



Catholic Regional College  
Caroline Springs

# PERFORMING ARTS CENTRE

Contract, Theatre Specifications and Rates



# Performing Arts Centre Hire

## Contract, Specifications and Schedule of Rates

### Introduction

Catholic Regional College Caroline Springs is proud to offer a state-of-the-art Performing Arts Centre (PAC).

The primary use is for students at the College in our annual College Musical, Drama Productions and a range of Music and Dance Concerts. The PAC is also hired to external entities such as dance schools, graduations, theatrical performances and many more.

Hire rates depend upon the specific use of the venue; whether it be for rehearsal or performance, and this is outlined further in this information pack.

### Booking Process

Interested parties are asked to make an application using our website booking platform found on:

**[crccs.vic.edu.au/our-college/pac-hire](https://crccs.vic.edu.au/our-college/pac-hire)**

When making your enquiry, please ensure to click the "Check Availability" button after entering your details to ensure that the space is not already booked at your requested time. Please provide as much detail as possible in your initial enquiry to ensure we have as much detail as possible prior to contact.

Once your initial enquiry is received, we will then be in touch to confirm the specific needs for your event and send out our Hire Agreement and an invoice for your Bond Payment. These need to be received before a 10% secure payment of the quoted amount is generated.

You are required to sign and upload the following documentation via the Passtab Portal, which you will receive via email.

- Public Liability Insurance (minimum of 20 million) – Certificate of Currency
- Contract, Specifications and Rates Document
- WWC where applicable

You will then simultaneously receive a notification from Function Tracker to complete the following.

- Bond Payment
- Hire Agreement to be completed and submitted to [crccsvenues@crccs.vic.edu.au](mailto:crccsvenues@crccs.vic.edu.au)

Once the above has been received you then receive the following from Function Tracker to

secure your date.

- Quote
- Holding Deposit

The requested dates and times will be temporarily reserved for the Hirer. Once your Hire Agreement is received, we will then generate a 10% holding invoice to be paid. Your event will be held for a maximum of 14 days until the deposit is received.

Once these are all received within the 14-day timeline, your booking will be confirmed in writing. No booking will be held without payment of deposit and bond in the allocated 14-day period. Bookings will be released when payment is not received by the due date, without obligation of further notice from the venue.

## Venue Hire Agreement

### 1. Bookings & Payments

#### 1.1 Application

Apply via [crccs.vic.edu.au/our-college/pac-hire](http://crccs.vic.edu.au/our-college/pac-hire)

The dates and times will be temporarily reserved for the Hirer until all documentation and fees have been received as outlined in the “booking process” section of this document.

#### 1.2 Rejection of a Booking Request

The College reserves the right to reject an application for hire at its discretion has a nature that is likely to offend public sensitivity; and/or is of a political nature; and/or is detrimental to the facility. Deposit/Bond money will be refunded.

#### 1.3 Hire Fees

Bond must be paid in full 14 days after receiving the invoice and, the 10% non-refundable deposit must be paid 7 days after receiving it Payments must be made by direct deposit. Details for payment will be included on the invoice.

#### 1.4 Cancellation of a Booking

In the event of the organiser having to cancel their booking of the Performing Arts Centre, the organizer must contact Catholic Regional College Caroline Springs in writing prior to the event ([crccsvenues@crccs.vic.edu.au](mailto:crccsvenues@crccs.vic.edu.au)).

In the situation where the event organiser cancels their booking, the following cancellation fees apply. Charges reflect the costs incurred by CRCCS.

10% of quoted amount (holding deposit)	Non Refundable
20% of quoted amount	Cancelled 30 days out
50% of quoted amount	Cancelled 14 days out
75% of quoted amount	Cancelled 7 days out
100% of quoted amount	Cancelled 24hrs prior to event

### **1.5 Security Bond**

A Security Bond of \$1000.00 (including GST) is required and is separately invoiced and receipted. The Security Bond must be supplied with your signed copy of the 'Hire Agreement'. The bond will be returned within 14 days of your hire date if all conditions have been met and there is no damage to the facility. Any additional usage or damage costs will be deducted from the bond prior to any refund. Should the Security Bond not cover additional costs, further payment will be required. The bond will also be utilised to cover cancellation costs as outlined by section 1.4.

### **1.6 Termination**

The College may terminate this Agreement, by notice in writing to the Hirer, if in the reasonable opinion of the College; the Hirer is in breach of the terms of this Agreement. The College may terminate this Agreement, immediately, if the Hirer engages in any activity, which, in the opinion of the College, is objectionable, dangerous, contrary to the law or detrimental to the reputation of the College. The college is not liable for any financial implications this may cause.

### **1.7 Hiring Period**

Any time used more than the period specified by the Hirer in the 'Hire Agreement' must be approved in advance by the College and shall attract an additional charge at the hourly rate as specified on the 'Hire Agreement'.

### **1.8 Time & Noise Restrictions**

All work, including performances and rehearsals, must conclude by 10.30pm. No work can begin prior to 8am on any day.

### **1.9 Indemnity**

The Hirer agrees to indemnify and the College from and against

**1.9.1** Any and all injuries, actions, claims, losses, damages, costs, penalties and expenses of whatsoever kind and nature (whether arising under contract tort or statute) arising from or out of the use of the Facilities by the Hirer or its servants, agents or invitees;

**1.9.2** All loss and damage to any building, facility, equipment or other part of the College caused by the Hirer, its servants or invitees;

**1.9.3** Any infringement of intellectual property or performers' rights in connection with activities undertaken by the Hirer.

All points made by 1.9 of this agreement continues in full force and effect notwithstanding the expiry or termination of this Agreement. The College shall not be held liable for any interference or enforced cancellation of the activities or events, proposed to be undertaken by the Hirer, which is caused by any circumstance beyond the control of the College.

The Hirer agrees to use the facilities at its own risk and without limitation agrees that all property brought on to the premises by the Hirer or its servants, agents or invitees shall be at the sole risk of the Hirer. Neither the College nor its servants or agents shall be liable for any thefts or losses incurred by the Hirer, its servants, agents or invitees or any other items remaining on the College after the end of the occupancy.

### **1.10 Insurance**

The Hirer shall at all times maintain all necessary Work Cover, worker's compensation and employer's liability insurance with a substantial and reputable insurer covering the employees agents and the contractors of the Hirer.

The Hirer shall keep current during the term of the hiring an insurance policy or policies in respect of those insurable risks which the College may nominate (including public liability for an amount no less than ten million dollars (\$20,000,000)). The Hirer must supply the College with a current copy of their Public Liability Policy.

Furthermore, the Hirer must ensure that all activities undertaken in the PAC is in accordance with their insurance. The Hirer will be responsible for all damages irrespective of their insurance coverage.

### **1.11 Australian Business Number**

The PAC uses the Catholic Regional College ABN: 69983389081

### **1.12 Privacy Policy**

Your privacy is respected by Catholic Regional College, Caroline Springs. Your Hire details will be passed onto third parties in support of your requests for your event. This will include but not limited to your contact details to the third-party technical support and nominated duty manager.

## **2. Marketing & Performances**

### **2.1 Promotional Material**

All promotional material relating to hiring of the PAC shall include:

Venue Location: Catholic Regional College Caroline Springs  
Performing Arts Centre  
10 College Road  
Caroline Springs 3023

### **2.2 Merchandising**

Any merchandising material, which may include but is not limited to posters, T-shirts, etc. that is to be sold within the PAC and/or its grounds, shall first be presented to the College for approval. The sale or issue of such material will not be permitted if it is of a nature unacceptable to the College and/or of a nature that is likely to offend public sensitivity, and/or is political in nature. Merchandising does not include programs for the event being staged.

### **2.3 Performing Rights**

The Hirer shall not produce or perform any dramatic or musical work in infringement of the copyright or performing right of the owner. The Hirer totally indemnifies the College against any claims for breach of such copyright of performing right.

## **3. Catering**

### **3.1 Food**

The PAC does not have a kitchen area. There is an extra charge for the hire of our Cafeteria. Please contact the College on 9217 8000 to hire this space. Hirers must comply with the Food Act 1984.

### **3.2 Alcohol**

If alcohol is to be consumed on the premises at any time, this must be stated in the original hire agreement. A copy of the Hirer's current Liquor License must be presented to the College at least 10 days prior to the commencement of hire. This certificate must be always displayed that alcohol is being served. All responsible service of alcohol is the responsibility of the Hirer, with the Hirer accepting all liability for any issue arising.

### **3.3 Selling food & drink**

If supplying or selling food and drink, hirers are to register their event with Streatrader (<https://streatrader.health.vic.gov.au>) and provide a copy of their Food Act Registration Certificate to the College at least 10 days prior to the commencement of hire. Should you require further information or assistance with this matter please contact the Environmental Health Department.

## **4. Venue & Equipment**

### **4.1 PAC Access**

As the PAC has a security alarm, it is critical that you only access at approved times, as set out in the 'Hire Agreement'. A \$70 fee (including GST) for each breach of the security alarm will apply.

### **4.2 Vehicle Access & Parking**

Parking within the grounds shall only be in the designated area. One transport vehicle only may be parked at the Loading Dock. Vehicle Parking is available at the front of the College. Disabled parking is available.

### **4.3 Capacity**

The PAC has a seating capacity license of 260. This will not be exceeded. This is the responsibility of the hirer to confirm this is met.

### **4.4 Disability Access**

Disability Access is available.

### **4.5 Food & Drink (Auditorium)**

No food, drink or chewing gum are permitted within the auditorium. Please have attendants at the entrance doors of the auditorium to ensure no food or drink is taken into the PAC.

### **4.6 Control Room/ Bio Box**

No persons may operate control room/bio box nor the equipment therein without the written permission of the college.

### **4.7 Venue Equipment**

The College will take reasonable steps to ensure that the equipment outlined in the separate document 'Technical Requirements Schedule' shall be in working and operable condition prior to the performance. However, the College accepts no responsibility for the failure of any equipment during a performance.

### **4.8 OH&S**

The Hirer shall at all times comply with the OHS regulations. The Hirer will ensure there is no overcrowding, obstruction of aisles, passages, corridors or any part of the buildings. Duty of Care to all participants must be addressed at all times.

#### **4.9 Evacuation**

A copy of our evacuation map and emergency exits is available on your PASSTAB induction. It is also available at the exit doors of each of our PAC. It is the Hirer's responsibility to ensure that all key people within their activity are familiar with the evacuation procedures.

#### **4.10 Fire Precautions/Seating**

Smoking is strictly always prohibited on the premises.

All firefighting appliances and areas marked "KEEP CLEAR" must be always left unobstructed. Failure to comply with these conditions will mean cancellation of booking.

All flames of any kind is permitted in the PAC. Gangways, aisles, passages, corridors or any other part of the building must not be obstructed.

Building and health regulations do not permit audience numbers to exceed the certified occupancy or seating capacity of the PAC which is 260 seated. Crowd control personnel shall be engaged by the Hirer, if in the opinion of the College, it is deemed necessary. The cost for engagement of crowd control personnel shall be borne by the Hirer.

#### **4.11 Utility Supply Failure**

Should a failure of any Gas, Electrical or Water supply to the PAC occur, thus affecting the ability of the College to fulfill its obligations to the Hirer, the College shall not be deemed liable for the loss of the performance or hiring. However, the College will use its best endeavours to furnish to the Hirer an alternate time that the Hirer can use and pay for in the normal manner. The College will not accept liability for any losses incurred by the Hirer through such cancellations. These losses may include, but are not limited to, advertising, ticketing, freight, transport, etc.

#### **4.12 Security and Statutory Authority**

Should the Hirer, or any member of the Hirer's organisation, by their actions cause an emergency response from, including but not limited to, the fire department, police, emergency or security services that involves a cost to the College, the Hirer will be responsible to pay for all costs incurred.

#### **4.13 Smoke Detectors**

If your production involves anything that is likely to cause smoke, the smoke detectors must be isolated, by the supervising technician, for the duration of the performance.

Any charges arising from false alarms, including the cost of Fire Brigade attendance are the responsibility of the Hirer.

#### **4.14 Venue Condition at Conclusion of Hire**

The PAC is to be left in a clean and tidy condition and any Hirer's equipment removed at the conclusion of the hiring period. Any additional cleaning required within the PAC or the grounds shall be deducted from the bond. A broom and cleaning equipment will be available. A before and after condition report will be conducted by your duty manager and signed by you at the conclusion of each day of your hire.

#### **4.15 Damages**

All damages must be reported immediately or at the earliest opportunity. All damages will be paid for by the Hirer. Funds may be deducted from the bond paid, together with an invoice for any additional costs of damages.

#### **4.16 Stage Floor**

No Hirer will be given permission to paint the stage floor. Only Nashua or Stylus brand gaffer tape may be used on the stage.

#### **4.17 Drapes**

No pins are permitted to be used in any of the theatre drapes including, but not limited to, legs, house curtains, cyclorama etc. Please discuss alternative fastenings with the College. Under no circumstances are set pieces to be lent against any drapes, especially the cyclorama. Any drape repair and/or cleaning required, resulting from actions of the Hirer, shall be at the hirer's expense.

#### **4.18 Painting**

Painting is not permitted within the PAC.

#### **4.19 Scenery**

Construction is not permitted within the PAC, except scenery that is of a prefabricated nature and requires assembly on site. No scenery is to be nailed, screwed or glued to the wood surface of the stage. Movable scenery used on the stage shall be transported in a manner that does not damage the stage floor: methods of movement may include, but are not limited to, rubber tyred or neoprene castors, etc. If, in the opinion of the College, the construction of and/or placement of scenery, props, costumes, etc. is likely to present a hazard, the Hirer will be instructed to either remove or reposition. All JSA's need to be send to [crccsvenues@crccs.vic.edu.au](mailto:crccsvenues@crccs.vic.edu.au) prior to works being commenced and all OHS procedures need to be followed.

#### **4.20 Storage**

No scenery, fittings, props, decorations or costumes, etc. including hired equipment, shall be stored in the PAC either before or after the period of hiring, without the prior consent of the College. Equipment belonging to or under the control of the Hirer, may be left on stage between hiring blocks and/or days only with the prior approval of the College. The College reserves the right to prohibit any equipment supplied by the Hirer for use within the PAC if, in the opinion of the College, such equipment may cause damage to the PAC or harm to personnel. The College accepts no responsibility for equipment supplied by the Hirer or their agent and/or its condition.

#### **4.21 Items Requiring Prior Approval**

The following items/conditions will require the prior approval of the College before use in the PAC:

- Hay, straw, and other like bailed materials
- Glitter that is to be thrown and not used as part of the set dressing, make up or costumes
- Flour bombs or bombs containing other like substances
- Balloons used in a balloon drop or filled with helium
- Stroboscopic effects that last longer than 15 seconds
- Smoke machines
- Water pistols
- Tape, other than on the stage floor
- Sand
- Animals

Failure to obtain such approval may result in the item not being allowed in the building or the attraction of an additional charge. Additional cleaning required due to use of any of the above, whether approved or not, shall incur an additional charge.



#### **4.22 Additional and/or Hired Equipment**

Should additional equipment be required, the Hirer will need to organise and pay all necessary cost involved in the hire of the additional equipment.

#### **4.23 Smoking**

Smoking is prohibited in any interior space or areas of the PAC, and within the school grounds. Smoking is banned within four metres of an entrance to all primary and secondary schools in Victoria, and within the school grounds, under an amendment to the Tobacco Act 1987. People caught smoking in these off-limit areas risk on-the-spot fines and are required to pay the fees themselves.

#### **4.24 Animals**

No animals are permitted in the PAC except for:

- Guide dogs and Hearing dogs
- Animals involved in a stage performance (with prior written permission from the College).

### **5. Safety**

#### **5.1 Testing and Tagging**

All portable electrical equipment provided by the College is tested and tagged according to AS/NZS3760 Australian Standard. All portable electrical equipment brought into the PAC must be tested and tagged to this Australian Standard. This needs to be organised by the Hirer prior to any proposed use of the equipment. If equipment is not tagged, the Hirer will not be given permission to use it in the PAC. This is a legal requirement across all venues in Australia.

#### **5.2 Footwear**

All members of the Hirer's organisation must wear suitable footwear at all times in the PAC. Bare feet are not permitted at any time (unless required for a performance – in this case, suitable footwear must be worn when the performer is off stage). Fully enclosed, low-heeled shoes must be always worn by stage crew, and by anyone participating in bump in/bump outs.

#### **5.3 Pyrotechnics**

No pyrotechnic effects shall be permitted within the PAC or the grounds of the college.

#### **5.4 Combustible Materials**

No highly flammable or otherwise hazardous materials may be used in the PAC. Such items include, but are not limited to, cleaning agents, oil-based paints, etc.

#### **5.5 Firearms**

Firearms are prohibited from the PAC and College Grounds.

### **6. Staffing**

#### **6.1 Ushers**

The College can supply a usher upon your request at an additional hourly rate.

#### **6.2 Technicians**

Your details will be passed on to our nominated technicians once payment has been received to secure your date. You will be required to liaise with the technician directly for all your sound and lighting requirements for your event. You will be invoiced accordingly after your event with any extras

you may incur. This invoiced amount is payable directly to nominated technicians.

These terms and conditions form part of the PAC Hire Contract between the Hirer and Catholic Regional College Caroline Springs and do not preclude any rights under relevant law, which cannot be excluded, restricted or modified by agreement.

## Specifications

### Technical

#### Capacity

The Performing Arts Centre has a seating capacity of 260. The facility offers are air-conditioned Theatre and Foyer, with professional sound and lighting systems, drama room, two dressing rooms, onsite parking, as well as box office, and restroom for the audience.

A seating layout is provided at the end of this document.

#### Stage & Dimensions

The stage is compressed MDF flooring, painted black.

Width 11 meters wing to wing (extra 5 meters wings to walls)

Depth 8.5 Meters (6 meters stage and 2.5 meters in front of curtain) 6 meters cyc to front curtain.

#### Drapery

Front curtain is electronically operated from the stage manager desk or the bio box.

Mid curtain is operated manually. Unless specified, all curtains are made from fire retardant black material.

Total	Item Description
1	Maroon house curtain (Velvet)
1	Maroon proscenium border (Velvet)
1	Black Mid Curtain
1	White Cyc
1	Black Rear Curtain

### Lighting & Sound

The standard lighting set up is included for all performances. Extra lights can be hired for an additional cost (detailed below).

Luminaries (Standard set up)	
Total	Item Description
9	600w Selecon Acclaim Axial Profile (Ballet Spots)
16	650w Selecon Acclaim Fresnel (White Wash)
12	1200w Selecon Rama Fresnel (White Wash)
12	ETC Sledor D40 LED Par-lights (Colour Wash)
8	iLED Cyclorama Battens (LED Cyclorama Lights)
Lighting Bar Positions	
Total	Item Description

2	bars FOH at Catwalk
2	bars FOH off left and right balconies
2	scene bars
3	lighting bars
<b>Lighting Control</b>	
<b>Total</b>	<b>Item Description</b>
1	ETC Lighting Desk
5	12 x 2.4k dimmer racks
<b>Sound</b>	
<b>Total</b>	<b>Item Description</b>
	Allen and Heath Qu24 Sound Desk
	Ram S Series Amplifiers
4	Foldback speaks (on request)

### Dressing Rooms

2 Dressing Rooms are available during performances. The stage can be seen on monitors in the rooms. The Dressing rooms have access to the backstage run around and then the stage.

### College Hall

The College Hall is available for hire during performances for an additional cost only with prior arrange on Hire Agreement.

### College Cafeteria

The College Cafeteria is available for hire during performances for an additional cost only with prior arrange on Hire Agreement.

### Cleaning

The venue is cleaned at the conclusion of every hire period at no extra cost to the hirer, providing the venue is left in a satisfactory condition. If additional cleaning is required, this will be arranged for an additional cost charged to the hirer.

### Duty Manager

A Duty Manager is provided with in your daily hourly charge. This is a nominated staff member by the College and is there to assist you with any enquires you may have on the day.

For questions regarding the technical specifications of the venue, contact our Theatre Staff via email on: [crccsvenues@crccs.vic.edu.au](mailto:crccsvenues@crccs.vic.edu.au), or via phone on: 03 9217 8000.

## Contact Details

Email: [crccsvenues@crccs.vic.edu.au](mailto:crccsvenues@crccs.vic.edu.au)  
Phone: 03 9217 8000  
Address: 10-28 College Street, Caroline Springs Victoria 3023  
Web: <https://www.crccs.vic.edu.au>

# Commercial Schedule of Fees (ex. gst)

**Bond (Refundable)** **\$1,000**

*Note: It is expected that the venue be left in a suitable and clean manner.*

*Failure to do so may result in forfeiting the bond, and potentially extra charges, at the discretion of the Theatre Manager.*

**Deposit holding** **10% of quoted amount**

*Note: the 10% invoice is generated after the Hire Agreement is received from the hirer.*

**Bump In and Out** **\$250/hr**

**Rehearsal** **\$250/hr**

*Note: It is deemed to be a rehearsal if there is no audience present (paying or not paying) and lighting and sound is not utilised*

**Performance** **\$450/hr**

*Note: It is deemed to be a performance if there is an audience present (paying or not paying) and lighting and sound is utilised.*

**Duty Manager & Theatre Technician** **Included**

*Note: Depending on the requirements of the performance, an additional duty manager and/or technician may be necessary as decided by the Theatre Manager for an additional cost.*

**Stage work lights and house lights** **Included**

*Note: Audio and theatre lighting are not available unless by prior arrangement for an additional cost.*

## **Extra Inclusions (no extra cost to hirer)**

Standard lighting set up (as detailed above)

Full Audio

Two wireless handheld microphones or two wireless lavalier microphones

## **Extra Charges (extra cost to hirer)**

College Hall Hire \$500/day

College Cafeteria \$500/day

Usher \$35/hr

Trestle Tables \$5/table

Chairs \$1/chair

*Rates are charged are rounded up to the nearest half-hour block. Minimum booking of 4 hours apply.*

*Note: Cancellation of a booking within 30 days of your event will result in cancellation fees as outlines above.*

# Not for Profit Schedule of Fees (ex. gst)

**Bond (Refundable)** **\$1,000**

*Note: It is expected that the venue be left in a suitable and clean manner.*

*Failure to do so may result in forfeiting the bond, and potentially extra charges, at the discretion of the Theatre Manager.*

**Deposit holding** **10% of quoted amount**

*Note: the 10% invoice is generated after the Hire Agreement is received from the hirer.*

**Bump In and Out** **\$180/hr**

**Rehearsal** **\$180/hr**

*Note: It is deemed to be a rehearsal if there is no audience present (paying or not paying) and lighting and sound is not utilised*

**Performance** **\$350/hr**

*Note: It is deemed to be a performance if there is an audience present (paying or not paying) and lighting and sound is utilised.*

**Duty Manager & Theatre Technician** **Included**

*Note: Depending on the requirements of the performance, an additional duty manager and/or technician may be necessary as decided by the Theatre Manager for an additional cost.*

**Stage work lights and house lights** **Included**

*Note: Audio and theatre lighting are not available unless by prior arrangement for an additional cost.*

## **Extra Inclusions (no extra cost to hirer)**

Standard lighting set up (as detailed above)

Full Audio

Two wireless handheld microphones or two wireless lavalier microphones

## **Extra Charges (extra cost to hirer)**

College Hall Hire \$500/day

College Cafeteria \$500/day

Usher \$35/hr

Trestle Tables \$5/table

Chairs \$1/chair

*Rates are charged are rounded up to the nearest half-hour block. Minimum booking of 4 hours apply.*

*Note: Cancellation of a booking within 30 days of your event will result in cancellation fees as outlines above.*

# Catholic Regional College Seating Plan

Available    Space    Hidden



Legend:

Rows

A  
B  
C  
D  
E  
F  
G  
H  
I

