

Marnkutyi Parirna Theatre at Trinity / Hewitson Theatre at STARplex

Venue Hire Confirmation

Booking Details	
Organisation Name	
Booking Contact Person	
Title/Role of Contact Person	
Phone	
Email	
Name of Event	
Purpose of Booking / Event	
Date of Event	
Anticipated Attendance	


Invoicing Details	
Organisation Name	
ABN	
Postal Address	
Invoicing Contact Person	
Phone	
Email	


Booking / Event Time & set-up Details				
Charges apply from bump-in/arrival to bump-out finish * required 1-day or up to 4-day event				
	Day #1*	Day #2 (if appl.)	Day #3 (if appl.)	Day #4 (if appl.)
Booking Date*				
Bump-in / Arrival*				
Rehearsal / Sound Check start				
Rehearsal / Sound Check finish				
Doors open				
Event Start*				
Interval/Break #1				
Event Finish*				
Bump-out finish*				

Will you be seeking 'Community Hirer' Discount?	Yes	No
If Yes: Community Hirers are Registered Charities, Registered not-for-profits and Department of Education Schools only		
Registered Charity?		
Registered Not-For-Profit?		
Department of Education School?		
Have you attached a copy/proof to Trinity-STARplex?	Yes	No

Insurance		
Do you have Public Liability Insurance (min \$20m)?	Yes	No
Have you attached a copy/proof to Trinity-STARplex?	Yes	No

Venue Hire Confirmation

 Venue(s) Required Place a tick/cross to indicate the room / space required. Provide any short notes or further details if relevant to venue(s) or set-up required.		
Trinity-STARplex Performing Arts Theatre's & Spaces	Tick	Notes / Details
Marnkutyi Parirna Theatre		
Rehearsal Studio		
Dressing Rooms (2)		
Green Room (with Kitchenette)		
Other (Classroom, Foyer, Bar-Box Office, Mixing/Recording Studio) – by special arrangement only		
Hewitson Theatre		
Green Room (with 5 x Changing Spaces)		
Extra Green Room		
Other (The Mezzanine, 'foyer', other STARplex spaces) – by special arrangement		

 Technical Equipment Required (Basic Overview) Place a tick/cross to indicate the equipment required (extra hire charges may apply). Provide any short notes / numbers required if known			
Production	Details	Tick	Notes / Numbers
Audio	Lectern with Mic		
	Hand-Held Radio Mics (8 available)		
	Wired Mics (various available)		
	Foldback Speakers (2 permanently flown)		
	Backing Tracks (MP3 or similar)		
	Band (provide overview)		
Lighting	Simple Lighting 'wash' (set & forget)		
	Specific/detailed lighting states with cues		
	Do you have a Lighting Plot / Run Sheet		
Audio-Visual	Data Projector + Screen (you or us to control/play)		
	Record your show/event (using in-house system)		
	Do you want BOH stage feeds		
Rigging	Do you want to hang or rig anything on stage		

Other Details		
Running Sheet – please send one through (even a draft) ASAP – Attached?	Yes	No
How many performers do you have (approx.)?		
Ticketing – are you coordinating or do you want us to coordinate (10% commission on sales, via Humanitix)	Client	Trinity-STARplex
Room set-up – Theatre style or Cabaret Style (where possible)	Theatre	Cabaret
General Admission or Allocated seating (extra fees apply at Hewitson Theatre)	GA	Allocated
Catering – Food / No Food	Food	No Food
Catering – Alcohol / No Alcohol	Alcohol	No Alcohol
Front of House (FOH) – Bar/Box Office	Client	Trinity-STARplex
Front of House (FOH) – Ushers	Client	Trinity-STARplex

Confirmation	
I have read and understood the Trinity-STARplex Performing Arts Theatre's Terms and Conditions (pages 3-5) and agree to comply with all such conditions in all respects.	
Signature:	Date:

Submit your completed form to Trinity-STARplex staff via bookings@starplex.com.au.



TRINITY COLLEGE

Trinity-STARplex Performing Arts Theatre's

Terms and Conditions



Definitions

In these conditions of hire, unless the context otherwise requires, the following words shall have the following meanings: The 'Facility' or 'Venue' means the hired room/space within the Trinity College and STARplex sites, including the Marnkutyi Parirna Theatre, Hewitson Theatre, Mezzanine (STARplex Conference Room), Pavilion and any further Trinity College owned Building/Facility and where applicable the walkways and other areas connected with the venue to which the Hirer and the public attending the mentioned locations have access.

The 'Hirer' means the organisation or person or persons from whom the facility has accepted a booking and who has paid venue hire fees and/or any required deposit and otherwise complied with any conditions established by the facility to hire the facility.

The 'Manager' and 'Staff' means a representative appointed by Trinity College and/or STARplex.

Bookings

Except at the discretion of Trinity College/STARplex:

- A tentative booking will not be held longer than seven (7) days.
- Facility or Venue bookings can only be made twelve (12) months in advance from the current date.
- A booking is secured once the venue hire deposit fee is paid.

Hire Period

The Hire Period will cover the time(s) stipulated in the Venue Hire Confirmation form (including bump-in and bump-out time) and agreed to by the Manager. Access to the facility at times outside those stipulated will incur additional charges payable by the hirer. The approved hire of any Trinity College/STARplex facility is not transferable without prior consent.

Fees and Charges

Hirers are required to pay the correct venue hire fee as set out in the Trinity College/STARplex venue hire fee schedule, their signed Venue Hire Confirmation form and the terms of their invoice. Trinity College/STARplex Management reserve the right to consider special circumstances on a case-by-case basis.

Full payment of fees/chargers are due two (2) weeks after your booking date or within seven (7) days of final invoice. Staffing costs will be an estimate until such event/booking and will be adjusted accordingly with final invoice/bond payment.

Trinity College/STARplex reserve the right to request a refundable bond of up to \$1,000 to cover the cost of any damages, lost property or any extra staff costing. If no such costs are incurred, the bond agreement will be returned to the hirer.

Any additional fees incurred by the Hirer during or outside the Hire Period shall be paid either out of the bond held or within seven (7) days of receipt of the invoice detailing such charges. Any damage by the Hirer, or any patron, will be charged to the Hirer at cost of repair rate plus administrative charge. These charges are to be paid either out of the bond held or within seven (7) days of receipt of invoice detailing such charges.

To be eligible for a 'Community Hirer' discount, organisations must either be a:

- a. Registered Charity – formally registered with the Australian Charities and Not-for-profits Commission (ACNC)
- b. Registered not-for-profits - A registered not-for-profit (NFP) in Australia is an organisation that does not operate for the profit, personal gain, or benefit of its members, and is either formally registered with regulators (e.g. ACNC), including as a charity, or can provide documentation to show their NFP status. Appropriate governing documents (e.g. constitution or incorporation certification) may be requested. Most sporting/recreational clubs, community service organisations, cultural and social societies and professional/business associations qualify as a NFP organisation.
- c. Department of Education Schools (State Government entities).

Cancellation of a Booking

A Hirer wishing to cancel a booking less than fourteen (14) days before the date of the booking, remains liable for all charges due and will forfeit its deposit. A Hirer wishing to cancel a booking less than twenty-eight (28) days before the date of the booking, remains liable to all charges due and will forfeit 50% of the deposit. A Hirer wishing to cancel with twenty-nine (29) or more days before the booking, will have any payments, excluding administration fees, refunded. If Hirer has engaged Trinity College/STARplex services to hire external equipment, hirer is liable for payment at any time.

General

The hirer has no right of access to the facility at times other than those agreed to by Trinity College/STARplex. The use of the facility by the hirer will at all times be under the sole direction of Management.

Trinity College/STARplex must be informed of the purpose for which any event area is to be used at the time any booking is made.

The full terms and conditions contained herein may vary from time to time, but any such variation shall not negate this agreement and Trinity College/STARplex shall not be under any obligation to explain the reasons for any such changes.

An individual must be over the age of 18 years to hire any area of the facility.

Trinity College/STARplex reserves the right to use the hirer's publicity material, in its own promotional material, including photographs used by the hirer.

Trinity College/STARplex accepts no responsibility for the theft of, or damages to any of the hirer's equipment, property, or other items whatsoever including the personal property of persons in the facility.

Subletting of the facility by the hirer is prohibited.

Children must be supervised at all times. Failure to do so may result in your hire period being cut short and/or cancelled.

All personal belongings and equipment must be removed from the hired area by the end of the venue hire time. Failure to do so may result in extra fees or charges.

Orderly Activities

Hirers and the activity for which they use a facility, must not breach defamation, privacy, intellectual property, copyright or civil laws. Trinity College/STARplex reserve the right to refuse or cancel any booking, at its discretion, if the purpose or activity is deemed to be an inappropriate use of the premises.

Trinity College/STARplex staff reserve the right to remove a person(s) without liability if behaviour is not considered appropriate. Further, hirers shall not permit any act, or anything, which may negatively impact the reputation of Trinity College/STARplex.

Trinity College/STARplex must be informed of the activity for which any venue is to be used at the time the booking is made.

High Risk Events/Bookings

Trinity College/STARplex reserve the right to request further information from prospective venue hirers, which may include, but not be limited to, the completion of a risk assessment.

Trinity College/STARplex shall have the right to terminate any meeting, performance, rehearsal or use of the facility at any time during a meeting, performance, rehearsal, and use or otherwise. Trinity College/STARplex reserve the right to hire the facility and may refuse to hire the facility to any person or organisation, without giving reasons.

Trinity College/STARplex reserve the right to refuse or cancel any booking, at its discretion, if the purpose or activity is deemed to be an inappropriate use of the premises.

Security Personnel and Staffing

Trinity College/STARplex reserves the right for any staff to attend any function and may require the engagement of security personnel at the hirer's expense. Staffing charges will apply for any security personnel or extra staff.

Care, Damage and Theft

The Hirer shall inspect the original condition of the facility and be responsible for any damage done to the facility whether caused by the hirer or any agent or any person associated with the hirer or with the hirer's performance, rehearsal or use in any way whatsoever of the facility. The hirer shall be responsible for any abnormal costs incurred by the facility for abnormal cleaning occasioned by the hirer's use of the facility. Trinity College/STARplex staff, at their absolute discretion, shall determine both abnormal cleaning and facility damage costs, following a post event inspection. The Hirer is responsible for all equipment in the specified area of hire. Any loss or theft of equipment during the hirer's occupancy of Trinity College/STARplex venues will be charged at replacement cost.

Health and Safety

The hirer will be responsible for general safety of the facility during the Hire Period. It is the hirer's responsibility to acquaint themselves with the emergency procedures of the facility, fire extinguisher locations and emergency exits. Trinity College/STARplex staff will make hirers aware of evacuation procedures. In the event of a fire alarm being activated or other emergency, it is the hirer's responsibility to ensure that all people associated with their event are evacuated from the building and to follow instructions/directions from staff. They must also follow all instructions from Fire Wardens and Emergency personnel, where applicable. Every exit, passage and gangway and the immediate approaches to and from every exit door must be kept entirely free from any obstruction of any kind.

All electrical equipment, including extension cords, must be tested for electrical safety and display a current test tag. Any electrical cabling used in the facility must be made secure with tape or some other method approved by Management, to prevent accidents.

First Aid is the responsibility of the hirer. Any direction by Management regarding the health and safety of hirers or the general public shall be complied with to the satisfaction of Management.

Cleaning and Waste Removal

At the conclusion of the Hire Period the hirer is responsible to ensure the facility is left in a clean and tidy condition. The Trinity College/STARplex representative is the sole judge on deciding the condition of the facility after hire and determining whether additional cleaning charges or repair costs apply.

All rubbish must be placed in plastic garbage bags then deposited in the bins provided. It is the hirer's responsibility to remove all excess rubbish that does not fit in the bins. Any rubbish left by a group will result in additional charges.

Room Configuration and Decoration

Trinity College/STARplex will provide items such as tables and chairs (and their basic set-up) as a part of the venue hire costs unless stipulated in the Venue Hire Confirmation form. Decorations are the Hirers responsibility to supply and set-up. All decorations must be removed by the Hirer at the agreed time with the Manager. Items are not to be placed on any walls without Management permission. No fire exits or utility/access doors are to be blocked.

Publicity and Banners

There are limited areas available for posters and the positioning of these must be approved by Trinity College/STARplex. All posters will be removed immediately after the event.

Freestanding banners are permitted in the hired space at the time of the hire. For anything outside of the hire space, the position of banners must be approved by Management.

Food and Beverage

Catering must be approved by Trinity College/STARplex prior to the event date.

The Hirer may bring food in, but it must be removed/disposed at the end of the hire period. Approval must be given by Management first. Be aware there may be extra cleaning fees if the venue is left particularly dirty by the Hirer and their guests.

No BYO alcoholic drinks are allowed – see 'Liquor Licensing' below.

Liquor Licensing

No liquor shall be brought onto and/or consumed at Trinity College/STARplex without consent of the Manager in accordance with the provisions of a short-term license granted to the Hirer by the Liquor Licensing Commission and/or Licensing Court of South Australia (as per the Liquor Licensing Act 1985). The Hirer is responsible for payment of any short-term liquor licensing fees.

Licences and Authorisation

The Hirer, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised as part of the hire period.

Insurance

The Hirer is responsible for the insurance of all items and equipment brought into the facility by the Hirer for the duration of the Hire Period. The Hirer is responsible for Public Liability Insurance in respect of the hirer's use and occupation of any part of the facility. The hirer agrees to indemnify and keep indemnified Trinity College/STARplex, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hire of the facility.

The Hirer will take out and keep current a Public Liability Insurance policy in the name of the permit holder insuring the permit holder for a minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the hirer in relation to the activity. The Hirer must provide confirmation of insurance to Trinity College/STARplex at least 7 days prior to the event.

One off Hirers (e.g. Weddings, Social Gatherings) will be covered by Trinity College's General Public and Products Liability Insurance Policy. This does not apply to one off events held by businesses or organisations who would be expected to be covered by their own Public and Products Liability Insurance Policy. For the insurance to be valid, the policy name and hirer's name must be the same.

Prohibitions

Confetti, glitter, tape, blu-tack or adhesive is not permitted to be used in any venue, unless with specific approval from the Manager. Special effects: users should be aware that there are fire detection devices installed throughout the facility, therefore the use of smoke and dry ice machines is allowed only after obtaining permission from Trinity College/STARplex.

Laser lights and other special effects are also permitted, but only within the interior of the facility and in consultation and agreement with the Trinity College/STARplex.

Except with the prior written approval from Trinity College/STARplex, the use of candles is prohibited in the facility.

Flammable liquids or other dangerous substances must not be brought onto or stored on the premises.

Gun powder or fireworks used for special effects are prohibited in all areas of the facility, at all times.

No pets or animals are allowed on the premises except registered guide, hearing or assistance dogs.

Amplified Sound

In the event of amplified music being played during events, the hirer is to ensure that the volume of music is kept to a level so as not to inconvenience nearby residents, and/or fellow facility users. That is, noise to be kept within the level for Urban Residential Areas as specified under the Environment Protection Act, 1993 (Industrial Noise).

Management reserves the right to control sound levels at your event. As Trinity College/STARplex facilities are multi-use, sound levels cannot be guaranteed, and no liability will be accepted. Consideration should be given to other hirers and users. Failure to comply may, at the minimum, result in a reduction of bond payment or recovery in full of costs incurred if a complaint is made. Any attendance by SA Police may result in the bond being forfeited and may result in any further bookings being cancelled.

Wi-Fi

There is currently no public Wi-Fi at Trinity College/STARplex. Limited, short-term, Wi-Fi vouchers may be able to be arranged in advance, with Management approval.

Parking/Loading/Unloading

All parking is to be in accordance with the relevant by-laws and road rules. The facilities have different designated Loading Zones or parking for load-in/out. Please confirm with Management prior to arrival. Special parking needs and access to the Loading Dock will be in accordance with prior arrangement with Management.

Smoking & Vaping

Trinity College/STARplex has a strict 'No-Smoking/Vaping Policy' which will be enforced throughout the entire facility and grounds. Smoking is not permitted in Trinity College (including STARplex) or within 10 metres of any entry/exit point (including carparks). Additionally, smoke machines or similar devices are not permitted without the written consent of Trinity College/STARplex. The Hirer must request use to these devices at least 7 days prior to the event.

Merchandising

The hirer shall not offer for sale any items in or about the facility without having first obtained permission from Trinity College/STARplex. Trinity College/STARplex reserve the right to 10% commission from any/all merchandise sales.

Ticketing

Trinity College/STARplex reserve the right to 10% commission from any/all ticket sales, coordinated by Trinity College/STARplex. With prior approval, Trinity College/STARplex can coordinate ticket sales or grant hirers permission to coordinate their own.

Fire Systems

The facilities are equipped with full fire protection systems. Damage or misuse of any part of these systems will be charged to the hirer. Any unlawful discharge of fire extinguishers will be charged to the hirer plus an administrative charge. Should the hirer's activities trigger an alarm in the facility, or security system, the hirer will cover the cost of the response by the relevant agency/service, plus an administrative charge.

Disputes

In the event of any dispute or difference arising as to the interpretation of the Conditions of Hire, or any other matter arising between Trinity College/STARplex and the hirer, the decision of Trinity College/STARplex thereon shall be final and conclusive.

After Hours Contact Numbers

STARplex – 8522 0622

Trinity College – 8522 0666

Lynx Security (Trinity College & STARplex contractors) – 0419 814 344

Police Assistance - 131 444

Emergency – 000
