



**H**UNTER  
**S**CHOOL OF THE  
**P**ERFORMING  
**A**RTS

PERFORMING AT OUR BEST

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## Hunter Theatre Venue Hire Request

**Company:**

**Contact Name:**

**Address:**

**Phone:**

**ABN:**

**Mobile:**

**Email:**

**Production Name:**

**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**

### **Child Protection Declaration**

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 in order to approve the booking request and confirm your dates. Any changes to this list must be provided to HSPA via email at least two weeks prior to the booking.

### **Ticketing**

The Hunter Theatre is a ticketed venue and as such all tickets must be issued via HSPA who will sell tickets on behalf of the hirer via the HSPA website and box office. You will be emailed a production & ticketing questionnaire to be completed prior to tickets going on sale.

### **Venue Hire**

A booking deposit (50% of hire fee) and a refundable security bond of \$1,000 will be invoiced once the contract is prepared and signed. In the event of cancellation within two months of your booking date, a fee equivalent to your total deposit will be charged.

### **Conditions**

- Front of House, Flies, Backstage Crew, Ushers and any additional staff required is at cost to the hirer with a minimum four (4) hour charge. Electricity usage and equipment hire will also be charged as used. You will be sent a production questionnaire to be completed outlining your requirements.
- Theatre Induction - OHS, evacuation procedures and safe work practices will be held prior to the rehearsal. Operators of sound / lighting equipment need to be suitably qualified and accredited by the Hunter Theatre manager.
- 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.

**Please see the attached Schedule of Fees for all charges relating to the hire of the Hunter Theatre**