



VENUE HIRE APPLICATION

The Old Mill Theatre
PO Box 1390. South Perth WA 6951
Tel: (08) 9367 8719 Email: enquiries@oldmilltheatre.com.au
Web: www.oldmilltheatre.com.au

Please complete the form or print and fill in your details clearly

Name of Applicant:

Name of Organisation:

Organisation Address:

Type of Organisation: Commercial Community Charity Youth
 Other.....

Contact Person:
Email:
Phone/Mobile Number:

EVENT DETAILS

Performance Rehearsal
 Full Venue Theatre (118PAX) Lounge – Connie Ord Room

Event Name

Event Description

Is this a ticketed or free event? Ticketed Free

Ticket Prices

Do you wish to have alcohol at your event? Yes No

The Theatre holds a Special Facility Licence and as we are the licensee external hirers are not permitted to sell or bring alcohol on the premises.

Please note that we require details of your public liability insurance before the booking will be confirmed. A copy of the certificate of currency should be sent with this application as per section 8.2
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VENUE FACILITIES

THEATRE

The auditorium seats 118 in ten rows with a central isle and has reverse cycle air-conditioning.

There is provision for 1 wheel chair in the front row, with full wheel chair access to the theatre.

The stage is approximately 8m wide and 5m deep.

A passageway runs under the stage to allow access to stage left and stage right via the dressing rooms.

There is an Epson EB-G6250W ceiling mounted projector and automated screen at the rear of the stage.

This screen can also be used as a cyc for productions. Both the projector and screen must not be moved.

There is a black tab that runs in front of the cyc – this must not be moved or taken down.

There is a scrim mid stage – this must not be moved or taken down.

There is a front of house curtain and a fixed top boarder which must not be moved or taken down.

DRESSING ROOMS

Dressing Room 1 is located on stage left. This is a small room for 1-5 people only.

Dressing Room 2 is located on stage right. There is also a kitchen area, shower and toilet for cast/crew use in this area. Both dressing rooms are below stage height and accessed by stairs.

LOUNGE

The Constance Ord Lounge is suitable for small meetings/rehearsals and can accommodate up to 20 people. The lounge is also used on performance nights for the comfort of patrons.

THEATRE BAR

The Theatre Bar is available for performance days/nights.

An OMT approved manager is required to supervise/run the bar.

All bar staff are required to have a current RSA and a copy of the certificate must be provided.

There is a video monitor in the bar area for late comers to watch the production.

There is access from the Theatre Bar to the outside alfresco area.

KITCHEN SERVERY

The Kitchen has a wall mounted hot water urn, fridge, microwave, dishwasher, crockery and glasses.

There is a serving hatch to the foyer and lounge area.

TOILETS (Patron)

There are male and female toilets located in the foyer area. There is also one disabled toilet.

PARKING

There is street parking available around the Old Mill Theatre.

City of South Perth parking laws apply.

There is a car park near Perth Zoo, accessible from Labouchere Road, and is then just a short walk through Windsor Park to the Theatre.

There is very limited parking behind the theatre for cast and crew - please check signage as 2 bays are reserved for Heritage House Cultural Centre.

To download maps of parking areas around the theatre go to:

<https://southperth.wa.gov.au/discover/getting-around/maps>

TERMS AND CONDITIONS OF HIRE

1. BOOKING

1.1 Applications for the use of the Old Mill Theatre (OMT) must be submitted in writing to the Theatre and approved by the OMT Board for the booking to be confirmed.

1.2 The OMT may require the hirer to supply a detailed description of all activities to be conducted on the premises during the period of hire.

1.3 The OMT, at its discretion, may prohibit any performance or function, which in its sole opinion is considered dangerous or which is prohibited by law. In such case the OMT shall not be liable for any loss or damage suffered by the hirer in direct or indirect consequence of the OMT's prohibition of any performance or function of the hirer.

1.4 Members of the OMT Board shall have the right to enter at any time any area of the venue.

1.5 The hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hire period, and the OMT may carry out, at the hirer's expense, such as cleaning or other work as required to restore the premises to a satisfactory condition

2. HIRE FEES AND CHARGES

2.1 The OMT reserves the right to revise the fees and charges from time to time.

2.2 A bond of \$500 shall be paid at least one month prior to the time of hiring as a guarantee of fulfilment of these conditions and held as a security against damages to the OMT, its chattels contained therein, and for any abnormal cleaning of the venue.

2.3 The hirer agrees to pay all fees and charges associated with the hire of the premises.

2.4 Any hirer may apply to the OMT Board for any concessions or fee waivers.

3. CANCELLATIONS

3.1 The OMT shall not be held liable for any interference, disruption or enforced cancellation of any part of a booking which is caused by civil disturbance, industrial action, Act of God or any circumstance which is beyond the control of the OMT. The OMT is under no obligation to settle any industrial dispute, which if settled would enable the activity for which the booking was made, to continue.

3.2 The OMT will not be liable for any costs related whatsoever with the event or the cancellation of the event including that which arises as a result of the Global Covid-19 Pandemic (or similar).

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4. GOOD ORDER

4.1 The hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired.

4.2 The hirer shall comply with any instruction by any officer of the OMT to the maintenance of good order and safety in and around the premises.

5. ALTERATIONS

5.1 Any alterations of the stage area, lighting fixture and sound rig shall be made only with the written consent of the OMT Board and shall be at the hirer's expense.

5.2 Any alterations of the stage area, lighting fixture and sound rig by the hirer must be returned back to how it was found and shall be at the hirer's expense.

5.3 The hirer shall not admit patrons to the premises in excess of the theatre capacities.

5.4 The hirer will not make any alterations or additions to the structure or the fittings or decorations or furnishings or equipment of the OMT.

6. EQUIPMENT

6.1 Only persons approved by the OMT will be permitted to operate the electrical services including stage, audio and lighting systems, otherwise a Theatre Technician will be required.

6.2 All equipment bought in for use in the OMT be it performance associated or for use elsewhere must be tested and tagged.

6.3 Any damage to any OMT equipment, including but not limited to, sound, lighting, workshop equipment and hardware, props and wardrobe, will be at the hirer's expense.

7. LIQUOR

7.1 The hirer shall not sell or bring any liquor in to the venue for the term of the hire.

8. INSURANCE

8.1 The hirer shall indemnify and keep indemnified the OMT against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises whether caused by an act or omission of the hirer, its servants, agents or invitees or any other person whomsoever.

8.2 To secure a booking a copy of the hirer's Public Liability policy must be sent through to the theatre before the booking commences. A minimum cover of \$20,000,000 is required.

9. COPYRIGHT

9.1 The hirer must have in place all necessary permits, licences and rights required to undertake their event.

9.2 All performance permits, licences and rights required to undertake the event must be sighted by the OMT.

10. COVID-19 Guidelines

The hirer must adhere to the "Providing A Safe Venue" Guidelines as set out by the Old Mill Theatre.

DECLARATION

I have read and accept the terms and conditions as stated above.

Hirer

Signed: Name:

For and on behalf of

Dated:

Old Mill Theatre

Signed: Name:

For and on behalf of

Dated:

Witness

Signed: Name:

Based on the information provided in this hire form an invoice will be issued to you for the hire of the venue and any equipment or staffing required.

OFFICE USE ONLY: Date Received: Deposit: Bond:
