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CRICOS Provider Code: 00861K



DONCASTER
SECONDARY COLLEGE

Performance Centre Hirer's Handbook 2017



Introduction

Thank you for choosing Doncaster Secondary College Performance Centre for your next event/s.

Please read College Hire Conditions carefully.

1. To confirm your booking:
 - Fill out the Booking Request Form; and
 - Return the Booking Request Form with the deposit cheque of \$220
2. The College will send you a Doncaster Secondary College Hire of Facilities Contract confirming your booking and an invoice stating the balance owing.
Please sign and return the Contract to the College along with documented evidence of \$10,000,000 public liability insurance cover.
3. Two weeks prior to your earliest booked date we require:
 - A \$500 payment for the bond; and
 - The balance owed.
4. The bond will be returned within 7 days after completion of the event/s.

If you have any questions relating to this procedure please do not hesitate to contact:

Mr Tim Sprigg, Facilities Manager.
Telephone: 9848 4677
Email: sprigg.timothy.j@edumail.vic.gov.au

**DONCASTER SECONDARY COLLEGE
PRESENTATION AND PERFORMANCE CENTRE
HIRE CONDITIONS**

1. **APPLICATION FOR HIRE** must be made to Doncaster Secondary College Facilities Manager on the Doncaster Secondary College Booking Request Form. A booking can be considered confirmed only when the Facilities Manager has received the signed contract from the applicant, together with the required deposit and bond, and the applicant has received a copy of the completed contract. Doncaster Secondary College Council reserves the right to refuse any application for hire.
2. **PAYMENT FOR HIRE** shall be according to the schedule indicated on page 5. A non-refundable booking deposit of \$220 is required to confirm bookings. This amount will be deducted from the final account. A bond of \$500 must be paid and will be held by the College Council. The bond will be partially or completely forfeited if College equipment is lost or if damage is caused to any part of the facility as a result of the hiring, or, if undue cleaning of the facility is required before next occupancy. The Principal or delegate will determine if this is required. In addition, the hirer shall be liable on demand by the Doncaster Secondary College Council, to pay any further amount beyond the bond required to rectify such damage or cleaning.
3. **CANCELLATIONS** will result in forfeit of the \$220 deposit.
4. **SETTLEMENT OF ACCOUNT** shall be paid 7 days prior to the earliest booked date. Bond will be returned within 7 days after the final use.
5. The Principal or delegate will have free access to all facilities at all times.
6. No facility hired shall be sublet without written consent from College Council.
7. The Doncaster Secondary College Council will endeavour to maintain all facilities in a safe condition, however, **\$10,000,000 PUBLIC LIABILITY INSURANCE COVER FOR ANY ONE EVENT IS THE RESPONSIBILITY OF THE HIRER.** Evidence that the insurance policy has been purchased must be provided prior to hire.
8. **All electrical equipment brought onto College premises must be compliant with regulation AS/NZS 3760:2003**
9. Any required advertising material bearing the College name or logo, must be approved by the College.
10. No provision for **FIRST AID** is made by the College for the hirer's use.
11. Copyright and royalty arrangements, where performances involve these, are the responsibility of the hirer, not the Doncaster Secondary College or College Council.
12. Doncaster Secondary College Council will take no responsibility for the safety of equipment belonging to a hirer left in any facility.
13. Doncaster Secondary College Council retains the right, without notice, to immediately remove any hirer and persons associated with any hiring if any of the above conditions are breached.
14. **Should there be any unwarranted alarm activation, the \$150 Security Company charge will be invoiced to the hirer.**

11. The hirer will not:

- a) gain access to the theatre before the time stated on the contract;
- b) attach anything by adhesive, nails, screws, or any other means to any part of the facility without express written permission of Doncaster Secondary College Council;
- c) permit smoking in any part of the College grounds or buildings;
- d) permit food or drink to be taken into the auditorium (no alcohol may be taken onto any school premises without express written permission of College Council);
- e) allow a naked flame of any kind to be used in any part of any school building;
- f) do or neglect to do anything that may reduce the protective cover on the College's insurance policies. The hirer will indemnify the College Council to the extent that its policies are so affected;
- g) permit gambling to occur on College premises; nor
- h) adjust stage lighting without prior approval by the College. In the event of student technicians being required to change lighting, additional charges, at the set rate, will apply. Any lighting changes to the House Rig must be reset at the conclusion of the hire period at the hirer's expense. **The House ladder is unavailable for general use.**

12. The hirer will:

- (a) only allow suitably trained/qualified person(s) to use sound and lighting equipment;
- (b) clean immediately all spillages on carpet; additional cleaning is charged at \$50 per hour;
- (c) leave the Kiosk in a clean and tidy state (any additional beverage or food requirements, beyond basic snack-bar service, should be discussed with the Facilities Manager);
- (d) ensure that stiletto heels are not worn on the stage area and that carpet is placed beneath any band;
- (e) empty rubbish bins from the kiosk and toilets into the green Sulo bins provided, and leave at the entrance doors;
- (f) turn off all lights, including external lights and heating, an extra charge will be incurred if equipment is not turned off;
- (g) return all College equipment to the appropriate storage areas;
- (h) ensure that the hirer's equipment is stored in the allocated area, or removed on completion, of event; and
- (i) only use the facilities and equipment agreed upon during the hiring hours of this contract.
- (j) comply in every respect with Health Act regulations including maintaining all aisles and passageways free of obstructions and using only that seating for which the facility was designed.

Checklist:

Details requiring attention before hirers vacate facilities.

- Fringe-mop the stage area after use;
- Switch off all lights;
- Lock all doors and windows;
- Switch off heating, lighting and sound system;
- Turn off dimmer racks; and
- If used stack chairs, neatly in the corner of the store room.

DONCASTER SECONDARY COLLEGE

DIRECT DEPOSIT INFORMATION FOR REIMBURSEMENT

Hirer Name:									
Account Details									
BSB Number					-				
Account Number									
Bank Name									
Branch Name									
Account Name									

Authorising signature of applicant:.....**Date:**.....

PLEASE RETURN COMPLETED FORM WITH REQUEST FORM

PRESENTATION & PERFORMANCE CENTRE CHARGES - 2017
 (all charges are GST inclusive)

**additional costs will apply for lighting changes*

FACILITIES	COST
Performance session Sessions include: Stage Lighting, 1 Microphone, Kitchen, DVD Player.	\$580.00
Rehearsal session	\$460.00
Data Projector	\$70.00
Lectern with microphone	\$40.00
Microphones (3 available) Additional charge	\$25.00 each
Wireless Microphone	\$50.00
Foldback speakers	\$40.00
Spotlight	\$60.00
Piano (Baby Grand)	\$70.00
CD Player	\$40.00
Classroom	\$40.00
Booking Deposit	\$220.00
Student Technician (will be invoiced separately)	\$14-\$18 PER HOUR (Depending on Technician level required) (negotiate with Mr Sprigg)
Bond (separate cheque)	\$500
Open and close	\$70.00
Close only	\$35.00
Extra cleaning	\$50 per hour
Extra hours used (No more than 2 hours per session)	\$130 per hour

Charges are per 4 hour session:

Times are to be determined when booking. Day time rehearsals need to be discussed with the Facilities Manager as the College also conducts classes in the Centre.

The non-refundable booking deposit of \$220 will be deducted from the final account. The \$500 bond will be returned after final use of the facility.

Further enquiries may be mailed to:

Tim Sprigg, Facilities Manager
Doncaster Secondary College
123 Church Road, Doncaster 3108
Fax: 9840 1390
Email: Spriggsprigg.timothy.j@edumail.vic.gov.au

PRESENTATION AND PERFORMANCE CENTRE BOOKING REQUEST 2017

Organisation Name:

Name and Office of Authorised Person:.....

Address for Correspondence:

Phone:..... Mobile:..... Fax:.....

Email: Type of Function:.....

Dates required	Arrival Time	Departure Time	Purpose (Rehearsal/Performance)

Please note that access to the Presentation and Performance Centre is strictly limited to the times stated in the Doncaster Secondary College Hire of Facilities contract.

Please indicate equipment required, including the number needed per session:

<input type="text"/>	Lectern with Microphone
<input type="text"/>	Additional Microphones (6 available, indicate number required)
<input type="text"/>	Cordless Microphone (1 available)
<input type="text"/>	Foldback speakers
<input type="text"/>	Follow spot (2,000 watt)
<input type="text"/>	Data projector
<input type="text"/>	Piano
<input type="text"/>	CD
<input type="text"/>	Classroom
<input type="text"/>	Student technician
<input type="text"/>	Other (please state e.g., Number of extra chairs required)

Please return this Booking Request Form to:

Tim Sprigg, Facilities Manager

Doncaster Secondary College

123 Church Road, Doncaster 3108

Fax: 9840 1390

Email: sprigg.timothy.j@edumail.vic.gov.au

Your booking will be confirmed on receipt of your booking deposit of \$220. Your \$500 bond should be on a separate cheque and forwarded to the College with total payment of account one week prior to your first booked date. The bond will be retained by the College and will be returned on payment of your account. If any damage resulted to any part of the facility as a result of hiring or if undue cleaning is required.

FAQ

Q Do we need to have a Technician?

A It is the Doncaster Secondary College Policy that one of our qualified Technicians be present at all rehearsal and performances in our Centre. (see Technician Hire Rates on charge form).

Q Are we given a set of keys for access?

A Due to security reasons, we have personnel to unlock and lock our Centre before and after use.

Q Is there heating and cooling in the Centre?

A The Presentation and Performance Centre has both heating and cooling throughout the building.

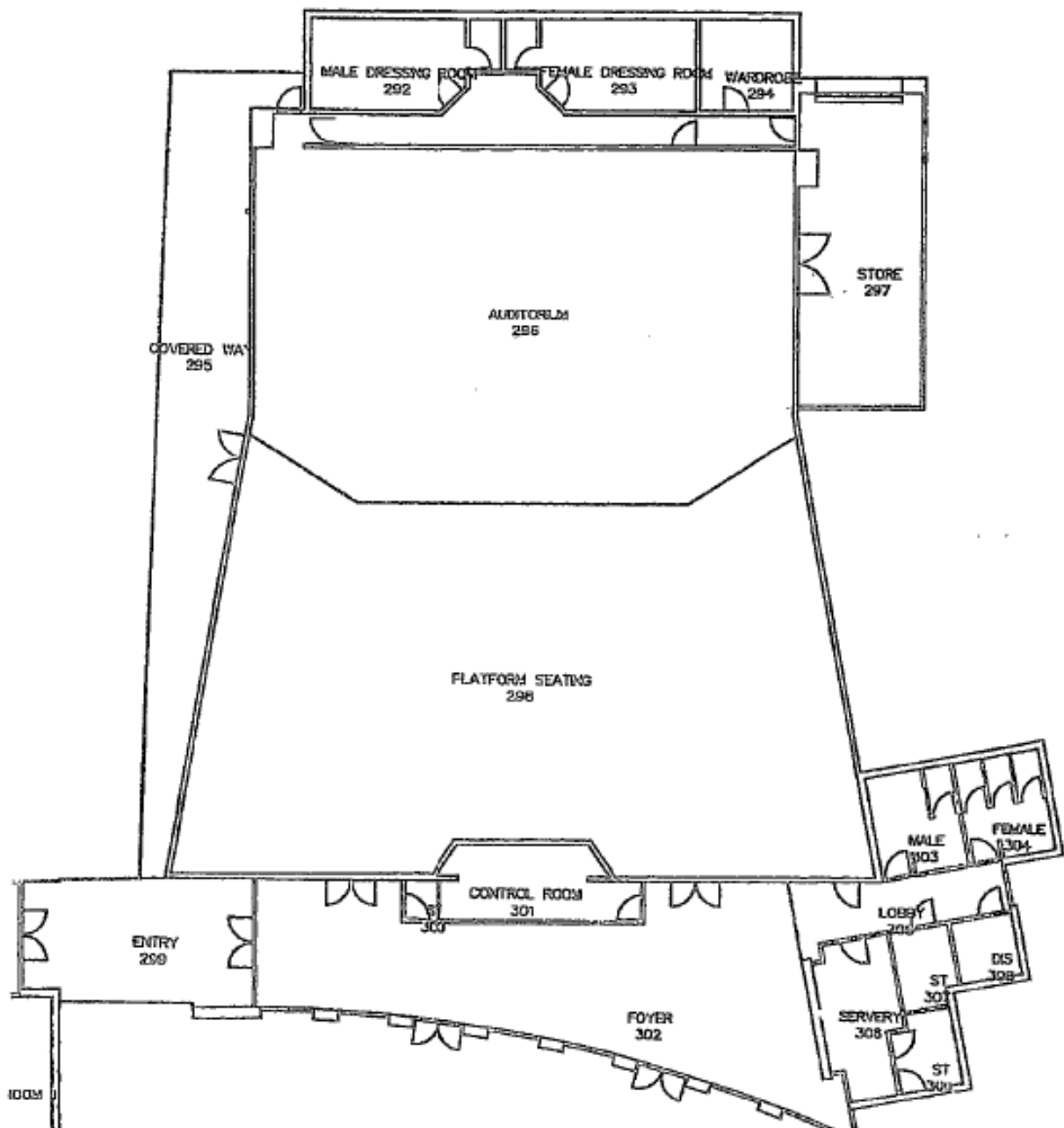
Q Is there parking provided for patrons?

A There is plenty of street parking on Church Road as well as off-street parking behind the Presentation and Performance Centre.

Q What is the seating capacity of the Presentation and Performance Centre.

A There are 318 fixed seats with another 8 portable seats that can be added.

Doncaster Secondary College
Presentation and Performance Centre
Building Plan



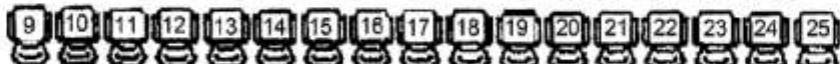
Stage

Rows

A



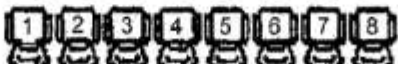
B



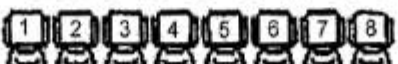
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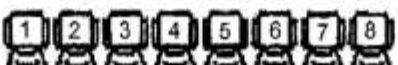
D



E



F



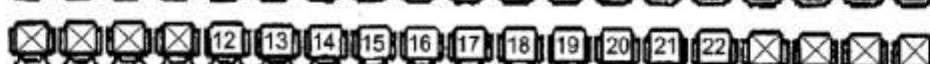
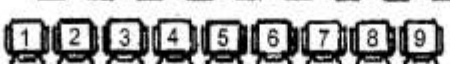
G



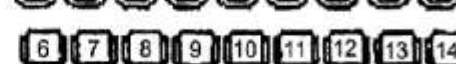
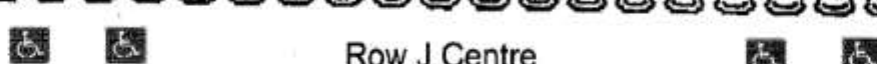
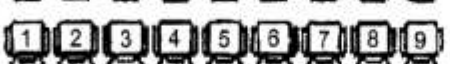
H



J



K



Rows J and K Left

Row J Centre

Rows J and K Right

Doncaster Secondary College
Presentation and Performance Centre
Seating Plan