UNION THEATRE

GUILD THEATRE

CONDITIONS OF HIRE (INTERNAL HIRERS) 2016

The Union Theatre and the Guild Theatre are located in Union House at the University of Melbourne Parkville Campus.

The administration office of the Union Theatre and Guild Theatre is situated on the first floor of Union House, Melbourne University, Victoria, 3010. Access to Union House is via Union Road off Tin Alley (Gate 1), at the intersection of Elgin and Swanston Streets.

The Union Theatre is situated on the ground floor and Guild Theatre is on the first floor.

Theatre Coordinator:

Email: artistic@union.unimelb.edu.au or phone on (03) 8344 6961

Supporting documentation to be read with this Conditions of Hire includes:

- Union Theatre Technical Specification including Standard Rig
- Guild Theatre Technical Specification including Standard Rig
- Quote for Charges and Letter of Agreement
- Hire Charges – additional available equipment and consumables prices

Please make sure that your key personnel read the enclosed Conditions of Hire and other information carefully before completing and returning the Venue Hire Agreement.
1. DEFINITIONS

In this agreement and accompanying schedules, unless the context otherwise requires:

“Activity” means project, exhibition, conference, event, performance or other agreed undertaking forming the agreed use as described in the Theatre Hire Agreement;

“Cancelled” in relation to the agreed use means the failure by the Hirer to proceed with the agreed use or any part thereof due either to a breach by the Hirer of the provisions of these Standard Terms and Conditions of Hire which may or may not result in the revocation by the UHT of the License granted herein, or any other reason whatsoever;

“Hirer” means the person or body specified in the Theatre Hire Agreement, and includes but is not limited to their servants, agents, employees, contractors, volunteers and invitees;

“Hire Period” means the period as specified in the Theatre Hire Agreement commencing on the licence commencement date and ending on the licence expiration date. If UHT permits the Hirer to have access to the Theatre prior to the licence commencement date, the Hiring Period will commence from when approved access commences;

“Licence” means the Licence to use the Hired Facility granted to the Hirer under the Theatre Hire Agreement;

“Premises” means the theatres, dressing rooms, passageways, control rooms, green room, the foyer and the public amenities;

“Schedule of Fees & Charges” means Theatre hire, staff costs, and equipment charges applied by the UHT at the time of Hiring Period and may vary from those included at date of issue of the Theatre Hire Agreement;

“Theatre” means the Union Theatre and/or the Guild Theatre;

“UMSU Inc.” means the University of Melbourne Student Union Inc.;

“UHT” means Union House Theatre

“UHT Management” means the person(s) within UHT authorised by the UMSU Inc. to manage the premises;

“UHT Staff” means any person employed by UHT for placement at the premises whether on wages or casual rates, a person under contract or a volunteer.

“MUSUL” means Melbourne University Student Union Limited.
2. **LICENCE**

UHT grants to the Hirer license and authority to use and occupy the Theatre Premises for the purpose only of the agreed use and the Hirer agrees to undertake such use accordingly.

3. **THEATRE BOOKINGS**

3.1 All enquiries or bookings of Union Theatre, the Guild Theatre or the Des Connor room (as a performance or overflow venue) should be directed to the Theatre Coordinator. A call out to Student Affiliated Theatre Groups for Venue Allocation will be made approximately 3 months before commencement of the semester;

3.2 The UHT Co-ordinator may, having regard to the reputation of the Hirer and the Theatre, the structural and technical nature of the Theatre or the safety of any person, specify requirements with respect to the use of any equipment which the Hirer proposes to use in relation to the production. This will include the requirement for the Hirer to book a technical rehearsal for use of external equipment or other requirements or changes to proposed staging, layout, plans or seating plan;

3.3 If there is any variation by the Hirer from the hiring requirements or any aspect of the hiring requirements as advised by the Hirer and agreed by the Hirer, the Hirer is responsible for the consequences thereof and must bear all costs associated therewith;

3.4 Where the application is made on behalf of an organisation or body of persons, the Applicant shall state the name of the organisation and the authority of the applicant for making such application;

3.6 The Hire period of the Theatre includes set up and set down times;

3.7 Unless approved in writing by UHT, the Hirer’s occupancy of the Theatre shall not extend beyond the times specified in the Theatre Hire Agreement.

4. **DEPOSITS AND HIRE CHARGES**

4.1 A deposit for venue hire is not required by Student Theatre or affiliated University organisations;

4.2 Additional costs of hiring the Theatre as a rehearsal space outside of Office Hours shall apply;
4.3 Additional charges shall apply for the provision of UHT staff to assist with bump-in/bump-out and for the set up/pre rig of the Hirer’s equipment;

4.4 A minimum of 24 hrs notice is required to cancel or alter existing bookings for additional staff or additional hours of occupancy. Failing receipt of which additional staffing call costs will be passed on to the Hirer;

4.5 Additional charges will apply for the installation of additional equipment outside the standard rig;

4.6 Configuration of the theatre to full cinema will attract additional labour costs.

5. CANCELLATION

5.1 If the Hirer cancels a booking UHT must be notified in writing. Notice of cancellations received by the UHT Coordinator:

   a) less than three months prior to the commencement of the hire period may be charged 50% of the Theatre hire fee;
   b) less than 21 days prior to the commencement of the hire period may be charged a cancellation fee of 100% of the total balance due for the hire charge;

5.2 UHT shall not be responsible for the interruption or cancellation of bookings due to circumstances beyond its reasonable control. UHT/UMSU Inc. shall not be liable for any costs related whatsoever to the cancellation of a booking;

5.3 UHT reserves the right to withhold hiring of the Theatre if necessary or due to circumstances beyond its reasonable control.

6. ASSIGNMENT

   The Hirer shall not be entitled to assign the benefits of these Standard Terms and Conditions of Hire or any rights given hereunder without the prior written consent of UHT management.

7. NON EXCLUSIVITY

   7.1. UHT Management or authorised officer shall have the right to enter at any time any room or area or part of the premises in respect of which this licence is granted;

   7.2. UHT reserves the right to use the licenced area at any time or times as the Hirer shall not be using the same for his/her own rehearsals or performances and by mutual agreement in such a manner that the UHT’s usage shall not interfere with the Hirers agreed use;
7.3. UHT reserves the right to use any other part of the premises for any other purpose at the same time as the Hirer is occupying or using the area specified in the Theatre Hire Agreement.

8 SAFE AND PROPER USE

8.1 The Hirer will use the premises and its facilities and its equipment in a safe, proper and efficient manner to the satisfaction of UHT Management and will immediately comply with any direction given by UHT in connection with the safe and proper use of the premises and its facilities and equipment;

8.2 The Hirer will not make any alterations or additions to the structure or the fittings, facility or equipment of UHT and no stage property, film, slide or laser projection apparatus, electrical installation or appliance, decorating materials or articles of any kind shall be brought into, or used in the theatre without the prior written consent of UHT;

8.3 The Hirer shall not obstruct any stair, exit or path of travel within the premises. This includes all open spaces within the building i.e.: foyers, public spaces, back of house passageways;

8.4 The Hirer must notify UHT no later than two weeks before the hire period in the event of additional cleaning requirements.

9. AGREED USE

9.1 The Hirer shall use the Theatre solely for the purposes set out on the Theatre Hire Agreement;

9.2 The Hirer shall use only that Theatre which is hired and the Hirer shall not use any other part of the building without prior consent except as necessary for access to and from the Theatre;

9.3 The Hirer shall be in attendance at the Theatre no less than one hour before the advertised starting time of any performance. Performances shall start within 10 minutes of advertised starting time;

9.4 Any changes to the starting time must be previously approved in writing by UHT Management;

9.5 The hire of the venue shall conclude 15 minutes after the Hirer vacates the venue in order to secure the Theatre (and Building if applicable);

9.6 The Union Theatre Loading Dock at the rear of the Union stage is for UHT property only. Permission to access or use the loading dock should be requested from the UHT Production Manager.
10. **ACCESS**

10.1 The Hirer shall not be permitted access to the UHT without a Theatre Worker and MUSUL security services present;

10.2 During the hire period, the Hirer shall have access to all parts of the premises that are necessary for the agreed use but not including those parts used exclusively by UHT.

11. **CAPACITY**

11.1 The Hirer shall not admit persons as audience members (paying or otherwise) to the Theatres in excess of the capacities which are:

(a) Union Theatre 379 Persons

(b) Guild Theatre 100 persons

11.2 UHT reserves the right to restrict entry to the Theatre once the legal occupancy capacity has been reached and to put in place at the cost the Hirer any systems required to enforce legal occupancy capacities.

12. **PROPER CONDUCT**

The Hirer shall ensure that its invitees, volunteers, employees, agents or persons anyway engaged by the Hirer do not engage in improper, disorderly or unlawful conduct in the theatres or elsewhere in the premises.

13. **TICKETS**

The Hirer shall retain a block of four tickets for each performance and such tickets are to be made available free of charge to UHT. UHT staff shall give 24 hours’ notice of intention to use the tickets. If not required by UHT, the tickets shall be made available for sale at the box office.

14. **HIRER’S PERSONNEL**

14.1 The Hirer will be responsible for the provision of:

(a) An event manager who shall be an authorised representative on site who will be responsible for the co-ordination of all communications with the UHT and who will be contactable for the duration of the production;
(b) Production staff who will need to be inducted in accordance with *Standard Operating Procedure SOP017 – Inductions Cast and Crew* at the time of entry into the Union or Guild Theatres;

(c) A Stage Manager responsible for all activities on the stage, dressing rooms and rehearsal spaces. The Hirer shall assume responsibility of their own participants and perform a suitable induction of the participants;

(d) A Front of House Manager responsible for the care and safety of the audience and responsible for the management of the ticketing and other front of house duties as required by the Hirer. UHT shall ensure that the Front of House Manager is briefed on the Fire Evacuation Procedures of the Theatres no later than 60 minutes prior to the doors opening for performance/activity. The Front of House Manager must be identifiable at all times by badge or lanyard.

14.1.1 The following number of Ushers are required for every performance attended by the general public whether paying or non-paying:

Union Theatre - 2 for all performances

4 for performances for audiences 300+

4 for allocated seating for audiences 100+

Guild Theatre 2 for all performances

14.3 UHT shall ensure that all Ushers are briefed on the Fire Evacuation Procedures of the Theatres no later than 30 minutes prior to the doors opening for performance.

The designated Ushers must not be assigned any other tasks and must operate as front of house staff ensuring safety of the theatre patrons at all times. There must be a front of house staff member positioned outside of the theatre during the performance period.

15. PRE-PRODUCTION MEETING

At least one month prior to the commencement of the hire period the Hirer shall arrange for a pre-production meeting with the UHT Production Manager and all relevant production staff for the purpose of finalising the planning, design and organisation of the production.

16. SUPERVISION

16.1 The Hirer is responsible for ensuring that at all times its agents, contractors, employees, licensees and invitees are properly supervised and under the control of a representative
of the Hirer. Any such person(s) shall observe and comply with all instructions given by UHT and with all standard operating procedures;

16.2 The Hirer is responsible for providing adequate duty of care and supervision for all person(s) under the age of 18 brought onto the premises as a result of their activities undertaken at the UHT. Where UHT deems insufficient supervision has been provided UHT will at full cost to the Hirer provide additional personnel to the satisfaction of UHT;

16.3 UHT reserves the right to specify a minimum number of staff to be engaged or present during any production. Any costs incurred for staff provided by the UHT at request of the Hirer or as considered necessary by UHT will be borne by the Hirer at the applicable labour rates as indicated in the Schedule of Fees and Charges.

17. LOSS AND DAMAGE

17.1 The walls, floors, ceilings and any curtains, fittings, furniture or any other part of the Theatre or equipment shall not be broken, painted, pierced or in any other way damaged. Any damage or malfunction shall be immediately reported to the UHT Production Manager, Theatre Coordinator, or technician on duty;

No proscenium, scenery, fittings, decorations, posters, advertisement, plaques, shields or emblems of any kind shall be erected, fixed, hung or displayed without the prior consent of UHT. The Hirer shall keep UMSU Inc. indemnified from and against all damages costs charges and expenses incurred by the UHT in consequence of such damage including but not limited to any costs incurred to UMSU Inc. in repairing or making good any damage so caused;

17.2 UHT and UMSU Inc. are not responsible for the loss, damage or theft of any property or money belonging to the Hirers and/or their associated third parties;

17.3 UMSU Inc. will not be responsible for any damage or loss caused to any person, property, animal or thing by reason of the failure of the electric power supply to the Theatre or of the failure of electrical equipment for whatever reason.

18. INSURANCE

18.1 The Hirer must provide an Insurance Certificate of Currency to UHT within 14 days of the hire period as follows:

Public Liability $20,000,000
Professional Indemnity $1,000,000
Products Liability $10,000,000
Products liability shall only be required in the event of merchandise or home-made items being sold by the Hirer at the Venue;

18.2 The Hirer shall at all times observe and comply with the provisions of all industrial agreements awards and determinations in relation to any person(s) / contractors or other third parties engaged or employed in connection with any activity on UHT premises;

18.3 The Hirer must not do or permit any guests, volunteers, employees, agents or persons anyway engaged by the Hirer to do anything which would render in any way unenforceable against the insurer any insurance effected by the Licensor or the Hirer.

19. INDEMNITIES

19.1 The Hirer agrees to indemnify, to keep indemnified, and save harmless the Licencor, its employees and agents, from and against all claims, demands, actions, damages, costs, losses and expenses of any nature whatsoever (Claims) which may be incurred directly or indirectly by reason of or in relation to the use of the Theatre or any part of the building, the Theatre Facilities and Additional Facilities by the Hirer or its agents servants, performers, employees, invitees contractors, subcontractors or volunteer staff, including without limitation, claims arising out of or in connection with any breach by the Hirer of these terms and conditions or breach of a third party’s intellectual property rights;

19.2 The Hirer agrees to occupy and use the Theatre at its own risk and releases the UHT and UMSU Inc. from all claims and demands of any kind and from any liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about the Theatre, unless caused by an act or omission of the UHT or UMSU (except where acting on instructions of the Hirer).

20. FORCE MAJEURE

20.1 That in the event of the UHT or the Hirer or both parties being unable to perform and discharge their contractual obligations arising out of the Theatre Hire Agreement due to fire, tempest, explosion of any kind, failure or neglect on the part of any utility supplying electricity, gas or water, strike, civil disturbance, act or threatened act of terrorism or act of God then the parties shall be relieved of the irrespective obligations accruing and occurring during such time provided that the time for performance as specified in the Theatre Hire Agreement shall not be extended as a result thereof except by written agreement of both parties;

20.2 In the event of cancellation or suspension pursuant to clause 20.1 above UHT shall be under no liability to the Hirer or its agents, servants, performers, employees, invitees,
contractors or subcontractors for any loss which they may sustain in consequence of any such cancellation or suspension.

21. **MARKETING AND PROMOTION**

The Hirer must not erect or place any flag, banner or other signage in or around the UHT without the prior approval of the UHT, which may be given or withheld at the sole discretion of the UHT. Without limitation, approval will not be given for any signage which is potentially unsafe or which may cause any damage to the building, fittings or furniture within the Premises.

22. **PERMITS AND LICENCES**

22.1 The Hirer must observe and comply with:

(a) Any rules and regulations including any guidelines issued by the UHT made or adopted by the UHT for use and operation of the theatre;

(b) the provisions of all industrial agreements, awards and determinations governing any person engaged or employed by the Hirer in connection with the Event including but not limited to the *Occupational Health and Safety Act 2004* and will ensure that its staff and volunteers hold appropriate qualifications or other such police checks as required by law, for undertaking the supervision of underage volunteers and participants in the Theatre all; and

(c) the provisions of any statutes, regulations, by-laws or other requirements (including censorship laws) of any government, municipal or statutory authority applying to UHT;

22.2 The Hirer must not do anything whereby any authorisation or licence in force in respect of the UHT may be forfeited, suspended or not renewed;

22.3 The Hirer shall obtain at its expense and produce to the UHT upon request, all permits and other licences required by any government, municipal or statutory authority or under any legislation in connection with the production;

22.4 UHT Management reserves the right to cancel the Hirer’s activity should the Hirer and/or any subcontractor or employee of the user have not taken all reasonable steps to obtain any relevant licence(s), insurance(s) or statutory requirement(s) for the activity being undertaken.

23. **COPYRIGHT**

No copyrighted literary, dramatic, musical or artistic work shall be staged or filmed, performed or exhibited or other public display held in the Theatre without the
permission of the owner of copyright. The Hirer must produce upon request any
authorisations relating to the use in the production of any copyrighted materials, sound
recording, film or performing right (including licences from the Australasian Performing
Right Association) or other patented or copyrighted equipment, device or dramatic
right.

24. FILMING

While filming within the Theatre is permitted there are restrictions on locations of
cameras. The Hirer shall consult UHT production management in relation to the
positioning of cameras.

For information on filming outside of the theatres go to:

http://umsu.unimelb.edu.au/about/fineprint/filming/

25. USE OF EQUIPMENT

25.1 UHT Electrical services including stage and other lighting, sound and projection
equipment shall only be operated by persons approved by UHT;

The Hirer shall restore the equipment at their own cost to the basic standard
arrangement to the satisfaction of UHT Management or delegate. Any globes blown
during the hire period may be charged to the Hirer at the discretion of the UHT
Production Manager or delegate;

25.2 The sound system will be checked in the presence of the Hirer at the commencement of
the Hire Period. At this time, the Hirer will be briefed by the duty technician on
procedures relating to the operation of the system. Should the sound system suffer any
damage as a direct result of a failure by the Hirer to follow these procedures,
consequent repair costs shall be charged to the Hirer;

25.3 Operation of flying equipment including hand lines must be operated by UHT staff;

25.4 The UHT Production Manager or delegate shall supervise all rigging and technical
operations in the Theatre;

25.5 The installation of any additional equipment outside the standard rig or flying/rigging
must be discussed at the UHT production meeting referred to in clause 15 above;

25.6 No stage property, film, slide or laser projection apparatus, electrical installation or
appliance, decorating materials or articles of any kind shall be brought into, or used in
the Theatre without the prior written consent of UHT;

25.7 All electrical equipment brought into the Theatre must be tested and tagged. The
Theatre’s Head Technician will test and tag equipment brought in by the Hirer for the
set fee of $8 per test upon request. Any electrical equipment identified by UHT Management as being potentially unsafe will be disconnected and removed from the premises;

25.8 The Hirer is responsible for any equipment it brings into the Theatre including any equipment supplied by a third party and the UHT shall have no liability to the Hirer for any loss of or damage to any such equipment unless such loss or damage is caused by the negligence of the UHT;

25.9 All equipment and materials brought into the Theatre shall be removed from the Theatre at the end of the hire period;

25.10 If the said equipment and materials are not removed, the Hirer shall pay such additional sums as UHT may determine for disposal of the materials, or for each day or part thereof that such equipment and materials remain in the building;

The Hirer shall at the conclusion of the hire period ensure that the Theatre is wholly vacated and restored to the condition in which it was prior to the commencement of the hiring period to the satisfaction of UHT.

26. RUBBISH REMOVAL

The Hirer shall immediately place all refuse, rubbish and waste matter, in the bins provided by UHT.

If UHT determines that the premises has not been left in a clean and tidy state, UHT shall be at liberty to have the Theatre cleaned or put in order at the cost of the Hirer.

27. ACCESS AND PARKING

Parking on campus by the general public is not available. Parking is limited to street metered parking and parking stations. For more information go to:


For information on disabled parking go to:


Bump-in and bump out (dropping off/picking up sets and costume) and disabled access are available via Union Road. Security should be contacted through the intercom located at the Tin Alley end of Union Road who will provide access to the Union Theatre Loading Bay.

Infringement notices are issued for failure to obey parking signage on campus.
28. DELIVERY

All deliveries of equipment for a production to the Theatre are to be made to the Theatre within the times specified in the Hire Agreement or otherwise by prior agreement with UHT. UHT retains the right to reject any delivery.

29. CINEMA

29.1 The Cinema facilities are considered part of the Union Theatre Hire and may attract additional costs;

29.2 The Cinema facilities are available in Lecture Mode and Full Mode. The Hirer shall be briefed as to the operation of the system at a time agreed between the parties. Configuration settings are not possible by the Hirer;

29.3 Lecture Cinema has an automatic electric roll down screen that is operable from the same location within the Auditorium, and can facilitate PowerPoint type presentations as well as Blue Ray DVD disc presentations. Full Cinema requires the Theatre to be configured by trained staff which can take up to 1 hour. Remote options for control are considered on a case by case basis;

29.4 The Cinema Speaker system is discrete and dedicated only to Cinema presentations and must not be accessed for general audio reproduction.

30. THEATRE BAR

30.1 Hirers of the Union Theatre have priority of booking the Union Theatre Bar;

30.2 Food and alcohol may be served at the Theatre Bar space at a nominal charge of $100 per day when hiring the Union Theatre. The Theatre Bar may also be used as a box office and sell merchandising material. The bar has a under the counter refrigeration unit and CD player;

30.3 A bar roster must be provided to UHT the day before the advertised start date of the performance. The bar roster and staff’s Responsible Service of Alcohol certificates must be kept behind the bar during service;

30.4 The Hirer must provide all crockery and cutlery and remove all items at the end of the Hire period and return the Theatre Bar to its original state.

31. LIQUOR

If you are planning on serving alcohol you need to:
• Order alcohol from 130 degrees – DEADLINE 2 weeks out from hire.

• Submit the Notice of Alcohol Consumption – DEADLINE 1 week out

All alcohol supplied using the MUSUL liquor licence must be purchased by MUSUL Services.

1. How to purchase alcohol under MUSUL Liquor Licence.

There are two options for purchase of alcohol through MUSUL.

a) Order 130 Degrees’ Stock

Complete and email a MUSUL Liquor Licence Alcohol Order Form two weeks prior to event. Email completed form to musulevents@union.unimelb.edu.au

b) Request 130 Degree Special Supply Order

If you have a special arrangement with a supplier, this will need to be purchased through 130 Degrees. Make time to talk to 130 Degrees about the purchase, as the purchase order and/or invoice from the supplier will need to be made out to 130 Degrees. To make a time, email musulevents@union.unimelb.edu.au and attach the completed MUSUL Liquor Licence Alcohol Order Form with the email.

For supplier sponsorships, follow this step, but be sure to tick the “sponsorship” box on the order form.

The supply and consumption of alcohol must comply with liquor legislation and regulations, which can be found at http://www.vcglr.vic.gov.au/home/liquor/

No alcohol consumption is allowed in the auditorium, dressing rooms or onstage at any time.

Persons serving alcohol must supply valid proof of Responsible Service of Alcohol 1 week before occupation of the bar.

A bar roster must be provided the day before the advertised start time of the show. The bar roster and RSAs must be kept behind the bar during service.

Permission of Service of alcohol may be revoked by any staff member of MU Student Union or UMSU Inc., or Melbourne University should any requirements not be met, or the safety of general public may be threatened. MU Student Union Ltd and UMSU Inc. reserve the right to require additional Security guards for an event where there is alcohol served, the costs of which will be covered by the Hirer.

32. FOOD AND DRINK

32.1 The consumption of food and drink (accept bottled water) is prohibited in the auditorium or control rooms. Food may be consumed in the green room and other designated areas;
32.2 Service of pre-sealed drinks containers and pre-packaged snack items is permitted in the foyer and Theatre Bar area only;

32.3 Service of hot food can be arranged through the Student Union’s in-house caterer, 130 Degrees who can be contacted on:


The UHT and/or UMSU Inc. shall not be liable for any default in the provision of catering services in connection with 130 Degrees;

32.4 The Hirer shall not supply food for a fee or profit or as part of or in furtherance of a business and UMSU food licences shall not cover the supply of any food or food items provided by the Hirer;

32.5 The Hirer warrants that at all times the food supplied by Hirer will be safe for human consumption and use and the Hirer agrees that UHT and/or UMSU Inc. are not responsible in any way whatsoever to any person for or in connection with the supply of any food or food items provided by the Hirer. The Hirer agrees to indemnify UMSU Inc. from any claim, liability, loss, damage or expense incurred or suffered in connection with the supply by the Hirer or for the Hirer of any food or food items or any death, injury or illness caused to any person due to the supply by or for the Hirer of any food or food items.

Additional information about food handling can be found from the Health Department of Victoria http://health.vic.gov.au/foodsafety/bus/index.htm

33. SMOKING

Melbourne University has a campus wide no smoking policy. Productions which require the smoking of cigarettes on stage must be negotiated with the UHT at the pre-production meeting.

34. SUBSTANCES

It is prohibited for any person to use, sell, purchase or be under the influence of any illegal substance in the premises. The use of any prescription drug without medical direction is considered to be a breach of this policy.

35. ANIMALS

No animals shall be allowed on the Premises or its precincts without the prior written consent of UHT.
36. **REVOCATION OF LICENCE**

UHT may revoke or discontinue any license and authority hereby granted at any time by giving the Hirer not more than two (2) business days’ notice in writing thereof whereupon these Standard Terms and Conditions of Hire shall be at an end but without prejudice to any right or remedy where there has been a breach or default of any Party of the Theatre Hire Agreement.

36. **DISPUTES**

Any dispute or difference whatsoever arising out of or in connection with these terms and conditions shall be submitted to mediation in accordance with, and subject to, The Institute of Arbitrators & Mediators Australia Mediation Rules.’

If the dispute or difference is not settled within 30 days of the submission to mediation (unless such period is extended by agreement of the parties), it shall be and is hereby submitted to arbitration in accordance with, and subject to, The IAMA Arbitration Rules.

37. **FURTHER CLAUSES**

Further clauses to these Standard Terms and Conditions of Hire (if any) shall be contained in The Theatre Hire Agreement.
SCHEDULE OF FEES AND CHARGES

1.1 Student Theatre Groups

Most Student Theatre groups are able to achieve their performance within the Hours of Occupancy as designated to the venue. You may use more than the allocated Hours of Occupancy is as follows

Union Theatre  
Monday to Friday  * 12pm - 9:30pm (lectures in the morning)  
Saturday and Sunday  11:30am – 5:30pm

Guild Theatre  
Monday to Friday  8:30am – 9:30pm  
Saturday and Sunday  11:30am – 5:30pm

If your performance night extends beyond 9:30pm on a weekday night or anytime on a weekend, this is considered part of your Hours of Occupancy, with no additional Building Security Charges incurred.

If you want to bump in, or rehearse later than within the Permitted Range of Hours of Occupancy, additional charges apply.

Mondays to Fridays $44 per hour or part thereof before * 8:30am and after 9:30pm  
Saturdays $66 per hour or part thereof before 11:30am and after 5:30pm  
Sundays $88 per hour or part thereof before 11:30am and after 5:30pm

Some Bump Ins and Outs is permitted outside of your allocated Hours of Occupancy where it is convenient, safer, or adjacent to public holidays, without penalty or additional charges. This can be discussed at your 6 week out production meeting.

Union Theatre Weekly or Fortnightly Venue Hire Charges

Charges for the use of the Union Theatre will be calculated as follows, where the included Hours of Occupancy apply.

<table>
<thead>
<tr>
<th>1 Week Hire</th>
<th>55 Hours of Occupancy</th>
<th>$4,400</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Week Hire</td>
<td>75 Hours of Occupancy</td>
<td>$6,000</td>
</tr>
<tr>
<td>Additional hours of Occupancy</td>
<td>$80 per hour</td>
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</tr>
</tbody>
</table>

1.2 Guild Theatre Weekly or Fortnightly Venue Hire Charges

Charges for the use of the Guild Theatre will be calculated as follows, where the included Hours of Occupancy apply

<table>
<thead>
<tr>
<th>1 Week Hire</th>
<th>50 Hours of Occupancy</th>
<th>$3,000</th>
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</thead>
<tbody>
<tr>
<td>2 Week Hire</td>
<td>70 Hours of Occupancy</td>
<td>$4,200</td>
</tr>
<tr>
<td>Additional Hours of Occupancy</td>
<td>$60 per hour</td>
<td></td>
</tr>
</tbody>
</table>

1.3 Hourly Hire Rates for Internal Hirers – University and other Student Organisations
Union Theatre Hourly Rate $80 per hour Minimum 3 hours
Guild Theatre Hourly Rate $60 per hour Minimum 3 hours

If you wish to use the venue outside of the Permitted Range of Building Hours, additional charges apply.

Mondays to Fridays $44 per hour or part thereof before * 8:30am and after 9:30pm
Saturdays $66 per hour or part thereof before 11:30am and after 5:30pm
Sundays $88 per hour or part thereof before 11:30am and after 5:30pm

1.4 University of Melbourne Lectures

This is available only to University of Melbourne Lecturers at no cost.

2.1 INCLUSIONS/EXCLUSIONS

Inclusions
- Use of theatre lighting and sound equipment as set out in Venue Specifications (Standard Rig)
- Use of installed projection equipment as outlined in the Venue Specifications (Standard Rig)
- Casual Theatre Worker (as Venue Supervisor)
- Building Security Services – Access to the building
- Dressing rooms and public access areas and amenities
- All prices inclusive of GST

Exclusions
- Rigging Services of flown scenery or construction and repairs of any deemed Scenic element
- Additional Security supervision for Liquor Licencing purposes
- All Stock Scenic Elements
- Testing and tagging at $8 per test
- Consumables – paint/globes/gel/tape etc.
- Internal Hires of Equipment and resources
- Stage Technicians, Lighting, Sound and Fly Operators as requested by Hirer at $44 p/hr

2.2 USE OF SPACE FOR REHEARSALS OR WORKSHOPS

Union Theatre: Work Light Workshops or Rehearsals: are charged at $50 per hour during Office Hours only.

Guild Theatre: Work Light Workshops or Rehearsals are charged at $25 per hour during Office Hours only.

Enquiries as to the costs of hiring the Union or the Guild Theatre as a rehearsal space outside of Office Hours can be made to the Theatre Coordinator.
Work light rehearsals are intended for one off, ad hoc requirement – i.e. you cannot have a work light rehearsal if you are intending to have a performance in the same venue within the same hire period.

2.3 Exclusions and Conditions for Worklight Rehearsals

- No Rigging or installation of any equipment
- No Theatre Lighting other than Work Lights and House Lighting
- No use of Audio Systems
- No use of Communication Systems
- No access to fly system, or Ladders and Trolleys or other manual handling equipment
- No access to AV/Data projection equipment
- No use of Rostra or Staging
- No access to backstage and other Technical spaces for any purpose
- No storage of any sets, staging or scenery
- No access to the loading bay
- No access to Theatre Bar and other Rehearsal Rooms spaces
- Access to dressing rooms and toilets on condition that they are left clean
- Cleaning charges may apply