



MATT DANN CULTURAL CENTRE

Hamilton Road, South Hedland, Western Australia, 6721
Ph: 08/9158 9360 Fax: 08/9172 2472

CONDITIONS OF HIRE - COMMUNITY & NON COMMERCIAL

Thank you for your enquiry into hosting your community or non-commercial event at the Matt Dann Cultural Centre (MDCC) in South Hedland. Please be aware that this venue is a shared facility with Hedland Senior High School under ownership of the Western Australian Department of Education; therefore special circumstances are applicable when hiring this space. The Matt Dann Cultural Centre is fully operated and managed by the Town of Port Hedland (TOPH).

VENUE HIRE:

Please note that Venue Hire is based upon the following:

- * During School Term, Bump in for any performances on a weekday must occur after 3.30pm and Bump Out before 7.00am unless prior approved by Matt Dann Cultural Centre and Hedland Senior High School.
- * Hire period is for up to eight (8) hours between the above specified times. For any extension on 8 hours, an additional fee will be applicable.
- * Rehearsal Hire is not available before 9am and after 6.30pm unless prior approved by MDCC
- * Unless hired for a 24 hour period (only applicable on weekends) MDCC has the right to use the theatre for cinema screenings or cultural performances outside of the client's assigned venue hire time.
- * The venue hire fee does NOT include equipment hire or labour charges
- * All venue rates are inclusive of GST and are current at the time of printing.

Foyer Only

Use of Foyer (when Theatre not in use)	\$110.00
Including existing tables, chairs and lounge settees	

Matt Dann Theatre Only

Includes Set up, Rehearsal, Non Performance, Days in Split Sessions	
* All Ages Performance	\$242.50
* Children's Performance	\$120.00

Includes Performance Day/Event Day	
* All Ages Performance	\$342.50
* Children's Performance	\$170.00

Full Venue Mode – Theatre/Foyer & Green Room

Includes Set up, Rehearsal, Non Performance, Days in Split Sessions	
* All Ages	\$417.50
* Children's Performance	\$208.75

Includes Performance Day/Event Day	
* All Ages	\$567.50
* Children's Performance	\$283.75

Any additional requests for the hire of classrooms will be considered on a case-to-case basis and MUST be prior approved by Hedland Senior High School.

Please ask the MDCC staff about 24 hour hire fees.

ELECTRICITY & AIR CONDITIONING:

The standard venue hire includes:

- * Working lights for bump in, set up and tear down
- * Existing theatrical lighting for rehearsal and show run
- * Air conditioning for the auditorium for the duration of the performance

THEATRE ETIQUETTE:

Hirer:

Respect of the theatre and Centre is to be enforced at all times. This incorporates the following standards:

- * No Pulling Curtains
- * No food or drink allowed on stage unless props/associated directly with the performance.
- * No talking off stage during performance
- * No glitter or small confetti is permitted in the theatre or in the performance unless prior approved by MDCC/TOPH Management.
- * Parents are not permitted on stage at any time to collect their children or for photo opportunities.

Patrons:

- * No smoking is permitted in any part of the interior of Matt Dann Cultural Centre.
- * The Cinema screen cannot be touched or moved by anyone other than MDCC staff.
- * No loud talking permitted in the theatre audience during a performance.
- * No patrons are to be permitted on the stage at any time unless prior incorporated into the performance.
- * No ripping or damaging seats, throwing of food or drink and mobile phones must be switched off.
- * MDCC may exclude any person from a performance/ event without liability.

MERCHANDISE FEE:

Option 1 – Manned by Matt Dann Staff

Matt Dann Cultural Centre will manage the stand for the duration of the event, i.e. open count of stock, supplying of floats and change, selling goods, closing count of stock and reconciliation of cash at the charge to the client.

\$200 or 10% of the total sales whichever is greater.

In this option the client will be billed at this rate on their final invoice as well as the refund of the sales being noted in a MDCC spreadsheet.

Option 2 – Manned by Client

Matt Dann Cultural Centre will supply a clothed table, chair and sufficient space for the stand however, staffing of the merchandise stand will remain the responsibility of the client as will floats and change.

A flat fee of \$100.00 will be charged if this option is preferred.

BOX OFFICE:

Ticket Sales

Should you require the Matt Dann Cultural Centre to sell your tickets on your behalf a booking fee of \$2.50 including GST is applicable

Ticket Printing

Reserved Seating Mode - 100 – 302 batch (10c per ticket)	\$30.70
General Seating Mode – 100 – 302 batch (8 cents per ticket)	\$24.60

Credit Card Fees

Credit Card Fee percentage on value of ticket	4%
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Postage Fees

Postage Fee on Tickets	\$1.00
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Cancellation Fees

Charged in addition to booking fees – per ticket	\$2.20
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BOND:

The Bond is required in the unlikely occurrence that damage (temporary or permanent) occurs to the structure of the building and the furniture/props/materials within the Matt Dann Cultural Centre. MDCC may also apply the Bond to pay any outstanding movies owed by the client to MDCC. The Bond will be refunded if the Centre is left in a satisfactory condition and all fees/charges are paid by the client.

Security Bond	\$500.00
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STAFFING COSTS:

A minimum level of staffing is required to meet our Occupational Health and Safety obligations and for the legal "Duty of Care" at the Matt Dann Cultural Centre.

- * Minimum staff for venue hire (no technical requirements) = 1 x FOH Supervisor
- * Minimum staff for rehearsals/venue hire with technical requirements =
1 x FOH Supervisor + 1 x Technician
- * Minimum staff for Performance night = 1 x FOH Supervisor + 1 x Technician + 1 x Cleaner + 1 x Usher (Usher for over 150 people)

You are permitted to provide your own cleaning staff, however final approval of cleanliness of MDCC post event - is to come from the MDCC/TOPH Manager.

Should you wish to provide your own Technical Staff but still utilize Matt Dann Cultural Centre equipment, the In House Technician must be present for the full duration of the hire. The Hirer will also be required to sign a contract for Duty of Care. Should any damage occur whilst the hired Technician is working with MDCC equipment, repair or replacement would be the responsibility of the Hirer.

Hourly Rates for Staff:

Technician – Rehearsal & Event Day	\$42.00
Projectionist (Min 4 hours)	\$32.00
Front of House Supervisor (Min 4 hours)	\$42.00
Ushers (1 per 150 guests as per Workplace OHS regulations) (Min 4 hours)	\$22.00
Cleaners	\$65.00
General Staff (i.e. Liquor service/Merchandise sales)	\$22.00
Kiosk Staff	Complimentary

Opening/Closing Fees:

Please note the Matt Dann Cultural Centre office hours are Monday- Friday 8.00am – 5.00pm. If access to the Centre is required outside of these times an opening/closing fee will be incurred.

Opening/Closing Fee	\$30.00 once in one day \$60.00 twice in one day
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AUDIO & LIGHTING EQUIPMENT:

The standard venue hire includes the use of the in-house sound system as found and the lighting rig as found. The Matt Dann Cultural Centre is not responsible for the suitability or otherwise of our technical set up for your presentation. All changes to, additions to, and variations required are to be the subject of agreement with the technical officer.

NOTE: All extra hours to complete this work and the time involved in moving it back into the original set up position will be charged to the client.

DISABILITY SERVICES:

Please note that the entrance level, washroom facilities, foyer and theatre entrance is all on the same level and wheelchair friendly. The Matt Dann Cultural Centre has dedicated wheelchair based seating within the theatre.

EQUIPMENT HIRE:

Please refer to our Equipment Price List for available props/materials and equipment at the Matt Dann Cultural Centre. A replacement cost will be applicable to the client for loss, theft or damage to MDCC equipment.

Matt Dann Cultural Centre will not be held responsible for the loss, theft or damage to props, furniture or equipment provided by the client for use within the venue.

Please note that the Grand Piano must be tuned each time it is hired and this will be to the expense of the hirer. The Grand Piano cannot be moved by anyone unless MDCC staff are present and can assist.

FOOD AND BEVERAGES:**Kiosk:**

The Kiosk is fully owned and managed by MDCC/Town of Port Hedland therefore all revenue associated with the food and beverages provided by the kiosk cannot be considered revenue to the hirer. MDCC can provide a kiosk staff member free of charge to provide this service to your guests.

Entertainment costs, including meals and drinks requested by or on behalf of the hirer, will be charged back to the hirer.

Outside Catering:

Outside catering services must be approved first by the MDCC/Town of Port Hedland. The Hirer will assume full liability and responsibility for the conduct and services of the Catering Company within the Centre. In the event Outside Catering is provided, the Kiosk will not be opened.

Liquor Licence and Service:

MDCC staff are requested by law not to serve alcoholic beverage to guests under the age of 18 years or guests in a state of intoxication.

Alcohol is not permitted within the theatre. The foyer is the dedicated food and beverage service space under the occasional liquor licence. It is the responsibility of the hirer to obtain a special liquor licence in advance (at least 14 working days before late fee applicable) from the South Hedland Law Courts. All expenses associated with the liquor licence are to be the Hirer's responsibility. The Hirer MUST inform the South Hedland Police Headquarters of the event if liquor is to be available to the patrons.

MDCC will not be responsible for the purchase of alcohol, nor the liquor sales unless requested and incorporated into the contract. Additional charges are applicable for this service.

MARKETING:

MDCC Management now provides the option of assisting with the professional marketing and promotion for your event. All marketing requests must be provided to the MDCC staff at least one (1) month prior to the performance. All artwork is to be approved by the hirer before distribution.

Website Advertisement	\$20.00
In House Poster Production (For display outside Matt Dann)	\$25.00
Inclusion into Matt Dann weekly advertisement in the Northwest Telegraph	\$100.00

MUSIC COPYRIGHT:

An APRA licence may be applicable for your performance should you be playing copyrighted music.

SECURITY:

The Hirer is required to consider security for a performance whereby alcohol is served, or in the event that the performance is controversial or deemed to have high media exposure and public attendance. Security hire and costs will be responsibility of the Hirer, but liaison with MDCC staff MUST be incorporated.

PUBLIC LIABILITY INSURANCE:

Will be required by any Community or Non Commercial Group wishing to hire this Centre.

DELIVERIES/PICK UP AND STORAGE:

All deliveries/pick up of props/materials and documents are to be conducted during office hours and at the expense of the Hirer. Outside of normal working hours, an opening/closing fee will be applicable. At MDCC Management discretion, will the hirer be allowed to leave props prior to and post performance day. Additional charges may be applicable for this service.

PARKING:

Approximately 200 car-parking bays are available and free of charge to patrons of the Matt Dann Cultural Centre.

HIRE DETAILS:

NAME OF ORGANISATION: _____

POSTAL ADDRESS: _____

CONTACT PHONE: _____

FAX: _____

NATURE OF FUNCTION: _____

TITLE OF PERFORMANCE: _____

DATE/S OF REHEARSALS: _____

DATE/S OF PERFORMANCE: _____

DETAILS OF HIRE:

THEATRE ONLY

GREEN ROOM

MOVIE SCREEN IN THEATRE

FULL VENUE

FOYER ONLY

KIOSK OPEN

I have read and confirm that the above conditions have been discussed with TOPH staff and are approved.

Signed on behalf of the Hirer who warrants that she/he has the authority to act on behalf of their organization.

Print Name: _____

Print/Role Title: _____

Date: _____

Signature: _____

Signed by or on behalf of the Venue Manager or authorized delegate.

Print Name: _____

Print Role/Title: _____

Date: _____

Signature: _____

Please sign and return with your deposit /bond to the Matt Dann Cultural Centre within seven (7) days of the issue date of the agreement. If you do not sign and return the contract within seven days, the booking of the venue will lapse and the date will become available to other hirers, as is the standard practice throughout venues in Australia.