

University of Newcastle
The Conservatorium

Corner Auckland & Laman Streets
Newcastle NSW 2300

**Phone:** (02) 4921 5133

**Email:** SOCI-Events@newcastle.edu.au
**Web:** www.newcastle.edu.au/conservatorium

# 2020 VENUE HIRE APPLICATION – Harold Lobb Concert Hall, The Conservatorium

|  |  |
| --- | --- |
| Trading Name of Organisation: |  |
| ABN: |  |
| Contact Name:  |  |
| Mobile Number: |  |
| Email: |  |
| Address: |  |
| Booking Name:Performance or Concert Title |  |
| Event Date(s):  |  |
| Brief Description: Purpose of BookingPerformance Synopsis |  |
| Attendee notes:VIP attendees |  |

**BOOKING DETAILS**

Please indicate which rooms you would like to book

 **HAROLD LOBB CONCERT HALL FOYER BAR FACILITIES GREEN ROOM / BREAK OUT ROOM**Please indicate green / breakout room requirements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please indicate the dates and times required for your booking (including set-up / rehearsal / performance times / bar opening times)

|  |  |  |
| --- | --- | --- |
| **DATE** | **DESCRIPTION** | **TIMES** |
|  |  | **Start** | **Finish** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**TICKETING DETAILS**
Please indicate the ticketing details for your booking (including GST)

**ADULT $\_\_\_\_\_\_\_\_\_\_CONCESSION $ CHILD $ FAMILY $**

Do you require use of The Conservatorium Box Office space? Yes No

Will you be using a Ticketing Provider? Yes No

Name of provider:

Ticketing URL or outlet details:

**HAROLD LOBB CONCERT HALL HIRE INCLUSIONS**The following items are included in the Hall Hire rate, detailed in the SCHEDULE OF FEES AND CHARGES section below

**TECHNICAL / EQUIPMENT
Technical / Equipment**
70 x Black performance chairs

50 x Black plastic music stands

3 options for lecterns (Truss, Pole and Box)

2 choices of concert grand pianos (Steinway and 102 key Stuart & Sons)

Sonor Force drum kit (5 – piece), Zildjian k series

4 x Timpani

Grand pipe organ

**Public Address System**

Soundcraft Si impact and stage box MSB-32

2 x JBL-PD564 (FOH)

2 x JBL-PD525S (Sub)

4 x JBL-AC1895 (Delay speakers)

5 x KV Ex10 500 watts powered speakers (5 Foldback)

4 x Sennheiser ew500 g3 wireless microphones with lapel and headset microphone options available on request

Playback via 3.5mm (headphone) jack (to connect computer/mp3 player/smart phone etc)

**Lighting**

8 x Pacific Selecon 12 – 28 Profiles 1000w

14 x Strand Polaris Fresnel 1000w

1 x Prolite 1200 watts follow spot

3 x 12 Channel LSC TEKO Dimmers

1 x 12 channel LSC EKO Installation Dimmer (House control)

1 x 36 (preset) 72 (wide) LSC Maxim control board

1 x LSC Clarity + VX20 wing

The lighting is in a standard set up with full coverage of the stage (Please liaise with Conservatorium Technical Officers)

 **Audio Visual**

1 x Grandview 120” 16:10 (Front and Rear projection)

1 x Grandview 250” 16:9 (Front and Rear projection)

1 x BenQMW824ST **N.B.** Items below incur an additional fee – see SCHEDULE OF FEES & CHARGES for pricing
Piano Tuning

For all technical inquiries please contact our Conservatorium Technical Officers
Email: soci-technical@newcastle.edu.auThe following staff resources are included in the Hall Hire rate, detailed in the SCHEDULE OF FEES AND CHARGES section below. Staff are hired per the specified hire period and any requirements outside of this will be charged at the relevant University of Newcastle pay rate. Any additional staffing charges will be detailed in your VENUE HIRE AGREEMENT following assessment of your application.  **STAFFING**

Technical Assistant
Bar Staff attendant (if bar facilities are requested in booking)
Box Office Attendant (if using The Conservatorium Box Office service)
University of Newcastle Security Officer on-site

# SCHEDULE OF FEES AND CHARGES

The Schedule of Rates for the Hire of the Conservatorium Concert Hall Policy should be read in conjunction with Facilities Management’s Hire and Use of University Facilities policies and procedures, which can be found at:

http://www.newcastle.edu.au/policy/000152.html

# Commercial Rate: (GST Inclusive)

Monday – Saturday (per 4 hours): $1,617.00

Sunday & Public Holiday rate (per 4 hours): $2,145.00

**N.B.** Government funded institutions for the purposes of education and government approved tax deductible charities may qualify for a discount of hire fees of 30% and 10% respectively.

## Other Charges: (GST Inclusive)

**Security Deposit:** $350.00 (payable at time of booking)

**Cancellation Fee:** An administration charge of $50.00 will be levied for cancellation of a booking after an event has been confirmed. However, there will be no refund for cancellations within 30 days of the hiring

**Rehearsal Fee:** $852.85 per 4 hours (Monday to Saturday) Sunday surcharge applies

##  Recording: (GST Inclusive)

Recording session (recording and editing): $120.00 per hour (Recording and Editing)

 Reference audio recording (unedited, only available in conjunction with hall hire): $55.00

 Reference video recording (unedited, only available in conjunction with hall hire): $55.00

## Audio Equipment:

Additional microphones (May incur additional hire fee)

## Lighting:

### Included 1 hr technical support for lighting setup, positioning.

# EXTERNAL CONTRACTOR (S)

Please provide details of external suppliers, which will be used during your hire, i.e. caterers, sound production assistants, photographers / videographers:

|  |  |
| --- | --- |
| **CONTRACTOR ONECompany:** |  |
| **Contact:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Details of service:**  |  |

|  |  |
| --- | --- |
| **CONTRACTOR TWOCompany:** |  |
| **Contact:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Details of service:**  |  |

|  |  |
| --- | --- |
| **CONTRACTOR THREECompany:** |  |
| **Contact:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Details of service:**  |  |

**ASSESSMENT OF APPLICATION**The University will assess this application, advise the charges and forward an Agreement for completion and signature.

This application is NOT A CONFIRMATION of facilities booked until:
**1.** The University of Newcastle has approved the application
**2.** The agreement has been signed by the hirer and the University.
**3.** The appropriate charges have been paid.
**4.** A Certificate of Currency for Professional Indemnity & Public Liability insurance is provided for both hirer and external contractors used by the hirer.
**5.** Certificate of Currency for Workers Compensation insurance is provided for both the hirer and any external contractors used by the hirer.
**6.** Equipment provided by the hirer and external contractor have been tested and tagged in accordance with Australian Standard 3760 (service available if required).
**7.** If this is your first application to hire University of Newcastle Facilities, please provide some information about the nature and purpose of your organisation and attach it to this application.

**TERMS AND CONDITIONS FOR HIRING UNIVERSITY VENUES**

1. **In this agreement the following meanings apply:

1.1** "Facility" means that part of the University's premises hired to the Hirer; **1.2** "Function" means any event function or program of any description to be conducted in the Facility; **1.3** "Hirer" means the person whose name is set out above and the organisation on whose behalf the Hirer is entering into this agreement; **1.4** "University" means The University of Newcastle.
2. **Note:**
3. The normal stage lighting and public address system will be turned on at the commencement of the function and off at the end. If other facilities are required, then the hirer must make their own arrangements with technicians approved by the University.

# ALL EQUIPMENT BROUGHT INTO THE FACILITY BY EXTERNAL CLIENTS OR AUDIO VISUAL CONTRACTORS IS TO BE TESTED AND TAGGED TO COMPLY WITH AUSTRALIAN STANDARD 3760.

NON TAGGED EQUIPMENT WILL NOT BE PERMITTED ON THE SITE.

1. As the theatre / room may be used for lectures during normal University hours, it is requested that all props and scenery be moved between bookings.
2. Hirers are advised that the University does not normally provide labour to manufacture or adapt sets, operate facilities or control and direct audiences. Such labour, if required by the hirer, is a matter for the hirer to arrange.

The University is unable to participate in the arrangements except to the extent of ensuring that persons who the hirer wishes to employ in the theatre / facility are competent to handle the University equipment safely without causing damage. External labour is required have Public Liability & Workers Compensation Insurance and Certificates of Currency must be provided. Any third party contractor is required to have completed the online contractor induction and wear contractor ID whenever they are on University grounds.
<http://www.newcastle.edu.au/about-uon/our-environments/do-business-with-uon/contractors-and-suppliers/induction>

**HIRER'S OBLIGATIONS**

1. **The Hirer will:**

**3.1** Pay the security deposit set out above when signing this agreement. The deposit will be refunded in full if the Hirer cancels this agreement in writing more than 30 days before the date of hire and will be refunded after the function subject to all hire charges being paid, including any additional charges incurred;

**3.2** Pay the total hire charge no later than 30 days before the date of hire unless other arrangements have been made with the University. If the total hire charge has not been paid 30 days before the date of hire then this agreement will be at an end and the deposit may be forfeited;

**3.3** Where the Hirer is a commercial organisation, pay to the University an additional fee equal to 10% of gross box office takings;

**3.4** Pay such further charges as may be determined by the University if the Hirer does not vacate the Facility at the expiration of the hire;

* 1. Ensure that the Facility is used only for the purpose set out in the brief description of function shown above;

**3.6** No later than 14 days prior to the date of hiring deliver to the University a Public Liability insurance policy with a cover for at least $20 million (and noting the University as an interested party), and a policy covering the Hirer's liability for workers compensation insuring the Hirer for events which may occur on the date of hire. Failure to deliver these policies will result in the cancellation of the hire of the Facility;

**3.7** No later than 14 days prior to the date of hiring provide an Australasian Performing Rights Association (APRA) licence for bookings where the hiree intends to have music played – including a background music system – this will constitute a public performance of copyright music and an APRA copyright music licence must be obtained.
The University holds a current Phonographic Performance Company of Australia (PPCA) License.

**3.8** Ensure booking time allows set up and bump-out time and be in attendance in person or by a representative at least one hour before the commencement of the performance and carry out all requests or directions of the University;

**3.9** Be responsible for the maintenance of good order in the Facility and any other part of the University's premises affected by the hiring;

**3.10** Indemnify the University against any claim made by any person required to vacate the venue and the University;

**3.11** Ensure that all entrances exits (including exit doors) passageways and aisles are kept clear and available for use by the public at all times when the building is occupied and that all exit lights remain visible during all Functions;

**3.12** Be responsible for the costs of making good any damage to buildings, fixtures, furnishings, equipment or any other property incurred as a result of the hire;

**3.13** Observe their responsibilities and obligations with regard to the health and safety of persons using the facility

1. **The Hirer will not without the prior written consent of the University:**

**4.1** Allow any animal in the Facility;

**4.2** Transmit by television or radio broadcast any performance which may infringe any copyright;

**4.3** Bring or allow any person to bring onto any University property any explosive or inflammable liquids or other like substances;

**4.4** Permit any advertisement to be placed upon any University property;

**4.5** Deface or allow to be defaced any part of the Facility including the fixing of any paper or other objects to any part of the Facility;

**4.6** Decorate or placard any part of the Facility;

**4.7** Alter or remove any part of the seating in the Facility;

**4.8** Use the name of the University or the University crest or any part thereof in any advertising or promotional material or make any statement that implies or might imply that the University is in any way connected to the function;

**4.9** Provide any additional fittings, curtains, decorations, furnishings, lighting or sound systems;

**4.10** Suspend or permit to be suspended from any ceiling or wall of the premises any object;

**4.11** Permit the supply provision or use of alcohol in the Facility or on University property. Any approval given will be subject to the Hirer obtaining at the Hirer's expense any licence required for the provision of alcohol and the submission of such licence to the Universality at least 14 days before the date of hire;
**4.12** Permit any film projection or other exhibition or similar entertainment or photography of any kind within the Facility or University property. Any consent will be subject to the Hirer complying with copyright provisions.

1. **The Hirer will not:**

**5.1** Permit any person to smoke within any University building or other University designated no smoking area;

**5.2** Assign any part of this agreement to any other party;

**5.3** Do or permit to be done anything which may invalidate any policy of insurance or affect the right of the University to claim under any policy. If the Hirer is in breach of this condition then the Hirer indemnifies the University against all damages losses and costs which the University may incur as a result of such act;

**5.4** Do or permit to be done any act upon the premises which will or could increase the rate of insurance premium payable by the University, and will upon demand pay to the University any such increased premium whether notice of such increase has been received by the University before or after the hiring;

**5.5** Do or permit to be done anything which breaches the University's health and safety policies and procedures.

**GENERAL CONDITIONS**

The University will have control of the Facility at all times and supervise, by authorised personnel, all access to the Facility;

The Vice-Chancellor, or authorised officer of the University, may at any time before the commencement of the hire cancel the hire and upon refunding the hire charges to the Hirer the University will not be liable to the Hirer for any damages for such cancellation;

All parties to this agreement are bound by it jointly and severally;

Failure by the University to exercise any of its rights under this agreement will not operate as a waiver by the University of any rights it may have under this agreement;

Any breach of this agreement by the Hirer will entitle the University to terminate the hire of the Facility forthwith.

**NOTE:** The University will assess this application, advise the charges and forward an Agreement for completion and signature.

The above application is **NOT A CONFIRMATION** of facilities booked until:

1. The University of Newcastle has approved the application;
2. The Agreement has been signed by the hirer and the University;
3. The deposit has been paid;
4. A Certificate of Currency for public liability ($20 million) is provided for both hirer and external contractors used by the hirer;
5. A Certificate of Currency for Workers Compensation insurance is provided for both the hirer and any external contactors used by the hirer;
6. Equipment provided by the hirer and external contractor has been tested and tagged in accordance with Australian Standard 3760.

# FAILURE TO PROVIDE THE ABOVE INFORMATION WILL RENDER THIS BOOKING CANCELLED

|  |
| --- |
| **VENUE HIRE APPLICATION** |
| **Signature of Applicant** |  |  **Date:** |  |

Please email completed application to SOCI-Events@newcastle.edu.au