

UNION THEATRE

GUILD THEATRE

CONDITIONS OF HIRE (EXTERNAL HIRERS) 2020

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.

Artistic Director / Theatre Coordinator:

Email: uhtvenue@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

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.

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 a theatre should be directed to the Artistic Director/ Theatre Coordinator;

3.2 The Artistic Director / Theatre Coordinator 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 Bookings can be made no more than 12 months before the intended hire. At this time, an expression of interest can be made;
- 3.5 The Hire period of the Theatre includes set up and set down times;
- 3.6 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;
- 3.7 UHT runs a preferred program of events for Student Theatre activities as part of the University enrichment of campus life. Theatre hire enquiries requesting dates within the Semester period will not be confirmed until approximately 3 months prior to the commencement of that semester. Before this date, an expression of interest can be made.

4. DEPOSITS AND HIRE CHARGES

- 4.1 Where an application for the hire of the Theatre is approved more than three months in advance of the commencement of the hire period a security deposit calculated at 10% of the total hire charge may be payable at the time of approval. The balance of the hire charge shall be paid on invoice at the end of the hire period. A 100% deposit may be applicable for first time Hirers or for operational requirements at the sole discretion of UHT;
- 4.2 The Hirer grants a charge over the said deposit in favour of UMSU Inc. as security for all monies payable by the Hirer under the Theatre Hire Agreement. UHT may apply the security deposit for or towards the discharge or payment of any liability or additional cleaning costs of the Hirer to UMSU Inc. If there is no such damage or additional cleaning required (of which UMSU shall be the sole judge) the deposit shall be deducted from the balance due;
- 4.3 Where a hire period is made up of bookings for non-consecutive dates, the Hirer may retain exclusive use of the venue on days when the venue is not in use at a cost of \$500.00 per day. Otherwise, UHT retains the right to hire the venue to other Hirers. In this case UHT requires certain conditions of The Hirer (for example, that access to the Union Theatre full cinema set is retained; or that all scenic elements onstage are struck);
- 4.4 Additional costs of hiring the Theatre as a rehearsal space outside of Office Hours shall apply;
- 4.5 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;
- 4.6 **A minimum of 4 weeks 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;
- 4.7 Additional charges will apply for the installation of additional equipment outside the standard rig;
- 4.8 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 Artistic Director / Theatre Coordinator:
- a) less than six months but more than two months prior to the commencement of the hire period will forfeit the full security deposit and be charged 50% of the Theatre hire cancellation fee;
 - b) less than two months prior to the commencement of the hire period will retain the full security deposit paid and be charged a cancellation fee of 75% 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 Hirer's 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.
- 8.5 The Hirer must ensure upon leaving the Theatre it is clean and tidy.

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. Failure to notify UHT in writing within 72 hours of the change will incur labour costs.
- 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 a shared resource with the University of Melbourne. Permission to access or use the loading dock should be requested from the UHT Production and Venue Manager.
- 9.7 The Hirer will be charged 15 minutes before and after their requested hire to open/close and secure the Theatre (and Building if applicable). Hirers are not permitted into the venue during this time.

10. ACCESS

- 10.1 The Hirer shall not be permitted access to the UHT without a Theatre Worker and University of Melbourne Building 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 that are:
 - (a) Union Theatre 374 persons + 7 accessibility positions
 - (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.
- 11.3 UHT reserves the right to reduce the capacity of performers and crew in the theatre at any time, if it is deemed to be unsafe or risk assessments have not been undertaken.

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. **The University of Melbourne is a smoke free campus and our venues are not licensed for the consumption of alcohol.**

13. TICKETS

The Hirer is responsible for the sale and management of tickets online and in person. The Hirer is responsible for the management of the Box Office as a ticket sales and distribution point for each performance as outlined in the schedule.

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.
- (e) **Ushers for each performance.**

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

Union Theatre 4 for all performances

Guild Theatre 2 for all performances

- 14.2 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 and Venue Manager and all relevant production staff for the purpose of finalising the planning, design and organisation of the production. At this point relevant documentation will be requested – including, but not limited to, risk planning, relevant schedules, design plans, production contact lists and fly plans as per the agreed timeline with the Production and Venue Manager.

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 and Venue 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	\$20,000,000

Products liability shall only be required in the event of merchandise or home-made items are 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 Licensor, its employees and agents, from and against all claims, demands, actions, damages, costs, losses and expenses of any nature whatsoever. These (Claims) 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 that may sustain in consequence of any such cancellation or suspension.

21. MARKETING AND PROMOTION

The Hirer is responsible for the marketing and promotion of their event. UHT is happy to provide some support and assistance with the development of a marketing plan and has the capacity to promote your activities in our E-news through social media channels. Please contact the Artistic Director/Theatre Coordinator.

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 adhering to the Tripod Policy.

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 and Venue Manager or delegate;
- 25.2 **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;

- 25.3 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 Theatre Worker on procedures relating to the operation of the system. Mics and other sound equipment can be hired. 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;
- 25.4 Operation of flying equipment including hand lines must be operated by UHT staff;
- 25.5 The UHT Production and Venue Manager or delegate shall supervise all rigging and technical operations in the Theatre;
- 25.6 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; Flyplots need to be provided in accordance with production meeting requirements outlined in clause 15.
- 25.7 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;
- 25.8 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. ACCESSIBILITY 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:

<https://umsu.unimelb.edu.au/studentlife/theatre/maps/>

For information on accessibility parking and university parking more generally, go to:

<http://about.unimelb.edu.au/campuses-and-facilities/transport-and-parking/parking>

Bump-in and bump out (dropping off/picking up sets and costume) and accessible 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.

All hirers are required to comply with UHT's access and inclusion standards and UMSU's Acceptable Conduct Policy.

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 and will be charged accordingly. 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 Packaged food may be served in the Theatre Bar space. 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;

30.2 Staffing must be provided by the hirer; a bar roster must be provided to UHT the day before the advertised start date of the performance.

30.3 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

31.1 UMSU-affiliated Student Theatre Groups (STGs) to are not permitted to manage and run their own bar services for theatre productions.

31.2 UMSU operates The Ida Bar on the first floor of Union House, and can work with hirers to provide accessible, flexible and low-cost service of alcohol. The Ida Bar is open for regular bar service from Monday to Friday and (with notice) can be available for pre-show, interval and post-show bar drinks.

The Ida Bar can also be booked for production parties and private events. All enquiries should be made directly with The Ida Bar (ida-bar@union.unimelb.edu.au) **2 weeks** before Opening Night.

- 31.3 The Theatre Coordinator and Production and Venue Manager must be kept up to date of your intentions to utilise the Ida bar and notified in writing two weeks in advance of your booking.
- 31.4 Alcohol is not permitted in the Auditorium. Permission of Service of Alcohol will be revoked and use of the Ida Bar will be revoked, if this condition is breached.

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 and consumption of pre-sealed drink containers and pre-packaged snack items is permitted in the foyer and Theatre Bar area only;
- 32.3 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;
- 32.4 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 <https://www2.health.vic.gov.au/public-health/food-safety>

33. SMOKING

Melbourne University has a campus wide no smoking policy. Stage productions are included in this requirement. <http://tobaccofree.unimelb.edu.au/>
Further details of this policy can be found here: <https://policy.unimelb.edu.au/MPF1260>

34. ALCOHOL AND SUBSTANCES

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

Alcohol is not permitted to be consumed in the auditorium, dressing-rooms or stage .

35. ANIMALS

No animals shall be allowed on the Premises or its precincts without the prior written consent of UHT (with the exception of assistance animals).

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.

2019 SCHEDULE OF FEES AND CHARGES

1. RATES

Union Theatre

Monday to Friday	\$250 per hour – minimum 4 hours
Saturday	\$300 per hour – minimum 4 hours
Sunday and Public Holidays.	\$350 per hour – minimum 4 hours

If booking the theatre within 6 weeks of the hire date Single Day Hire Rates shall apply (Maximum 12 hours in theatre)

Union Theatre	
Monday to Friday	\$ 3200
Saturday	\$ 3700
Sunday	\$ 4500

Guild Theatre

Monday to Friday	\$150 per hour – minimum 4 hours
Saturday	\$170 per hour – minimum 4 hours
Sunday and Public Holidays.	\$200 per hour – minimum 4 hours

If booking the theatre within 6 weeks of the hire date Single Day Hire Rates shall apply (Maximum 12 hours in theatre)

Guild Theatre	
Monday to Friday	\$ 1800
Saturday	\$ 2200
Sunday	\$ 2700

1.1 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 only)
- Building Security Services – Access to the building
- Dressing rooms and public access areas and amenities
- All prices inclusive of GST
- Union Theatre Bar (Union Theatre only)
- Event Casual (as FOH Supervisor only – mandatory whenever audience is present)

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, Bump-in/out crew, Lighting, Sound and Fly Operators as requested by Hirer at \$50 p/hr

2. USE OF SPACE FOR REHEARSALS OR WORKSHOPS

Union Theatre: Work Light Workshops or Rehearsals: \$300 per half day (up to four hours) or \$500 per day, during Office Hours (9am – 5.30pm, Monday-Friday) only.

Guild Theatre: Work Light Workshops or Rehearsals: \$200 per day during Office Hours (9am – 5.30pm Monday-Friday).

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 Artistic Director/ 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.

2.1 Exclusions and Conditions for Work-light 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