



**PATTERSON RIVER
SECONDARY COLLEGE**

PERFORMING ARTS CENTRE HIRER'S HANDBOOK



**70-98 Eel Race Road Seaford Vic 3198
(P.O. Box 2664 Seaford Vic 3198)**

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Telephone 03 8770 6700

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Striving for Excellence



INTRODUCTION

Thank you for choosing the Patterson River Secondary College Performing Arts Centre for your event. We are confident that you will find our facilities are comfortable for your patrons and will showcase your performance to a professional standard

Please read the College **Hire Conditions** carefully before commencing with the application process.

1. **INITIATING A BOOKING**

- To confirm your booking please Complete the **Booking Request Form** (available on our website)
- Return the **Booking Request Form** with the cheque deposit of \$220 to the college Business Manager.
- We recommend that you do this as soon as you have an idea of your dates, especially if you are planning on using the facilities at the end of the year when it may be very busy.

2. **CONFIRMATION OF BOOKING**

- You will be sent a 'Patterson River S.C. Hire of Facilities Contract' and an invoice detailing all hiring requests and final costings
- Ensure that all details are precise before returning the **signed contract** to the college.
- Provide documented evidence that you have \$10,000,000 public liability insurance cover.

3. **FINAL PAYMENTS**

One week prior to your earliest booked date you must:

- Provide a \$500 cheque for the bond
- Provide payment for the balance owed

4. **RELEASE OF BOND**

- Please allow 14 days for return of the bond.

Hours of operation:

During School Terms	During School Holidays
4pm-Midnight Monday-Friday	8am- Midnight Monday-Friday
8am- Midnight Saturday	8am- Midnight Saturday
9am- Midnight Sunday	9am- Midnight Sunday

Please note:

Events should conclude at 11pm due to noise restrictions and to allow you (the hirers) sufficient time to clean and exit the premises. Primary Schools can request daytime events during the school day.

Any questions regarding the booking process or payment procedure, please contact:

Mrs Carol Darma, Business Manager

Telephone: 8770 6700

Email: darma.carol.a@edumail.vic.gov.au

To organise a tour of the Performing Arts Centre or if you have technical questions regarding the use of the facility, please contact

Mrs Hannah Witteveen, Performing Arts Manager

Telephone: 8770 6700

Email: tucker.hannah.e@edumail.vic.gov.au



PERFORMING ARTS CENTRE HIRE CONDITIONS

1. **APPLICATION FOR HIRE** must be made to Patterson River Secondary College Facilities Manager on the Patterson River Secondary College Booking Request Form. A booking can be considered confirmed only when the Facilities Manager has received the signed contract from the applicant, together with the required deposit and bond, and the applicant has received a copy of the completed contract. Patterson River Secondary College Council reserves the right to refuse any application for hire.
2. **PAYMENT FOR HIRE** shall be according to the schedule indicated on page 5. A non-refundable booking deposit of \$220 is required to confirm bookings. This amount will be deducted from the final account. A bond of \$500 must be paid and will be held by the College Council. The bond will be partially or completely forfeited if College equipment is lost or if damage is caused to any part of the facility as a result of the hiring, or, if undue cleaning of the facility is required before next occupancy. The Principal or delegate will determine if this is required. In addition, the hirer shall be liable on demand by the Patterson River Secondary College Council, to pay any further amount beyond the bond required to rectify such damage or cleaning.
3. **CANCELLATIONS** will result in forfeit of the \$220 deposit.
4. **SETTLEMENT OF ACCOUNT** shall be paid 14 days prior to the earliest booked date. Bond will be returned with 14 days after the final use.
5. The Principal or delegate will have free access to all facilities at all times.
6. No facility hired shall be sublet without written consent from College Council.
7. The Patterson River Secondary College Council will endeavour to maintain all facilities in a safe condition, however, **\$10,000,000 PUBLIC LIABILITY INSURANCE COVER FOR ANY ONE EVENT IS THE RESPONSIBILITY OF THE HIRER**. Evidence that the insurance policy has been purchased must be provided prior to hire.
8. **All electrical equipment brought onto College premises must be compliant with regulation AS/NZS 3760:2003 and with a current safety tag.**
9. Many commonly used materials often cause undue mess and subsequently attract additional cleaning charges which will be immediately due and payable by the Hirer. For your benefit, the following is a list of items that require prior approval of the College before use on stage or within the venue:
 - Any required advertising material bearing the College name or logo
 - Masking Tape
 - Water Pistols
 - Smoke Machines
 - Hay, straw and other bailed material
 - All form of pyrotechnics
 - Balloons as used in a drop or helium filled
 - Stroboscopic effects lasting longer than 15 seconds
 - Glitter that is to be thrown or dropped and not a part of the set dressing, make up or costumes fabric.Failure to advise the College of these items will result in the item not being allowed on the venue and will attract additional charges.
10. No provision for FIRST AID is made by the College for the hirer's use.

11. Copyright and royalty arrangements, where performances involve these, are the responsibility of the hirer, not the Patterson River Secondary College or College Council.
12. Patterson River Secondary College Council will take no responsibility for the safety of equipment belonging to a hirer left in any facility.
13. Patterson River Secondary College Council retains the right, without notice, to immediately remove any hirer and persons associated with any hiring if any of the above conditions are breached.
14. **Should there be any unwarranted alarm activation, the \$150 Security Company charge will be invoiced to the hirer.**
15. The hirer will not:
 - a) gain access to the theatre before the time stated on the contract;
 - b) attach anything by adhesive, nails, screws, or any other means to any part of the facility without express written permission of Patterson River Secondary College Council;
 - c) permit smoking in any part of the College grounds or buildings;
 - d) permit food or drink to be taken into the auditorium (no alcohol may be taken onto any school premises without express written permission of College Council);
 - e) allow a naked flame of any kind to be used in any part of any school building;
 - f) do or neglect to do anything that may reduce the protective cover on the College's insurance policies. The hirer will indemnify the College Council to the extent that its policies are so affected;
 - g) permit gambling to occur on College premises;
 - h) adjust stage lighting without prior approval by the College. In the event of student technicians being required to change lighting, additional charges, at the set rate, will apply. Any lighting changes to the House Rig must be reset at the conclusion of the hire period at the hirer's expense.
16. The hirer will:
 - a) only use our technician for sound and lighting equipment;
 - b) clean immediately all spillages on carpet; additional cleaning is charged at \$50 per hour;
 - c) leave the Kiosk in a clean and tidy state (any additional beverage or food requirements, beyond basic snack-bar service, should be discussed with the Business Manager);
 - d) ensure that stiletto heels are not worn on the stage area and that carpet is placed beneath any band or any item that may mark or damage the surfaces;
 - e) empty rubbish bins from the kiosk and toilets into the bins provided, and leave at the entrance doors;
 - f) turn off all lights, including external lights and heating, an extra charge will be incurred if equipment is not turned off;
 - g) return all College equipment to the appropriate storage areas;
 - h) ensure that the hirer's equipment is stored in the allocated area, or removed on completion, of event; and
 - i) only use the facilities and equipment agreed upon during the hiring hours of this contract.
 - j) comply in every respect with Health Act regulations including maintaining all aisles and passageways free of obstructions and using only that seating for which the facility was designed.

DIRECT DEPOSIT INFORMATION FOR REIMBURSEMENT

HIRER NAME:												
ACCOUNT DETAILS:												
BSB Number						-						
Account Number												
Bank Name												
Branch Name												
Account Name												

PRSC Performing Arts Centre Agreement for Condition of Hire, I have read and understood the conditions of hire
 Authorising Name of Applicant _____ Date: _____
 Authorising Signature of Applicant _____

PERFORMING ARTS CENTRE CHARGES

(all charges are GST inclusive)

*additional costs will apply for lighting changes

THEATRE SESSION HIRE

	Outside agencies/ companies	Local Feeder Primary Schools
Venue Manager/Trained Technician (Hirers must hire our trained technician to operate lighting, sound equipment and will also open and close the facilitate for each event)	\$25.00 per hour	\$10.00 per hour *only if during the school day
Performance Session (4hrs.) (Session includes: Stage Lighting, Sound System, 1 Microphone, Kitchen, Green Room, Foyer, TV's in foyer and green room)	\$450.00	\$200.00
Rehearsal Session (4 hrs) (With no audition members present or no entrance fee charged for audience)	\$300.00	N/A
Additional hours outside of the 4 hour session	\$100.00 per hour	\$100.00
Bond	\$500.00	\$500.00
Booking deposit	\$220.00	\$220.00

ADDITIONAL EQUIPMENT AND ROOM HIRE

Dance Studio (Can be used as a another Green Room)	\$30.00 per hour	\$10.00 per hour
Music Rehearsal Space	\$30.00 per hour	\$10.00 per hour
Extra Classroom (adjacent to Green Room)	\$30.00 per hour	\$10.00 per hour
Data Projector	\$60.00	FREE
Lectern with microphone	\$40	FREE
Microphones (5 available) 1 is provided for a Performance Session	\$25.00 each	\$10.00 per hour
Fold back speakers	\$30.00	\$10.00 per hour
Cleaning per rehearsal/performance	\$200.00	\$200.00
Extra chairs up to 168 in total	\$30.00 flat rate	\$30.00 flat rate
Storage of sets and equipment (on stage only when performances are consecutive)	\$20.00 per day	\$20.00 per day

- **Discounted rates available for ongoing hire.**

Equipment hire charges are based on 4 hour session.

Performance, rehearsals, opening and exit times must be determined at time of booking.

Daytime rehearsals must be negotiated with the Performing Arts Manager at the College. Please be aware that many of the rooms are used as classrooms by the college during school term and rehearsals must be considered in conjunction with this.

The non-refundable booking deposit of \$220 will be deducted from the final account.

The \$500.00 bond will be returned 14 days after final use of the facility.



PERFORMING ARTS CENTRE BOOKING REQUEST

Organisation Name: _____

Name and Office of Authorised Person: _____

Phone: _____ Mobile _____

Email: _____ Type of Function: _____

Performance Date(s): _____

Arrival and Departure Time: _____

Please indicate equipment required, including the number needed per session:

Tick:

_____ Block of Performance Session Hours (up to 4hrs)	@ \$450			
_____ Block of Rehearsal Hours (up to 4hrs)	@ \$300			
_____ Additional Hours	@ \$100 per hour	x _____ hrs		
_____ Block of trained Technician	@ \$25 per hour	x _____ hrs		
_____ Bond Payment	@ \$500			

Optional items:

_____ Dance Studio	@ \$30*	x _____ hrs	
_____ Music Rehearsal Space	@ \$30*	x _____ hrs	
_____ Extra Classroom	@ \$30*	x _____ hrs	
_____ Microphones	@ \$25*		
_____ Data Projector	@ \$60*		
_____ Lectern with microphone	@ \$40*		
_____ Fold back Speakers	@ \$30*		
_____ External cleaner per rehearsal/performance	@ \$200*		
_____ Extra Chairs up to 168 in total	@ \$30*		
_____ Storage of sets and equipment	@ \$20*		

**Price could be adjusted for feeder Primary school*

INVOICE TOTAL: (including \$220) _____

Your booking will be confirmed on receipt of your \$220 booking deposit. Two weeks prior to your first booked date please forward the balance of your invoice. The \$500 Security Bond is also payable at this time. The security Bond is fully refundable providing that the facility is returned in its original condition.

Please return this Booking Request Form to:
 Carol Darma, Business Manager
 Patterson River Secondary College
 Email: darma.carol.a@edumail.vic.gov.au
 P O Box 2664
 SEAFORD 3198

FAQ

Q Do we need to have a Technician?

A It is the Patterson River Secondary College Policy that our qualified Technicians be present at all rehearsals and performances in the Centre. (see **Technician Hire Rates** on charge form).

Q Are we given a set of keys for access?

A Security arrangements for the facility do not allow the issuing of keys. College personnel will lock and unlock the facility as required.

Q Is there parking provided for patrons?

A There is adequate parking available in the college car park, providing there are no events taking place in the sports stadium. Additional parking on the college oval can be arranged for peak times.

Q What is the seating capacity of the Presentation and Performance Centre.

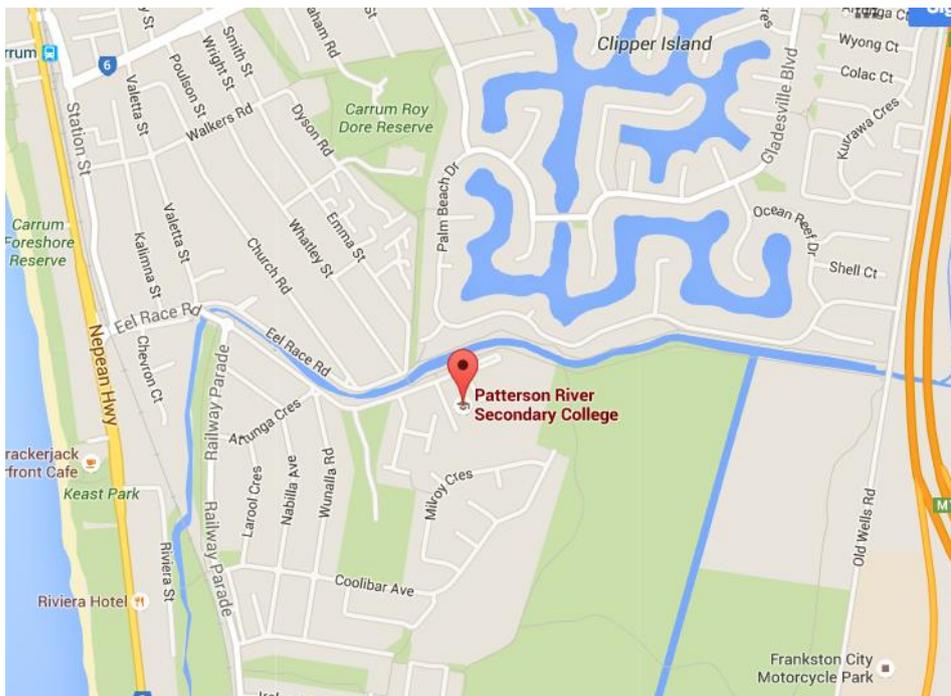
A There are 246 fixed seats. Another 112/168 portable seats can be added to provide a total of 354/410 Seats

Q Is there a checklist of what I will need to check before handover?

A Yes, you will receive a checklist with details requiring attention before hirers vacate the facilities.

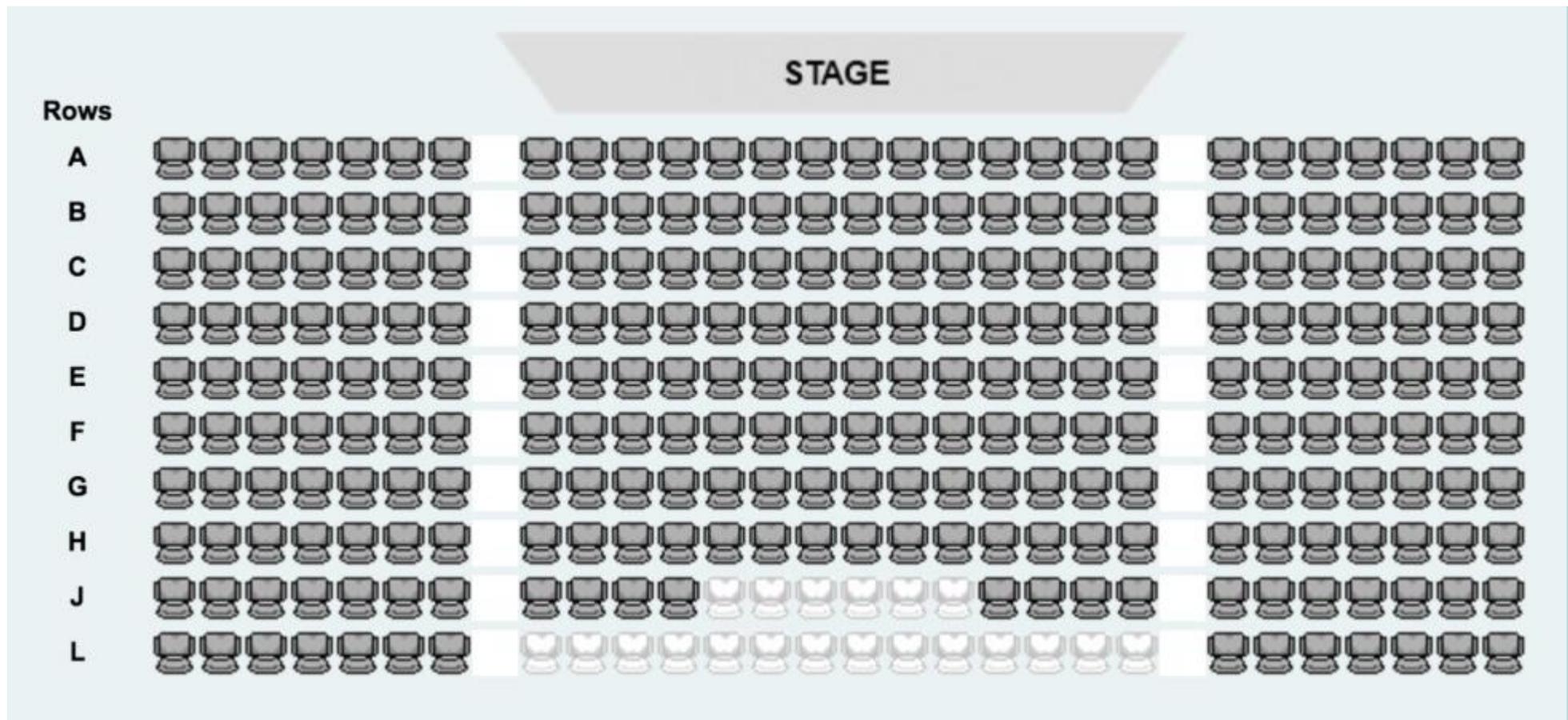
Q Where is Patterson River Secondary College located?

A PRSC is located at the end of Eel Race Road, Carrum. It is a 2 minute drive from Nepean Highway, A 4 minute drive from Carrum train station and less than 10 minutes from Thompson Rd/East Link intersection



Performing Arts Centre Seating Plan

- 246 Fixed Seats
- 112-168 Additional portable seats are available at an additional charge



Performing Arts Centre Floor Plan

