

Swan Hill Town Hall PACC

Application to hire the venue

Organisation/Company			
ABN			
Contact Person	Name:		
	Address:		
	Phone:	Mobile:	
	Email:		
Name of Event			
Description of Event			

Area/s required	<input type="checkbox"/> Whole complex	<input type="checkbox"/> Café	<input type="checkbox"/> Meeting room 1
	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Bar	<input type="checkbox"/> Meeting Room 2
	<input type="checkbox"/> Stage	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Dressing Rooms
	<input type="checkbox"/> Mezzanine	<input type="checkbox"/> Balcony Seating	<input type="checkbox"/> Front of venue (permits apply)

Hiring dates and times					
Day	Date	Month	Year	Time IN	Time OUT

Attendance Total Estimated Attendance Cannot Exceed Venue Capacity of 860. Please refer to Venue Capacity for full breakdown of rooms.	Estimated Attendance:		
	Number of Performers/Debs:		
	Other (Crew/Support Staff etc):		
	Total Estimated Attendance:		
Seating style <i>*Please refer to important information at the end of this form for capacity numbers</i>	<input type="checkbox"/> Theatre Style	<input type="checkbox"/> Round Tables	
	<input type="checkbox"/> U Shape	<input type="checkbox"/> Dance Floor	<input type="checkbox"/> No Dance Floor
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Cabaret	<input type="checkbox"/> Banquet

<p>Is Catering being provided?</p> <p><i>If your caterer requires the use of the Kitchen, please complete the Kitchen Application Form</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>Caterer's name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Will you require plates, napkins, and cutlery? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What time will food be delivered?</p> <p>Breakfast: _____</p> <p>Morning tea: _____</p> <p>Lunch: _____</p> <p>Afternoon tea: _____</p> <p>Dinner: _____</p> <p>Is the Kitchen required? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If Yes, a Kitchen Application Form will need to be completed.</p>	
<p>Is alcohol being served?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, use this checklist:</p> <p><input type="checkbox"/> Attach a copy of your liquor license to this application</p> <p><input type="checkbox"/> Read the section below on liquor consumption</p> <p><input type="checkbox"/> Security may need to be present. Please contact us if you are unsure.</p>	
<p>Are you providing security?</p> <p><i>Large events may require security. Please contact us if unsure.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes Crowd controller's name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Note: It is the hirer's responsibility to arrange and pay for security</p>	
<p>Technical requirements</p> <p><i>* Includes a technician. ** includes two technicians</i></p> <p><i>For further technical/equipment requirements, please email shthpacc@swanhill.vic.gov.au or phone (03) 5036 2592 to discuss.</i></p>	<p>Data Projector</p> <p><input type="checkbox"/> Projector with audio*</p> <p><input type="checkbox"/> Projector without audio</p> <p>Media source for projector</p> <p><input type="checkbox"/> USB</p> <p><input type="checkbox"/> Laptop (hire from venue)</p> <p><input type="checkbox"/> Laptop (supplying own)</p> <p>Microphone</p> <p><input type="checkbox"/> Cordless / Radio*</p> <p><input type="checkbox"/> With lead</p>	<p>Lectern</p> <p><input type="checkbox"/> With microphone</p> <p><input type="checkbox"/> Without microphone</p> <p>Other</p> <p><input type="checkbox"/> PA System*</p> <p><input type="checkbox"/> Stage lighting system</p> <p><input type="checkbox"/> Fly tower / Rigging **</p> <p><input type="checkbox"/> WiFi access</p> <p><input type="checkbox"/> Whiteboard</p> <p><input type="checkbox"/> Piano (Baby Grand)</p> <p><input type="checkbox"/> Teleconference Phone</p> <p><input type="checkbox"/> Table Linen</p> <p><input type="checkbox"/> Festoon Lighting**</p> <p><input type="checkbox"/> Ceramic Crockery</p> <p><input type="checkbox"/> Display/Pin Boards</p> <p><input type="checkbox"/> Registration Table</p>
<p>Tea /Coffee station</p>	<p>Do you require tea/coffee/water station for your event?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please specify the times of each break: _____</p> <p>_____</p>	

Marketing	<p>Would you like assistance from the Town Hall team to market this event to residents of the Swan Hill municipality?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, a Town Hall team member will be in touch shortly with details of marketing channels available.</p>
Ticketing	<p>Will you be selling tickets to this event?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please complete the additional Ticket Build form.</p>
Terms and Conditions	<p>Have you received a copy of the Swan Hill Town Hall Performing Arts and Conference Centre Terms and Conditions?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Public liability insurance	<p><input type="checkbox"/> Please attach a copy of your public liability insurance to this application</p>
Entertainment	<p>Will there be live entertainment at your event?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes please add following details</p> <p>Type of Entertainment: _____</p> <p>_____</p> <p>_____</p> <p>Contact: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

Relevant Information to be retained by hirer

Liquor Consumption

If applicable, a copy of your liquor license is required to be produced to Council prior to the hire date. Please check if your caterer is licensed to cover your event, or apply by phoning Liquor Licensing – Department of Justice Victoria on 1300 650 367 or visiting www.justice.vic.gov.au

Caterers

It is the Hirer/Caterer's responsibility to provide Kitchenware (i.e. pots, pans, linen, glasses for the bar, etc). Council only supplies Crockery & Cutlery.

Caterers or hirers will not take into the kitchen or any part of the Venue, or use any gas or electrical appliance not supplied by the Council unless permission has first been obtained from Venue staff.

Gas bottles for cooking are not permitted within the Venue.

Bond

Council reserves the right to charge a bond for the hire of the facility.

The Bond shall be paid in full within ten (10) days of lodging the Application to Hire. Failure to pay such Bond within the required time shall result in only a Pencil (tentative) booking being made and therefore does not secure the use of the facility. The booking shall be confirmed upon full payment of the bond amount being received. The Bond shall be refunded within 28 days after the event, subject to a satisfactory final inspection being undertaken by a Council Officer of the facility.

Public Liability Insurance

Please provide a copy of your Public Liability Insurance with the hire form

Booking Lead Time

Council accepts bookings not more than 18 months in advance.

Electrical Equipment

All electrical equipment brought into the Venue must be tested and tagged in accordance with Australian/New Zealand Standard 3760. Refer to Swan Hill Town Hall Terms and Conditions page 13

Technical

Use of some areas and equipment within the Town Hall require qualified staff to operate. This includes the Stage, PA and Lighting Systems and the Fly Tower.

The staffing costs will be included in the hire charges.

I/We acknowledge that the information contained on this Application Form is true and correct and that I/we have received read and fully understand the Terms and Conditions of hire set out by the Swan Hill Rural City Council and agree to abide by these terms and conditions.

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

Tickets build form
(Only required for events where tickets are being sold)

Note: Ticket Sales are subject to the Australian Entertainment Industry Association (AEIA) Code of Practice for the Ticketing of Live Entertainment in Australia.

Event Name (printed on ticket)		
Presenting Partners / Tour Name (if applicable) (printed on ticket)		
Email contact/s (For Weekly Sales Reports)		
Time & Date (printed on ticket)		
Ticket Prices All ticket prices listed should include inside booking fee and GST (Fees & Charges listed below)	Full price:	
	Concession: (please circle applicable)	<input type="checkbox"/> Student <input type="checkbox"/> Health card <input type="checkbox"/> Senior <input type="checkbox"/> Pensioner
	Child price: (please nominate age range)	
	Groups: (min tickets to access the group rate)	
	Early Bird: (discount & time or max tickets at price)	
Date tickets should go on sale (allow 3 business days for ticket build)	Please do not announce or promote the event until you have received a sales link or confirmation from the Town Hall	
Any restrictions/warnings required for patrons? (e.g. 18+, adult themes, lighting effects)		
Ticket Type	<input type="checkbox"/> General admission Patrons can sit at any available seat they like upon arrival <input type="checkbox"/> Reserved seats Patrons sit in pre-numbered seats - Please note that if choosing this ticket type that usher fees will apply to assist patrons to seats (2 usher per first 100 patrons then 1 per every 100). See Fees & Charges section below for rates.	
Ticket Numbers <i>*please contact the Town Hall team regarding cabaret style capacities and table configurations, as we can configure these to suit the hirer</i>	Theatre floor seating	
	<input type="checkbox"/> 300 patrons - theatre style downstairs Removable seats (flat floor) - in front of stage - incl 4 wheelchair spaces <input type="checkbox"/> 192 patrons - cabaret style downstairs* Round tables (we recommend 8 ppl per table to ensure unrestricted stage views - incl. 4 wheelchair spaces)	
	Balcony seating	
	<input type="checkbox"/> 457 patrons - theatre style upstairs Fixed seats (tiered) - set back 11m from the stage (Note 77 seats with restricted views, which we recommend selling last)	

Do you want to limit the number of tickets for sale initially? <i>(provide detail e.g. sell cabaret tables before upstairs viewing)</i>		
Sales Channels <i>(please refer to fees and charges schedule below)</i>	<input type="checkbox"/> Website swanhilltownhall.com <input type="checkbox"/> Phone: 1800 625 373 Swan Hill Region Information Centre 9am-5pm, Mon-Sun <input type="checkbox"/> Phone: 03 5036 2328 Swan Hill Town Hall PACC 9am to 2.30pm Mon - Fri <input type="checkbox"/> In Person: Swan Hill Region Information Centre 9am-5pm, Mon-Sun <input type="checkbox"/> In Person: Swan Hill Town Hall PACC Mon to Fri 9am to 2.30pm <input type="checkbox"/> Collect tickets and sell myself (Print fee applies)	
Are any seats required to be held from sale? <i>Please indicate numbers</i>	Space for sound/lighting console Tech holds - contact the Town Hall if unsure	
	Extra wheelchair spaces TH standard layout allows for 4 spaces	
	Promoter comps Standard layout allows 10 seat holds for local councillors and media - negotiable	
	Other holds	
Marketing material provided?	Have you provided marketing material to assist with advertising? (e.g. images / videos / posters / flyers / media release / show summary) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the show/event have an interval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Interval Length:
What time does the show/event finish?		
Are there any key messages about the show that should be used when making sales?		

Financial Settlement

The Swan Hill Rural City Council (SHRCC) will retain all ticketing and fee monies, until after the close of the performance to which such monies relate. Payments will be made within 28 days of the close of the performance via direct debit or cheque. Cheques will be made out and posted to the Applicant Organisation nominated in this Agreement, unless otherwise specified.

Ticket prices quoted by the applicant should include GST. SHRCC will retain GST associated with the booking fee charged, however GST applicable on ticket income will be forwarded to the applicant and shown clearly on the reconciliation.

Organisations that do not have a financial history with SHRCC will be required to complete a new EFT Supplier Form.

Account Name	
BSB & Account Number	
Email contact/s for Settlement Report:	

Fees and charges

Inside Ticket Charges (paid by the hirer)

The fee is \$3.70 for each ticket sold for commercial hirers and \$2.70 for non profit organisations and complimentary tickets.

Credit Card Charges (paid by the hirer)

A credit card settlement fee of 2% will apply to all tickets purchased by patrons via Visa and Mastercard. We do not accept Diners or Amex.

Outside Charges (paid by the patron)

Outside charges are waived for all 'in person' and phone bookings. There is a flat \$2 booking fee for all online transactions.

Important information

It is a requirement that swanhilltownhall.com (and their ticketing provider) is the only online outlet for the sale of tickets for this event/performance.

Ticket refunds will not be available except in line with the Australian Entertainment Industry Association code of practice.

Cancellation or Withdrawal of Show

If any refund event occurs or the event or part of the event is cancelled for any reason:

- a) Any money held by SHRCC for the applicant shall be refunded by SHRCC to the purchasers of tickets for the event.
- b) The applicant will be required to pay double the booking fee per ticket for double handling and processing of refunds.
- c) A cancellation fee of \$65.00 will be payable to cover initial set up costs.
- d) Upon being made aware of any change in an event's details, SHRCC will make every attempt to notify all patrons that have already booked for the event as soon as possible. In the event that telephone calls are required to notify patrons of any changes or cancellation, a fee of 50c per telephone call will be charged to the applicant. All calls will be made by the SHRCC (not the applicant).

Age Restrictions

If alcohol is available at your event, all patrons under 18 years must be accompanied by a responsible adult.

Babes in Arms

Children under twelve months of age are permitted into theatres free of charge, unless specified by the applicant. Children under twelve months will not be allocated a seat or require a ticket, however they must be accompanied by a paying adult (free on the knee).

Companion Card

SHRCC participates in the Victorian Government's Companion Card Scheme enabling equal access for patrons who require a companion.

Indemnity

By signing this form the applicant shall indemnify and keep indemnified SHRCC against all claims and costs arising from:

- a) any act or omission on the part of the Promoter/Hirer or its servants, agents, licensees or invitees;
- b) any breach of statute, regulation, by-law or any other unlawful act by the Promoter/Hirer;
- c) the sale of tickets for the Event by SHRCC
- d) the conduct of the Event including its advertising and promotion; or
- e) any Refund Event occurring or if the Event is cancelled for any reason.

The applicant authorises SHRCC (but without obligation on the part of SHRCC), in the event of non-payment by the applicant of any amount due under this Agreement, to apply the applicant's proceeds towards satisfaction of any sum at any time due and payable by the applicant to SHRCC arising from this Agreement.

If in the reasonable opinion of SHRCC, it is likely that a claim will be made against SHRBO arising from this Agreement, the applicant authorises SHRCC to retain a reasonable proportion of the Promoter's Proceeds until the claim has been settled at which time SHRCC may apply those moneys against the indemnity of the Promoter.

I _____ (name) on behalf of _____ (applicant)

accept the conditions set by the Swan Hill Rural City Council in this agreement provided with regard to all aspects of the above mentioned performance/s.

Signature: _____

Date: _____