



81 Station Street, Martin, WA 6110
PO Box 223, Gosnells WA 6990
Tel: 08 9394 9300 Fax: 08 9398 5822
Mobile: 0411232748
Email: facilitieshire@lumen.wa.edu.au
www.lumen.wa.edu.au
ABN 27 976824 064

2017

Dear ORGANISATION

Thank you for your enquiry regarding the hire of the Lumen Christi College Performing Arts Centre.

Please find enclosed the Performing Arts Centre Booking Application Pack, including Terms and Conditions of Hire, Schedule of Charges, Seating Plan and Application Forms.

Tentative bookings are being held for a short time for the date listed below. A non-refundable booking bond of \$200.00 is to be paid as soon as possible to confirm your booking.

Date	Activity	Entry	Start	Finish	Exit

If we can be of further assistance, please feel free to contact Ian Ashton on 041 1232748 during business hours or email facilitieshire@lumen.wa.edu.au

Yours Sincerely

Ian Ashton
Venue Manager

HIRE OF FACILITIES

LUMEN CHRISTI COLLEGE PERFORMING ARTS CENTRE APPLICATION

External Booking Application

HIRERS DETAILS

Company Name		ABN	
Contact Name		Phone Bus	
Address		Mobile A/H	
Suburb		Postcode	
Email		Bank details	BSB:
		For payments.	Account #

PRESENTATION DETAILS

Presentation Details				
Presentation Type				
Total Duration		No. of Intervals		Interval Duration
No. Performers		No. of Staff		TOTAL
Estimated Audience(s)				

SEATING ALLOCATION

Seating:	<input type="checkbox"/>	Reserved	<input type="checkbox"/>	Unreserved	<input type="checkbox"/>
Ticketing:	<input type="checkbox"/>	Pre-Sales	<input type="checkbox"/>	Door Sales	<input type="checkbox"/>
				Free Entry	<input type="checkbox"/>

Ticket Pricing	Adults \$ _____	Concession \$ _____	Child \$ _____
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FACILITIES

Facilities included with the Performing Arts Centre hire are the Stage, Auditorium backstage, Foyers, Kitchette, three adjacent classrooms and access to minimal storage.

Please tick the relevant boxes you require:

Auditorium	<input type="checkbox"/>	Kitchenette	<input type="checkbox"/>	Upstairs Gallery*	<input type="checkbox"/>
Downstairs Gallery*	<input type="checkbox"/>	Prep room / classroom (P1)*	<input type="checkbox"/>	Outside Lawn Areas	<input type="checkbox"/>
Classrooms P2 and P3*	<input type="checkbox"/>				

* Included with Hire of Auditorium on PERFORMANCE nights.

REQUESTED TIMES FOR EVENT

Date	Activity (eg. Bump in, bump out, rehearsal, performance(s))	Access Times			
		Entry	Start	Finish	Exit

Please Note: All times are subject to availability. College activities will take priority unless special considerations have been made.

AMENITIES

Do you intend to sell or supply the following:

Programs: Yes No Free

Merchandise

Will there be an official photographer present? Yes No

Full Name:		Company:		Contact No:	
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Will there be an official cameraman present? Yes No

Full Name:		Company:		Contact No:	
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COLLEGE EQUIPMENT

Available for hire at the discretion of the College.

Mark with a tick and specify quantities where applicable:

Lecturn (1)		Pinup Boards (4) # _____		Trestle Tables (3)	
Additional Chairs (25) # _____		Music stands (45) # _____		CD Player	
Handheld Radio Microphones (2) # _____					
Other (please include foyer / kitchen equipment) *					

* Additional equipment costs may be applicable in some circumstances (available on request)

SOUND AND LIGHTING

The Theatre currently has a basic lighting and sound system, with adequate dance lighting and 32 channel digital sound mixing.

Please discuss your needs in detail with Lumen Christi College. Additional lighting and sound requirements are to be organised through our contract Managers. Any additional costs for specialist equipment or effects are at The Hirer's expense.

OUTSIDE CONTRACTORS

(eg. Set contractors, delivery companies)

Please specify any equipment and/or services supplied to the Performing Arts Centre which has not been supplied or arranged by Lumen Christi College.

Do you intend to employ outside Contractors? Yes No

Details of outside Contractors' equipment/services:

PUBLIC LIABILITY INSURANCE

Public Liability Insurance must be maintained for the entire duration of the hire period. It is a strict prerequisite to the eligibility of hiring.

I understand the Public Liability requirements and will forward a certificate validating the currency of my Public Liability Insurance Policy.

PERFORMANCE LICENCES:

The Hirer will be required to provide copies of their APRA/AMCOS and PPCA performance licenses, or Performing Rights contracts where copyright material is being used in conjunction with your presentation.

TICKETING:

The venue uses TRY-BOOKING.com as its exclusive booking agency. Front of House is equipped to sell and query tickets through this system. Door scanners located at each entry point are linked to the system for security and patron counts.

A 50 cent surcharge is added to all tickets purchased for productions at the venue.

Once completed the balance of the box office, less all fees and charges will be deposited into your account, within 7 working days.

ADDITIONAL INFORMATION /REQUIREMENTS

Please indicate any additional requirements or information that may be relevant to your function:

HIRE APPLICATION

Please complete this form and return to:

The Venue Manager
LumenChristiCollege
PO Box 223
GOSNELLSWA 6990

Or by email to facilitiesbooking@lumen.wa.edu.au

I/we wish to hire the Lumen Christi Collge Performing Arts Centre according to the details given above. I/we have read and agree to comply with the 'Terms and Conditions of Hire' including any 'Special Conditions' as shown in the 'Terms and Conditions of Hire'. I/we certify that all information given above is true and accurate.

PRINT NAME: _____

POSITION IN ORGANISATION: _____

SIGNATURE: _____ DATE: ____/____/____

Schedule of Charges (Excluding GST)

LCC Performing Arts Centre	Venue Hire	Service Charge Rehearsal	Service Charge Performance
Theatre: Monday - Thursday	\$1,650 p/day	\$50 p/h	\$70 p/h
Friday - Sunday	\$2,200 p/day	\$50 p/h	\$70 p/h
Meetings seminars	\$85 p/h		\$50 p/h
Galleries (2)	\$80 p/hr		
Grassed Area	\$60 p/day	\$25 p/hr	\$25 p/hr
Cleaning of dressing rooms/theatre when required		\$60 per person p/hr	\$60 per person p/hr
Bare stage hire	\$55 p/h	\$25 p/h	
Dress Rehearsal hire	\$85 p/h	\$50 p/h	

Lumen Christi College - Staff Charges (If Required)		
Staff Charges (Additional Lighting/Sound Technician)	3 hour (Min)	\$55 p/hr
Front of House Staff	Per performance	\$75

1. In the event that additional Lumen Christi College staff members are required for your event, charges will be at The Hirer's expense. It is at the discretion of the College to determine whether or not additional staffing is required for your requested dates.
2. The Service Charges outlined above are inclusive of breaks and the number of hours is continuous.
3. The charges outlined above are subject to change without notice.
4. All charges are exclusive of GST.

Terms and Conditions of Hire

1. These conditions of Hire form part of the contract of Hire between the Lumen Christi College Performing Arts Centre (Lumen Christi College) and The Hirer of the Lumen Christi College Performing Arts Centre.
2. College Smoking Policy
 - 2.1 Lumen Christi College is a Smoke FREE campus. No smoking is permitted on College Grounds. The Hirer will be charged for any clean up costs associated with audience members smoking on the premises.
3. Definitions
 - 3.1 'The College' refers to Lumen Christi College, Station St, MARTIN, Western Australia.
 - 3.2 'The Centre' refers to the Performing Arts Centre and facilities, located at Lumen Christi College, Station St, MARTIN, Western Australia.
 - 3.3 'The Hirer' refers to the client or representative of the client making the application for hire or actually hiring the Lumen Christi College Performing Arts Centre.
 - 3.4 The 'Hire' refers to the Contract of Hire.
 - 3.5 'Bump-in' refers to the arrival and commencement of setup, and/or delivery of props/sets by The Hirer or approved representative of The Hirer.
 - 3.6 'Performance' refers to any presentation when there is an audience present. The 'Performance' times must include one (1) hour before the scheduled start of the presentation and one half hour (1/2) after the presentation has concluded.
 - 3.7 'Rehearsal' refers to a practicing of a performance prior to opening night. 'Rehearsal' times commence from the arrival of the first representative of The Hirer and conclude with the departure of the last representative. This includes bump in, bump out, rehearsal times and breaks.
 - 3.8 'Booking bond' refers to a bond payment made to the College which is refundable when full payment is finalised, no damage has occurred and event completed. **In the event of cancellation, this bond is forfeit.**

4. Bookings

- 4.1 All hire charges are as quoted in writing by the College. Any requests to alter the requirements must be made in writing, from The Hirer, to Lumen Christi College and may incur extra charges.
- 4.2 All rehearsals/performances/work is to be carried out between 7am and Midnight. With the EXCEPTION of school hours. Access during the hours of 8am & 4pm Monday-Friday is to be negotiated by Lumen Christi College.
- 4.3 Applications for hire must be made using the form supplied and addressed to Lumen Christi College.
The Venue Manager
Lumen Christi College PO Box 223
GOSNELLS WA 6990

Or by email to: facilitiesbooking@lumen.wa.edu.au
- 4.4 Bookings will not be confirmed without the specified booking bond and application forms being received by The College (see 5.1).
- 4.5 The College reserves its right to absolute discretion in hiring The Centre and may refuse to Hire the Centre to any person or persons without given reasons expressed or otherwise.

5. Business Conditions

- 5.1 A 'booking bond' of \$200.00 must be paid at the time of the application for hire.
- 5.2 The booking will be confirmed upon presentation of the booking bond to The College and the signing of the hire contract.
- 5.3 Where there is no box office income, the balance of the hire charge shall be paid in full within seven (7) days of the closing date of the event.
- 5.4 All cheques shall be made payable to 'Lumen Christi College - Venue Hire'

6. Insurance

- 6.1 The Hirer will take due care in respect of itself or The Centre against damage by fire, for public liability or otherwise or so as to cause the premium rate on such policies to increase. In the event of any such increase in premium being sought by the insurers of The College, The Hirer will indemnify The College against such increased premiums. Should the performance or use of The Centre by The Hirer create any unusual or different risk to that in respect of which The College is insured, The Hirer shall be responsible for the cost of insuring any such additional risk and shall indemnify The College therefore. The College will make available to The Hirer on The Hirer's request the policies of insurance held by The College for The Hirer's examination.
- 6.2 It is the responsibility of The Hirer to obtain and maintain public liability insurance to an amount of not less than \$5,000,000.00 such policy of insurance to be endorsed to include The College for all of its rights and interests. A copy of such policy or policies and such evidence of the currency thereof during the period of hire as The College may require, shall be provided by The Hirer to The College prior to the commencement of the period of hire. The obtaining and maintenance of public liability insurance in accordance with this clause is fundamental to the contract of hire and The Hirer is not permitted to enter or remain in The Centre without the requirements of this clause having first been satisfied.
- 6.3 It is the responsibility of The Hirer to insure all items brought into The Centre or The College. The College accepts no responsibility for any loss or damage resulting to such items. This includes items and equipment hired by The College on The Hirer's behalf.
- 6.4 The College will not be liable to The Hirer for any loss or damage whatsoever incurred by The Hirer or any other person in the event of The Centre, being for reasons beyond the control of The College, unavailable for use. The liability of The College to The Hirer for the purposes of this clause is limited to a refund of any payments made by The Hirer to The College for the hire of The Centre.

7. Cancellations

- 7.1 Cancellations must be made in writing to Lumen Christi College.
- 7.2 If the Hirer gives notice in writing of a cancellation or changes the date of their booking, The Hirer's booking deposit will be forfeited to The College for each applicable day.
- 7.3 If The Hirer gives less than forty eight (48) hours' notice in writing of the cancellation of their booking, the total contracted charges for the hire shall be paid in full to The College.
- 7.4 The College shall not be held liable for interference, disruption, or enforced cancellation of a hire caused by industrial action, an Act of God, act of terrorism, or any other circumstance that is beyond the control of The College.

- 7.5 The College, at its discretion, may prohibit any performance or function, which in its sole opinion is considered objectionable or dangerous or which is contrary to law or which infringes any copyright or is prohibited by law or which would be detrimental to **the good standing and reputation** of The College. In any such case, The Hirer shall be deemed to have consented to the prohibition and The College shall not be liable for any loss or damage suffered by The Hirer or in direct or indirect consequence of The College's prohibition of any performance or function of The Hirer.

8. Publicity

- 8.1 Any publicity, whether in poster form, on tickets, or in the media shall correctly refer to the venue as:
"Lumen Christi College Performing Arts Centre"

9. Good Order

- 9.1 The Hirer shall comply with the provisions of The College, the Regulations of The College and with the provision of all Acts and Regulations applicable to The Hirer, including the Health Act, Work Health and Safety Act, the Local Government Act, Sunday Entertainment Act and any Regulations made there under and shall indemnify and keep indemnified The College against all losses, expenses, liabilities, claims, and damages incurred as a result of The Hirer's breach of any such Act, By-Law, Statutes or Regulations.
- 9.2 The Hirer shall indemnify and keep indemnified The College against all losses, expenses, liabilities, claims, and damages incurred by The College for infringement of copyright arising from The Hirer's use of the premises. The College is under no obligation to ensure, prior to the use of the premises, that the activity for which the premises are hired does not infringe copyright.
- 9.3 The Hirer must not admit patrons to the premises more than the number of seats available.
- 9.4 The Hirer must limit the number of people present in the auditorium during rehearsals to a minimum, including directors, choreographers, performers, or other representatives of The Hirer. The galleries, upper and lower, must not be used during rehearsals without prior approval of The College.
- 9.5 The Hirer shall comply with any instruction from any member of The College staff to ensure good order is maintained.

10. Staff

- 10.1 It is a requirement that The College Venue Manager be present at all times during the hire period.

11. Alterations

- 11.1 The Hirer shall not make any alterations or additions whether temporary or permanent to the building, furnishings, stage, technical or other facilities in The Centre without obtaining **permission in writing**, from Lumen Christi College.
- 11.2 The Hirer shall not suspend, attach, or allow to be suspended or attached any item to any part of The Centre without the prior written consent of Lumen Christi College.

12. Damages

- 12.1 The Hirer shall inspect the original condition of The Centre and all facilities and be responsible for any damage to The Centre, furniture or effects belonging to The College caused by The Hirer or any employee, agent or persons associated with The Hirer.
- 12.2 The Hirer shall be responsible for additional cost incurred by The College for abnormal cleaning caused by The Hirer's use of The Centre.
- 12.3 No Animals, Birds or Insects may be brought into The Centre without prior written consent of The College.
- 12.4 The College accepts no responsibility for the theft of or damage to any of The Hirers equipment, properties, costumes or other items whatsoever including the personal property of the persons in The Centre or elsewhere at The College

13. Food and Beverages

- 13.1 No food or beverages of any kind are permitted in the Auditorium.
- 13.2 No food of any kind is permitted in any backstage areas. No sugared or coloured drinks are permitted in any backstage area. Only water is allowed in these areas. It is The Hirer's responsibility to ensure performers are aware of this condition.
- 13.3 No Alcoholic or intoxicating beverages are brought into, sold or consumed within The Centre or The College without the **prior written consent** of The College. In the event of consent being given, alcohol can then only be sold AFTER The Hirer has provided The College with a copy of an approved and valid Liquor License.
- 13.4 All catering must be discussed with Lumen Christi College upon confirmation of a booking. Only light refreshments may be served or sold in the foyer by The Hirer (ie. Tea, Coffee, Biscuits, Cakes etc).

14. Security

- 14.1 Certain events may require Security. The College also may insist at their discretion that The Hirer have security onsite. The

College will insist that Wilson Security will be the preferred contractor. Costs of this will be the responsibility of the hirer.

15. Technical and Other Equipment

- 15.1 Stage lighting, sound and other equipment provided by The College may only be operated by person/s whose expertise is acceptable to The College and who has satisfied The College of their competence.
- 15.2 The Hirer is responsible for the provision of any technical staff in addition to Lumen Christi College employed by The College. The College may provide additional technical staff if requested in writing by The Hirer at the time of the application of hire. Requests for the provision of additional technical staff and additional technical equipment shall be made at the time of the applications to hire and will not be available to The Hirer unless so requested and agreed to by The College.
- 15.3 Details of set designs, and construction must be submitted to The College before bump-in. The College reserves the right to refuse the setting up or suspending of any scenery scaffolding, rostra or other items (whether the property of The College, The Hirer or otherwise) or the use of any properties equipment or items whatsoever which The College may determine in its absolute discretion to be unsuitable, unsafe or likely to cause damage to The Centre.
- 15.4 It is the responsibility of The Hirer to remove from The Centre and The College all items of scenery, scaffolding, curtaining, properties or other equipment or items brought into The Centre or The College by The Hirer immediately following the conclusion of the hire period of The Centre. If any such items are not removed, The College shall dispose of such items by whatever means The College in its absolute discretion deems fit.

16. General

- 16.1 The College reserves the right to approve all programs of performances, conferences, rehearsals and other use of The Centre. The Hirer must on the request of The College submit, at least six weeks prior to the commencement of the period of hire, a program for approval by The College. If The Hirer fails to comply with such a request, The Hirer shall be deemed to be in breach of this Condition of Hire and The College may, in its absolute discretion terminate the agreement of hire. On such termination The College shall be entitled to retain as and by way of liquidated damages the amount of any deposit and other charges paid by The Hirer to The College.
- 16.2 The Hirer must submit to The College any item of front of house advertising material proposed to be used by The Hirer, for approval. The College may, in its absolute discretion refuse to permit The Hirer to use such items or to use them without such modifications as The College may require.
- 16.3 The Hirer has no right of access to The Centre at times other than those agreed by The College. Delivery times and the times agreed to by The Hirer for the striking or removal of The Hirers equipment, sets, costumes and any other properties or items and otherwise for in connection with performances, rehearsals or use of The Centre must be adhered to strictly.
- 16.4 The use of The Centre by The Hirer will at all times be under the sole direction and control of The College. The College shall have an unfettered right to terminate any performance, rehearsal, or use of The Centre at any time in its absolute discretion and for whatever reason. The College retains a free and unrestricted right of access to all parts of The Centre by The College at all times.
- 16.5 No Game of chance at which money or money's worth is passed where directly or indirectly as a prize shall take place in any part of The Centre or The College without the prior written consent of The College.
- 16.6 No unseemly dress, obscene or insulting language or disorderly behavior shall be permitted in any part of The Centre or The College
- 16.7 The College shall have the right to refuse admission to any person or group of persons in its absolute discretion and reserve the right to request a person or group of persons to leave The Centre and The College without giving reasons therefore.
- 16.8 All rubbish or waste created during the Hire period must be removed from The Centre by The Hirer.

17. Special Conditions

- 17.1 The College retains the right to place special conditions which are not displayed in our terms and conditions of hire for the duration of the hire period.

I/We agree to comply/abide with the Condition/s as listed in Section 17.1 of the 'Terms of Conditions of Hire'.

The Hirer	Date
The College	Date

Booking application received:	Date:	
Cost estimate provided to hirer	Date:	
Cost estimate accepted by client	Date:	
Venue dates confirmed as available	By:	
Teaching area clear for dates	Confirmed with:	
Booking submitted for VETO	Date:	
Accepted	Rejected	
Bond received	Date:	
Bond deposited or received into account	Date:	
Box office on sale	Date:	
Performance reconciliation	Date:	
Payment transferred	Date:	
Deposit returned or retained		
File Number		

Management generated Venue Cost Estimate

Venue Hire cost for total period	
Service charges for rehearsals and performances (per stage hour)	
Front of House staff costs per performance	\$75.00
Additional technical staff (3 hr call , \$55 per hour)	
Box office fees Trybooking.com	\$0.50 per ticket
Cleaning if required (\$60 per person per hour – 2-hour minimum charge)	
Bond (will be retained for future bookings unless otherwise requested)	\$200
Additional technical costs if required.	

In house inclusions:

Lighting:

48 dimmer channels,
 Innovator 48/96 lighting controller or MyDMX 3.0 or JANDS VISTA via 23-inch touch screen

- 24 1000W Fresnels
- 12 750W Source 4
- 4 1000w three lamp cyclorama units
- 4 12 by 12W RGBWAUV front of house wash lights
- 8 12 by 12W RGBWAUV 30 degrees leds
- 4 HighEnd 575W Colorwash
- 2 Highend 700W Xtreme spots

- 4 180W RGBWAUV moving head washes
- 1 30 inch mirrorball and DMX rotator
- 4 1.2m LED PARBARS for dance side light
- 1 Moving head 300W sharpie
- 4 100W RGB cobs
- 6 18 by18W bee-eye moving heads

No Followspots.

Sound:

Either Behringer X32 digital desk or Soundcraft UI 16

FOH wall mounted pair of JBL Eons

FOH Gallery mounted pair of BOSE 802

Side Gallery floor sited pair of Yamaha 180W powered subs.

Side fill Pair of JBL eons mounted on back stage mezzanine floor level

On stage foldback, BOSE or Mackie 15 plus horns as required.

6 hand held radio microphones

4 belt pack headset or lapel microphones

Yamaha Electronic drum kit

4 wired foldback beltpacks and headsets

Yamaha C3 Grand piano (black) Additional cost of \$700 per event.

Video Foldback including infrared to bio box, back stage and 3 dressing rooms.

Curtain:

White cyclorama on rear line

Black tab immediately in front of cyclorama

3 sets of black legs and boards

Red FOH curtain – manual pull from Prompt side