

Catholic Regional College Caroline Springs

# PERFORMING ART CENTRE

## INFORMATION PACK







# INTRODUCTION

Catholic Regional College Caroline Springs is proud to offer our newly completed state-of-the-art Performing Arts Centre.

Hire rates depend upon the type of organisation (non-profit or commercial) and whether for rehearsal or show, as outlined in the Information Pack.

With a seating capacity of 260, the air conditioned Performing Arts Centre offers professional sound and lighting systems, drama room, two dressing rooms, onsite parking, as well as box office, foyer and restroom for the audience.





# How to hire the theatre

1. Make an application with our Booking Manager (Katie Franzone 9217 8000) with dates and times required.
2. The dates and times will be temporarily reserved for the Hirer (1 week).
3. Our Booking Manager will send out Hiring Rules and Agreement.
4. Signed Agreement and Public Liability Insurance evidence is returned to Booking Manager.
5. Booking Manager will confirm the booking in writing.

Hire rates charged depend upon the type of organisation (non-profit, educational or commercial) and whether for rehearsal or show. Schedule of rates can be seen in the following pages.

Hirers are expected to clean up after their event for the next user.





# HIRING RULES

The following is a brief outline of some of the rules to ensure the safety of patrons, hirers, users and performers. These must be adhered to at all times. The Hiring Agreement specifies the details of all the rules.

The Hirer is responsible for the following:

- Hirer, staff and volunteers must always act in a safe manner and must report any unsafe conditions or activities to the Theatre Manager.
- Hirer must ensure that no unauthorised persons are allowed back stage. Backstage helpers are required to wear ID
- Hirer should be aware of Fire Safety Awareness and Fire Regulations posted in the Theatre.
- The Hirer must clean the Theatre, foyer and all rooms at the end of each hire period. All rubbish must be placed in the rubbish bins provided.
- The consumption of food and drink is NOT allowed in the auditorium.
- Smoking is not permitted in any part of the Theatre nor on the College grounds.
- The Hirer must have Public Liability Insurance cover for their events.





## GENERAL HIRING FEES 2021/2022

# SCHEDULE OF FEES

Bump In / Bump Out	\$200 per hour
Rehearsal	\$200 per hour 3 hr minimum
Performance	\$350 per hour 3hr minimum (Includes 1 Technician or Duty Manager)

Bond	\$500
Additional Technician	\$50 per hour (if required)
Duty Manger	\$30 per hour

*NOTE: It is deemed to be a performance if there is an audience present (paying or not paying).*

### Included in the above charges:

- Main Theatre
- Dressing Rooms (x2)
- Drama Room
- Use of Foyer and Toilets
- Standard Sound and Lighting rigs
- Box Office
- Air Conditioning throughout
- Onsite Parking

*G.S.T. is not inclusive in these prices and will be added to the final total at the point of invoicing.*





## NOT FOR PROFITS HIRING FEES 2021/2022

# SCHEDULE OF FEES

The below fees are discounted for  
Not For Profit hirers only:

Bump In / Bump Out	\$180 per hour
Rehearsal	\$180 per hour
Technician	\$50 per hour (if required)
Performance	\$250 per hour
(Includes 1 Technician or Duty Manager)	

Bond \$500

Additional Technician	\$50 per hour (if required)
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Duty Manager	\$30 per hour
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NOTE: It is deemed to be a performance if there is an audience present (paying or not paying).

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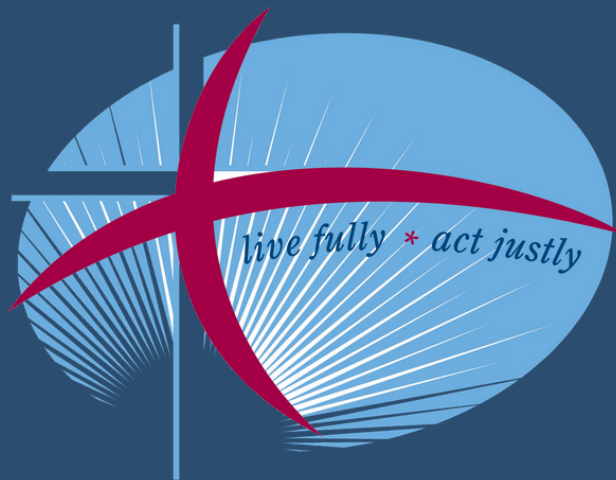


Ready to  
make a  
booking?

Thank you for your interest  
in Catholic Regional College  
Performing Art Centre.

To make a booking, simply  
[click here to fill out an  
enquiry form on our  
website.](#)

Alternatively, please contact  
Katie Franzone on 9217 800  
with dates and times you  
would like to book.



Catholic Regional College Caroline Springs

**Performing Arts Centre**

10 College St, Caroline Springs VIC 3023

**Booking Manager:**

Katie Franzone

kfranzone@crccs.vic.edu.au

(03) 9217 8000

<https://www.crccs.vic.edu.au>