

**THE BAKEHOUSE THEATRE**  
**STANDARD HIRE CONDITIONS**

PLEASE READ THIS DOCUMENT IN CONJUNCTION WITH THE OTHER DOCUMENTS:-

- “OPTIONAL CONDITIONS OF HIRE”
- “BUMP IN/BUMP OUT PROCEDURES.”

**\*\*\*\*\*It is your responsibility to read these conditions before you hire the theatre. If you fail to read them you may find that you have made incorrect assumptions which could be prejudicial to the smooth running of your show.\*\*\*\*\***

**This document constitutes your “Hire Agreement”. Please read it carefully and sign where indicated on the last page.**

**The information on the website also constitutes part of this hire agreement and it will, therefore, be presumed that you have read all of this information on the site.**

**1. Hire Periods/Charges/Theatre Space**

- The Standard weekly hire period is from **9am Monday** to **midnight Saturday** of each week.
- **Sundays** are **NOT** part of your hire period. Sundays are reserved for maintenance/bump out inspections etc. (see separate document “Bump Out Procedures” for full details)
- The usual weekly hire rate is \$1300 for the Main Theatre and \$700 for the Studio Theatre. These charges are all inclusive. There is no separate charge for Lamp hire or electricity.
- This amount will vary during the Adelaide Fringe Festival. – See separate Fringe conditions of hire for more details
- The Bakehouse staff has access to the venue at all times.
- The Bakehouse is not registered for GST and will, therefore, not be charging GST.
- For descriptions of theatre spaces and technical equipment please go to our website:- [www.bakehousetheatre.com](http://www.bakehousetheatre.com) On the home page click on “HIRE”.
- The theatre space you are hiring consists of the theatre itself – NOT the foyer space. The foyer space is at all times is controlled by the Bakehouse.
- Should you be considering hiring the theatre you may want to make a time to come in and have a look around. Although all the information is all written here for you – the basic rules are -
- **“what you see is what you get” and “leave it as you find it”**
- **(therefore you will need to see for yourself what it is that you “get”)**

**2. Advertising/Flyers etc**

- The hirer is to ensure that all advertising material indicates clearly that the performance/event is being presented by the "Hirer **AT** The Bakehouse Theatre" and **NOT** presented **BY** The Bakehouse Theatre.
- The booking information on all flyers, press releases etc. should read **“Bookings on-line at [www.bakehousetheatre.com](http://www.bakehousetheatre.com) OR at the door (subject to availability)”**.
- **All** advertising material should include the Bakehouse Theatre logo. (downloadable from the “HIRE” page of the website.)

**3. Bar Facilities**

- Alcohol and beverages will be available for sale **only** by The Bakehouse Theatre.
- **No** alcohol, other than that supplied by the Bakehouse Theatre is permitted on the premises.
- The Bakehouse bar is run **ONLY** by Bakehouse staff. It is not part of your theatre hire.
- If you have your own sponsors associated with your show you may include their advertising only in the space entitled “now showing”. If your sponsors require more advertising space this must be negotiated with the Bakehouse.

#### **4. Staff/Ticketing**

- All shows presented at the Bakehouse **MUST** use the Bakehouse Theatre's ticket booking facility in order to avoid confusion and to streamline ticket bookings. This facility comes at a cost to the hirer of **\$3 per ticket**.
- The Bakehouse will also supply the staff at the ticket counter for performances, so that there is no confusion created between booking staff and ticket handling staff.
- At the end of the season the box office takings will be given to the producer with a ticket sales summary. The ticket booking service fees will be deducted from these box office takings at that time.
- The hirer will make available 4 complimentary tixs for Opening Night to the Bakehouse to be used for any current sponsors of the Bakehouse. At other times during your season, only when there are seats available, our FOH volunteers will be admitted to the show. This allows them to talk about your show with the patrons, and encourage them to bring their friends along.
- **Technical staff for your show are NOT supplied as part of the theatre hire.**
- If you don't have a tech person to run your show we recommend our Resident Technician Stephen Dean. This is only a recommendation. All arrangements should be made directly with Stephen. [stephendean60@bigpond.com](mailto:stephendean60@bigpond.com) 0417801300.
- If you are using your own technician, Stephen will be available (at Bakehouse cost) to conduct a 3 hour familiarisation session to introduce your technician to our equipment. Stephen will also supervise your bump-out to make sure that everything is returned to its correct state.

#### **5. Payment/Cancellations**

- A booking fee of 25% of the total hire charge is payable **at the time of booking** the theatre. Bookings will **not** be considered as confirmed until this deposit is paid.
- The balance of hire fee is to be paid thirty (30) days prior to commencement of hire period. Failure to pay by this time will result in the cancellation of your booking. It is your responsibility to keep this date in mind. You will not be chased for this payment.
- Should cancellation of this agreement become necessary for any reason, the hirer will forfeit all deposits paid.

#### **6. Cleaning**

- It is the hirer's responsibility to maintain the cleanliness of the cast and crew toilets, dressing room and the auditorium.

**\*\*\* cast and crew may use these cast toilets only – foyer toilets are for audience & FOH use\*\*\***

- Bakehouse staff will maintain the cleanliness of the foyer area. Foyer toilet cleaning is the responsibility of Bakehouse staff.
- At the end of your season, the theatre should be left in a clean and tidy state. If this is not the case then we will employ outside cleaners and deduct the cost from your ticket sales. (For full bump out details see document "bump in, bump out procedures")

#### **7. Insurance**

- The Bakehouse Theatre Public Liability Insurance will cover claims that may arise out of and happen in connection with The Bakehouse Theatre's business – not in connection with the hirer's show.
- The Hirer should make their own arrangements for Public Liability cover in relation to their show and, if necessary, any Voluntary workers' accident insurance that they may require to cover any of their cast and crew.
- The Hirer must supply evidence of this insurance to the Bakehouse before bump-in

#### **8. Smoking**

- The hirer shall make sure that there is no smoking in the Theatre or Foyer at any time.
- If smoking is a component of the hirer's performance/event, it is the responsibility of the hirer to pursue an exemption from the new anti-smoking legislation. Enquiries can be made through The Department of Health 1800022222 or <http://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/>

## **9. Sets**

- The Theatre must be left in its original condition.
- Only water-based paints may be used in the Theatre at any time.
- To restore the Theatre to its original condition only **Solvent low sheen black water-based paint** may be used. It is the hirer's responsibility to provide this paint.
- It may be possible to hire rostrum and flats from the Bakehouse on a case by case basis subject to availability

## **10. Bump In/Bump Out**

**(for full expectations re bump out please see the separate document “ bump-in/bump-out requirements”)**

- Bump out and clean up must be completed by midnight Saturday unless otherwise negotiated
- Bump out inspection will be carried out by the appropriate Bakehouse staff on the following Sunday. The Producer, Technician and two crew members must be present for this inspection.

## **11. Tools/Paints/Equipment etc**

- The hirer must supply their own tools/paints for set building etc. and for restoration of theatre on bump-out.
- Bakehouse Theatre tools and paints are **NOT** part of the hirer's rental
- (for correct paints to be used see “sets” (No. 9 above)

## **12. Damages**

The hirer shall be responsible for any damages to the theatre, technical equipment and/or Bakehouse Theatre property. The hirer will pay to repair or replace damaged equipment. Damages must be reported immediately to appropriate Bakehouse staff.

### **\* Never Assume**

**Above all – never assume that the Bakehouse has a particular facility, or a particular responsibility without asking. If you do, this will only lead to disappointment and possibly a very late and messy start to your season. Instead of assuming, please COMMUNICATE.**

**I, the hirer, have read, understood and agreed to, these “standard conditions of hire”.**

**Signed.....**