



**HUNTER SCHOOL OF THE
PERFORMING ARTS**

PERFORMING AT OUR BEST

109 LAMBTON ROAD
BROADMEADOW NSW 2292
TEL 4952 3355 • FAX 4956 2428

www.hspa.nsw.edu.au • @hspaceofficial
huntperfor-h.school@det.nsw.edu.au

Hunter Theatre Hire Request

Company Name:

Contact Name:

Company Address:

Phone:

Suburb:

P/code:

Mobile:

ABN:

Email:

Rehearsal Dates:

Hire Start Time:

Hire Finish Time:

Performance Dates:

Hire Start Time:

Hire Finish Time:

PLEASE NOTE: School days are restricted to a 4pm start time; Sundays are restricted to a 2pm start time

****IMPORTANT - please read and tick each box indicating you agree to the conditions of hire**

Upon receipt of this booking form a community use agreement will be prepared and issued for signing. Once signed a booking deposit of \$500 will be invoiced. Bookings are not confirmed until we receive the community use agreement and deposit payment. In the event you cancel, your deposit will be forfeited.

Tickets for all events must be issued through HSPA who sell tickets on behalf of the hirer via the Department of Education endorsed Try Booking site. You will be emailed a production and ticketing questionnaire to be completed prior to tickets going on sale. The total cost of hire will be deducted from ticket sales revenue, with the balance being issued to you within 1-2 weeks after your event.

Front of house and technical (sound/lighting/flys) is provided by HSPA staff and trained students at cost to the hirer with a minimum four hour charge. Penalty rates also apply as outlined in the schedule of fees. Electricity usage and equipment hire will also be charged as used. You will be emailed a production questionnaire to be completed outlining your requirements which is due at least 4 weeks prior to your event.

The Hunter Theatre is a Department of Education venue; all steps will be taken to accommodate pre-existing bookings, however in the event that the Theatre is required for educational purposes bookings may need to be re-scheduled.

The Department of Education's policy regarding the hiring of school facilities requires all employees and volunteers to have a verified Working with Children's Check Clearance number. You will be sent a Child Protection Declaration form and list of all workers (paid and unpaid) must be provided to HSPA at least two weeks prior to the booking.

You have read the attached schedule of fees for all charges relating to the hire of the Hunter Theatre.

Signed:

Date:



Hunter Theatre – Schedule of Fees

Applicable to all bookings from January 2024. Prices include GST.

Venue Hire

| | |
|--|--------|
| Commercial hire (per performance - includes LED colour lighting & standard sound package) | \$1925 |
| Commercial hire (same day, second performance) | \$880 |
| Rehearsal hire | \$825 |
| Charity hire (per performance – ABN must be registered as a tax-deductible gift recipient) | \$990 |
| Non-Government School hire (per performance) | \$990 |
| NSW Department of Education School hire | \$660 |

Additional Costs

| | |
|---|---------|
| Deposit / Security Bond (refundable unless damage or cancellation occurs) | \$500 |
| Electricity usage (applicable to all bookings) | \$22/hr |
| Extra cleaning (if required) | \$330 |
| Café hire (client operated) | \$55 |
| Live Streaming/Video Recording (subject to availability) | \$550 |

Cancellation Charges

| | |
|---|-------|
| Applicable once community use agreement is signed | \$500 |
|---|-------|

Staffing (per hour – minimum four hours)

| | |
|--|------------|
| Duty Technician / Venue Manager | \$60.50/hr |
| Lighting Audio Operator (if required) | \$60.50/hr |
| Additional Technical Staff (if required) | \$40.00/hr |
| Front of House Manager | \$42.50/hr |
| Front of House Staff (if required) | \$27.50/hr |

Student Staff

| | |
|----------------------------------|------------|
| - Advanced Technician / Operator | \$19.25/hr |
| - Fly/Mechanist | \$15.00/hr |
| - Lighting/Sound/Follow-spot | \$15.00/hr |
| - Ushers | \$15.00/hr |

Minimum staff levels for each performance include a Duty Technician, Front of House Manager, Fly Operator and 2 Ushering staff for a minimum of four hours. Other staff will be rostered on as necessary. Staff will also be rostered as required for each rehearsal. Duty begins 1-2hrs prior to each performance as required.

While we endeavour to supply student crew for your event, due to availability we may need to engage professional crew at the above rates.

Penalty Rates: Up to eight hours charged at normal rate; hours nine and ten charged at time and a half; hours eleven and greater, Sundays, public holidays or after midnight charged at double time.

Equipment Hire (per performance)

| | |
|-----------------------------------|------------|
| Digital Laser Projector | \$165 |
| Projection Screen | \$99 |
| White Cyclorama | \$110 |
| Laptop Computer | \$55 |
| Tarkett (including installation) | \$198 |
| Choir Riser (each) | \$55 |
| Mega Deck Stage Riser (each) | \$55 |
| Piano – Kawai Grand (black) | \$220 |
| Piano – Yamaha Upright | \$55 |
| Drum Kit | \$165 |
| Guitar Amp (Peavey) | \$55 |
| Guitar Amp (Roland) | \$55 |
| Bass Amp (Nemesis) | \$55 |
| Music Stand (each) | \$5.50 |
| Consumables (batteries, tape etc) | Cost + 11% |

Lighting (per performance)

| | |
|---|----------|
| Standard Lighting Package – includes LED full colour stage wash | Included |
| Follow Spot | \$143 |
| Haze Machine | \$77 |

Moving Light Packages (optional)**Package 1**

| | |
|------------------------|--------------|
| 4 x Pluto 4000 XE wash | \$330 |
|------------------------|--------------|

Package 2

| | |
|---------------|--------------|
| 3 x Pluto 350 | \$330 |
|---------------|--------------|

Package 3

| | |
|---------------|--------------|
| 6 x Pluto 350 | \$660 |
|---------------|--------------|

Package 4

| | |
|--|--------------|
| 4 x Pluto 4000 XE wash & 6 x Pluto 350 | \$990 |
|--|--------------|

Package 5

| | |
|--|---------------|
| 8 x Pluto 4000 XE wash & 9 x Pluto 350 | \$1650 |
|--|---------------|

Sound (per performance)

| | |
|--|----------|
| Standard Sound Package – includes main speaker system & 1 send onstage monitor | Included |
| Radio Microphone - handheld (each) | \$110 |
| Radio Microphone – headset (each) | \$132 |
| Additional Monitor Speaker (each) | \$49.50 |
| K&M Microphone Stand | \$5.50 |