units.

For more information such as Technical Specifications, please visit www.knox.vic.gov.au/hirekcac or contact us to arrange a venue tour, quote or booking.

Before completing this form, please make contact with team to discuss your activity and venue availability, and arrange a venue tour as required.

Please complete and return this application form at least four (4) weeks prior to your proposed booking date.

Electronic applications (preferred), please send by email to arts@knox.vic.gov.au

Hand delivered or posted applications:

Knox Community Arts Centre
Corner Mountain Highway and Scoresby Road
Bayswater VIC 3153

Applicant Details

Name:

Position Title:

Organisation:
(if applicable)

Address:

Postcode:

Phone:

Mobile:

Email:

Booking Summary

Event Title:							
Event Type:	Theatre Production			Keynote Event			
	Musical Theatre Production			Workshop			
	Dance Concert			Conference			
	Music Concert			Film Screening			
	Other (Please Specify)						
Dates/Days:							
Time (start to finish):							
Seating Style	Tiered Theatre Style			Round Table Cabaret Style			
Frequency of booking	Solitary		Weekly		Fortnightly		Monthly

Expected Attendance (per event)

Performers/Participants		Crew		Audience	
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Requested Rooms / Spaces

Standard Rates		
	Theatre - Space	\$76 per hour
	Theatre – Bump In	\$152 per hour
	Theatre - Performance	\$235 per hour
	Full Venue – Bump In	\$219 per hour
	Full Venue – Performance	\$291 per hour
	Ticketing Service (Optional)	Details provided on request

Community Rates		
	Theatre - Space	\$46 per hour
	Theatre - Bump In	\$121 per hour
	Theatre - Performance	\$145 per hour
	Full Venue – Bump In	\$160 per hour
	Full Venue – Performance	\$180 per hour

Theatre Space: Rate includes flat floor & house lights only (no technical equipment or stage access).

Theatre Bump In: Rate includes Stage Access, Venue Technician, Venue Standard PA and Lighting Grid. For Bump In/Bump Out time only.

Theatre Performance: Rate includes Stage Access, Venue Technician, Venue Standard PA and Lighting Grid. For all times with an audience present.

Full Venue: Rates include exclusive access to all spaces.

You may select multiple rates for more accurate pricing. If multiple rates are selected, your quote will be calculated based on the 'Schedule' section on page 4.

All bookings in the theatre must be a minimum of 4 hours. Minimum staffing requirements (FOH & BOH) will be decided at the discretion of Senior Technician/Venue Manager, after event production meeting. Any additional staff required for events, will be at the cost of hirers.

Schedule

Total Hire Period (minimum 4 hours for theatre hire):

Activity:	Dates:	Access required from:	Access required until:
Bump In / Setup			
Rehearsal			
Rehearsal			
Performance			
Performance			
Performance			
Meeting			
Bump Out			

Technical Information

For auditorium bookings of a technical nature, the venue technician will make contact prior to your booking date to discuss your technical requirements. Technical documentation such as Lighting Plots, Audio Input Lists, blocking notes, Scripts, Cue Sheets and a Production Schedule will be requested at this time, and required at least one week before the booking commences.

The Venue Technical Specifications Document can be downloaded from the KCAC website.

Hirers are permitted to bring in their own equipment to use at the venue with technician approval to ensure that it is compatible with the venue’s systems. **All equipment must have a valid Test & Tag for the duration of the venue hire.**

Complimentary Equipment

Please specify if any of the following complimentary equipment will be required during your hire period.

Equipment:	Details:	QTY:
Theatre		
Lectern		
Chairs – Black (up to 150)		
Tables – Trestle (up to 10)		
Tables – Round Cabaret (up to 10)		
DVD Player		
Piano*		
Handheld Microphone – Wired (up to 2)		
Foldback Speaker (up to 2)		
Hazer		

* Grand Piano use is **complimentary** – Piano is only tuned if required by client. Tuning is **not compulsory**, as the piano is frequently tuned throughout the year, although is recommended test before hire date to give ample time to have tuned by venue if required. See next page to request tuning.

Consumables Purchase

KCAC stocks a range of consumables, which may be purchased for your production/event at any time.
Please note that **no tape** other than **Electrical Tape** and brand name **Matte Gaff** can be used on the stage.

Consumable (ea):	Details:	Cost:	QTY:	Total:
Gaffer Tape – Nashua 357 (roll)		\$30		
Gaffer Tape – Nashua Matte (roll)		\$35		
Electrical Tape – Black, White, Blue, Yellow, Red, Green (roll)		\$4		
Sharpie - Black		\$5		
Cable Ties (25pk)		\$10		
AA Batteries (30pk)		\$15		
AAA Batteries (30pk)		\$15		
Test & Tag Items (per tag, subject to staff availability)		\$10		
TOTAL:				

Theatre Equipment Hire

Theatre Equipment Hire prices are calculated per day, capped at 4 days per week.

Equipment (ea)	Details:	Cost	Qty:	# of Days	Total:
Foldback Wedge (Max 4)		\$30			
SM58 (Vocal Mic) (Max 6)		\$10			
SM57 / Rode M5 (Instrument Mic)		\$10			
Wireless Mic – Handheld / Headset Kit (Max 4)		\$25			
Wireless Mic – Handheld / Lapel Kit (Max 2)		\$20			
DI Box (Max 5)		\$10			
Drum Mic Kit (5 mics)		\$40			
LED Followspot		\$40			
Data Projector		\$40			
Grand Piano - Tuning Fee		\$230			
TOTAL:					

Specialised Equipment Quote Request

If you require equipment not listed above, we may be able to hire it elsewhere on your behalf. Please specify your requirements below, and we will get a no obligation quote from an external supplier. If you choose to go ahead, the total will be added to your final price after your hire period.

Equipment:	Details:	QTY:
Plate/Boundary Mics		
Wireless Mic – Handheld		
Wireless Mic - Headset + Transmitter		
Wireless Mic – Lapel + Transmitter		
Foldback Wedges		
Low Fog Machine		
Birdies		
Other:		
Other:		
Other:		

Other Notes/Requests:

Deposits

A booking is not confirmed until a 20% of total hire deposit has been made.

If another applicant is interested in your dates and a deposit has not been made, you will be contacted to make payment. Failure to pay this deposit will result in the release of your requested date, times and spaces.

Will alcohol be served at your event?

	Yes	Please note that if alcohol is served, an increased hire bond will apply, and licensed Security staff may be required to be supplied at hirer's expense.						
	No							
If Yes, will the alcohol be sold or given to patrons?					Sold		Given	

If alcohol is to be served at your event, please provide a copy of your liquor license and RSA certificates for all bar staff a minimum of seven days prior to your event.

Bonds

Bonds must be paid no later than seven days prior to your booking, and can be refunded after your booking or held for future bookings. One of the following bond amounts will be applied to your booking based on criteria outlined in Knox's Casual Hire of Community Facilities Policy.

Level 3 Security Bond	\$1,322.00
Level 2 Security Bond	\$789.00
Level 1 Security Bond	\$406.00

Public Liability Insurance

Your organisation must provide a valid Certificate of Currency of up to \$20 million in Public Liability Insurance. This insurance covers all patrons who participate in your event.

If your organisation does not have Public Liability Insurance, you may be eligible to be covered by Knox City Council's policy. Please contact venue staff for more information.

Agreement

In submitting this Venue Hire Application, I/We acknowledge the following (please tick):

I/We have read and understood the information included in this form for Knox Community Arts Centre and that all information provided in this application is true and correct.	
I/We agree to participate in a production meeting if deemed necessary by the Senior Theatre Technician	
I/We have physically visited and had a tour of the Knox Community Arts Centre	
That I/We will be liable for any hire fees or holding bonds associated with the hire such as repairs or cleaning caused by damages.	
I/We understand that failure to make bond payment in full by the requested date will cancel and invalidate my/our booking.	
Any alterations to the Venue Hire Agreement must be provided in writing no less than 48 hours prior to the change.	
Management reserves the right to charge or withhold the 20% deposit as a result of a late cancellation (within 2 weeks of the booking).	
I/We agree that a 20% deposit is required to hold the booking date(s) and failure to pay the deposit will see the release of the booking.	
I/We understand that it is an OH&S requirement for all bookings including the Theatre, to have a venue technician on duty for the whole booking time. The minimum booking time for the Theatre is 4 hours.	
I/We understand that management reserves the right to decide minimum staffing requirements (FOH & BOH) for bookings, in order to safely meet event requirements, at the expense of the hirer.	
I/We will provide a copy of my/our liquor license and relevant RSAs a minimum of 7 days prior to the event if required.	

Signed:	
Name:	
Date:	

Once your application has been approved, a member of our venue team will contact you to confirm all details, fees and confirm your booking. An event report will be sent to you at this time.