

The Independent Theatre Conditions of Use

Guidelines for Prospective Users

Issue date: December 2018



Overview

This document outlines the terms and conditions of use for the Independent Theatre (“the Theatre”). The following “conditions of use” apply to any parties or individuals named in the Booking Form and Letter of Agreement.

The Technical Specifications form part of these Conditions of Use.

Please refer to the Technical Specifications for stage and lighting plans and detailed stage and technical information.

The return of the completed Booking Form is taken as acceptance of the terms and conditions of use for the Independent Theatre of the nominated dates.

All potential users of the Theatre should read these Conditions of Use and Technical Specifications carefully.

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General information

The Theatre

The Independent is Sydney's oldest Edwardian theatre, recently fully restored and featuring original and unique architecture in the Auditorium, Arches or foyer, and Seaborn or function room. Originally a Victorian tram depot the original 19th century structures can be traced in the exterior northern wall. Home to the Independent Theatre company from 1939, the Theatre is still home to drama and opera, and is an acoustically ideal for the presentation of opera, chamber and classical music. In 2013 the Theatre was sold to Wenona School, and continues to be available to the community as a performance venue.

Location

The Theatre is located at 269 Miller St, North Sydney, near the corner of Ridge St.

Transport

The Theatre is located within 10-15 minutes walk of North Sydney Station.

Buses from North Sydney Station include the 203, 207, 230, 209, and M20. There is a bus stop immediately opposite the Theatre, outside Stanton Library.

Parking and access

There is no on-site parking. However, Ridge Street, adjacent to the Theatre has spaces with eight-hour meters which operate during business hours. The Council car-park in Ridge Street currently offers early bird parking for entry by 9.30am and departure after 3.30pm.

Please note clearway restrictions apply on Miller street during peak times.

The Theatre dock can be accessed from a driveway in Ridge St. Please note that this access involves several steps. The laneway from Miller Street along the side of the Theatre provides level access for heavy equipment.

Facilities

Dressing rooms

Two dressing rooms are located under the stage, both with toilet facilities, and one with shower facilities.

Green room

For larger events the upstairs Seaborn room is available as a group green room.

Performance Spaces

The Theatre has two main performance spaces, the Auditorium; a fully equipped theatre space seating up to 303, and the Arches; an intimate studio space seating up to 52 people. The Seaborn room also has potential to be used as a salon style performance space, seating up to 75 people.

Function rooms

The Theatre has one main function room. Located on the first floor, the Seaborn room has an ante room, the Gosh Hall, which opens onto the Seaborn room at one end, and the upper foyer at the other. The Seaborn room can accommodate up to 75 people seated, and is equipped with projection facilities. The foyer or Arches, on the ground floor, can also be used as a function room.

Rehearsal and Studio Facilities

The Seaborn room is a large room, approximately 9 metres by 9 metres, and with its upright piano is ideal as a rehearsal space, or salon style performance space.

Kitchen facilities

The Theatre has two serveries attached to the Arches: A scullery with commercial refrigeration, and a main kitchen with commercial oven. **These are plating and serving facilities, rather than cooking facilities.** The Seaborn room also has a small servery attached.

Venue lighting

Most venue lighting is operated from the dimmer room, and will be turned on before the event commences. Auditorium lighting can be accessed from the bio box and inner foyer.

Emergency houselights can be activated from the Inner Foyer.

Capacity

The auditorium has 303 seats in total, 83 in the mezzanine, and 220 in the Stalls, including wheel chair positions, filming positions, and house seats. Filming position holds may be waived at the request of the hirer. The total ticketed capacity without filming positions is 291. The capacity of the Auditorium is restricted to a total of **370** including performers and staff.

A maximum of 80 guests can be accommodated in the Arches, and 120 guests in the Seaborn room, dependent upon configuration. The total capacity of the Theatre, including audience, reception guests, performers and staff, is **382**.

Auditorium Seating	303
House seats	-4
Wheelchair positions	-4
Usher holds	-4
Total ticketed capacity	291
Filming Positions	-14
Total ticketed capacity	277

Box Office and Seating

The Theatre Box Office at 269 Miller Street opens one hour before each performance.

Website bookings are available 24 hours a day.

A live ticketing link will be processed and supplied to the Hirer on receipt of the completed Front of House form and event image.

Hirers can be given direct access to the ticket sales platform on request for the processing of phone bookings.

House seats

Four seats will be retained by the Theatre in row F(F4-F7 on the aisle) for all performances for staff purposes.

Volunteer ushers will be given seats in B4, C4, D4 or E4, at the discretion of the Hirer.

Usher seats will be returned to the Hirer with House seats if not required.

Student rush seats

If the house is not sold out at **15 minutes** before curtain, any remaining seats, in the mezzanine only, will be offered as "student rush" seats, to be sold at half concession price to Wenona students who present valid student ID. To prevent potential loss of business, this will be an internally advertised offer only.

Wheelchair seats

Two wheelchair positions are to be maintained in the front row of the stalls. These positions occupy four of the 303 seats available for sale.

Filming and equipment positions

Fire egress is rigorously protected. No cameras or other equipment will be permitted in aisles, on stairs, or blocking or impeding fire equipment, doors, or egress. Seats on the ends of row P, A, and in the back of the gallery may be set aside for filming positions. Please see the relevant [seating map on page 42 of this document](#). If additional filming positions are required, they must be discussed before ticket sales commence. All filming and equipment positions must be discussed a minimum of 7 days in advance.

Filming requests received on the day of the performance may not be accommodated.

Accessibility

Level access through to the Inner Foyer and Auditorium, is available for wheelchairs and prams through the laneway gate off Miller Street. Accessibility toilets are available off the Auditorium on the laneway side.

Contacts

Theatre Manager: Fenella Jolly

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Email IndependentTheatre@wenona.nsw.edu.au

Booking Guidelines

- Submit your “Expression of interest” form, with as much detail as possible. The form is found on the website at theindependent.org.au.
- The Theatre Manager will respond by email with further documentation to secure the booking, including a Hirer’s pack with Booking Form, Conditions of Use and Technical Specifications, and Front of House form.
- Please note that new Hirers require School approval before proceeding.

Booking Checklist.

- Review the Conditions of Use and Technical Specifications document and Wenona Code of Conduct.
- Meet with the Theatre Manager for a tour of the facilities, and negotiate any special terms or additional staff, equipment, or rehearsal time.
- Submit your Booking Form.
- Receive, sign, and submit your Letter of Agreement and submit your deposit and proof of insurance.
- Submit your Front of House form with marketing blurb for inclusion in the ‘what’s on’, and event image for use in website, Facebook, and other social media promotions. Please note your event image should be free of text, and preferably available in both landscape and portrait orientations.
- Receive written confirmation of your booking.
- Minimum 6 weeks prior to a ticketed event
 - Ensure all marketing materials have been received by the Theatre.
- Minimum 4 weeks prior to a ticketed event
 - Supply 500 DL flyers and a file for one A3 portrait orientation poster
- Minimum 2 weeks prior to your event
 - Confirm technical requirements, including numbers of mics, any lighting requests, and stage plans if applicable
 - Submit your risk assessment if required.

Confirmation

Bookings are confirmed in writing upon receipt of signed Letter of Agreement. Unconfirmed bookings may be cancelled at any time.

Other terms of booking

- Spaces will be made available for hire once the Wenona calendar is established for the year
- No external bookings will be accepted during School hours in term-time.
- All bookings must keep to scheduled access and exit times. Staffing and venue charges may apply for early access, unless previously negotiated, and for vacating the venue after the stipulated time.
- Unless specifically negotiated, bookings in the Theatre are non-exclusive, and you will be expected to be mindful of other users when vacating.
- The Theatre reserves the right to book other functions up to **one hour before** the scheduled function commencement time and **one hour after** the scheduled function finishing time.

Booking the Venue: Some Tips

- For fully staged performances, when booking your rehearsal times allow for at least half an hour before rehearsal is due to start and end. Eg, if your rehearsal is due to start at 3:00 and finish at 5:00, your booking will need to be from 2:30 to 5:30.
- Allow for an additional 15 minutes for a venue induction with all cast before rehearsal starts.
- Make sure your rehearsal ends with ample time to clean up, and exit before the end of your booking.
- Charges will apply for vacating the Theatre after the agreed exit time.
- Any videoing, cast photographs, and so on, should be allowed for in your running schedule, and additional time needs to be allotted in your booking.
- Make sure the Theatre has an up to date copy of your running schedule.
- For fully staged productions, please allow time for a stage run under work-lights.
- Fully staged productions will require a tech run, please allow for a minimum of twice the running time of your performance.
- Make sure you allow for extra time for setting up any equipment in your booking time.
- When timing your performance, please allow time for all speeches and announcements.
- Technical and dress rehearsals should be run in performance order.
- All Technical elements must be tested and rehearsed during the rehearsal process. For example, a musician performing before or after the performance must be prepared and rehearsed with the rest of the production. Untested performances may not go on, at the discretion of the supervising technician.
- Any audio files must be received as MP3s, in a form which can be loaded onto the Theatre computer for playback. All Audio files should be accompanied by a clearly labelled play list. Audio files should be received in performance order.
- No technical additions or changes will be accepted within 1 hour of the event.
- The Hirer or their representative is required to be on-site a minimum of one hour before each performance
- For fully staged performances, unless previously negotiated, bump-out must be completed on the day of the last performance, all equipment removed, and all areas of the Theatre left in a clean and tidy state. You are encouraged to accompany the supervising technician on the last walk-through the building.

Publicity and marketing

- The Theatre requires notification of any media release or activity related to the hire of the Theatre.
- The Theatre requests that written permission be obtained before using the name or logo of the Theatre in any manner.
- The Theatre should not be represented as in any way endorsing any part of the Hirer's event or associated activities.
- Promotional material, photographs and media supplied by the Hirer may be used on the Independent Theatre website, ticketing website, Facebook page, subscriber newsletters, and in other media and publications, and may be provided to external websites and other media outlets, for the purposes of display, publicity, and promotion.
- The Independent Theatre reserves the right to take photographs within the venue, and will seek written permission to use images to promote the Independent Theatre and events.
- The Theatre may include public events in the 'What's On at the Independent' webpage, in the e-newsletter, and in any social media employed by the Theatre for marketing purposes. This may also include external websites such as Eventfinda, Classikon, What's on Sydney/Ticket Wombat and Weekend Notes.
- Inclusion in the Theatre's printed publications is at the discretion of the Theatre Manager. All materials for printed publications must be received by October 15, for the annual brochure, and the 1st of February, May, or August for seasonal publications.

Ticketing

To ensure all WHS and fire regulations are met, all Hirers should use the Theatre ticketing system for any ticketed event. Please note that a ticketed event includes any event where allocated seating is used, and can include invitational events. Exceptions may be made for Hirers providing a subscription series.

Hirers can determine ticket prices and conditions for their event, within the following structure – Adult, Concession (including senior, etc), Under 30's, Student, Child, Group, Member, Complimentary, and Subscription. Hirers may request up to two promotional price codes. Please note that the Theatre may offer concessional pricing to Theatre subscribers.

Cancellations

Cancellations made more than **30 days in advance** will incur loss of deposit, or a fee of \$388, unless the event is rescheduled at the time of cancellation.

Cancellation within 30 days will result in loss of deposit.

Rescheduling within 30 days will incur an administration fee of \$150.

The Hirer will be required to pay full staff and equipment costs, and loss of revenue if cancellations are made within 48 hours.

Fees, charges, and deposits

Venue hire fees

The Theatre reserves the right to change the below hire rates at any time.

Five Hour Hire (Minimum hire)	Up to 5 hours including a minimum of one hour prior to the performance and half an hour after the conclusion of the performance Supervising Technician included. Additional charges for Sundays and Public Holidays apply	\$ 2300
Ten Hour Hire	(Same day with one performance)	\$ 2,900
Extra performance	(Same day)	\$ 990
Hire of 3 consecutive days	(No more than 3 performances, 20 per cent discount on venue hire)	\$ 5600
Musical Theatre	(Two weeks, 8 performances, 4 x 5 hour rehearsals, 1 x 8 hour rehearsal, 8 hours bump-in time. Supervising Technician included. Additional charges for Sunday and Public Holidays apply)	\$13,917
Opera Deal	(One week, 3 performances, 4 x 5 hour rehearsals, 1 x 8 hour rehearsal, 1 x 8 hour bump-in. Supervising Technician included. Additional charges for Sunday and Public Holidays apply)	\$6,000
Additional Performance	(Opera Deal/Music Theatre Only.)	\$875
Additional Sunday Performance	(Opera Deal/Music Theatre Only.)	\$1125
Additional time, in excess of the basic hire, charged hourly		\$360
Other Venues		
Seaborn room (Event hire minimum four hours)		\$500
Arches (Event hire minimum of four hours)		\$250
Non- Performance Rate (Recordings, films, auditions, etc)		
Minimum hire:	Up to 8 hours. Theatre staff member included.	\$ 1,590
Rehearsal Space		
Auditorium (Per hour. No Inclusions)		\$120
Seaborn Room (Per hour. Upright piano included)		\$ 90

***Concessional rates are available to eligible groups. Please apply to the Theatre Manager for more details.**

Inclusions: services included with venue hire

- General cleaning costs
- Stage rehearsal time as negotiated at the time of booking.
- Reasonable use of consumables, including the contents of the stage manager's kit.
- Use of listed equipment in standard configuration
- Publication on the Theatre's website, Facebook page, and in the monthly edm (public events only.)

Technical equipment – inclusions

Audio				
Mixing console	Presonus 32 Studio Live mixing console			
Microphones	2 handheld Sennheiser wireless microphones, with two optional lavellier transmitters			
	4 microphone stands			
Lighting (Use of Lighting in standard configuration)				
Lighting desk	1	ETC ION lighting console		
Lanterns- LED	18	ETC Selador Desire D60 Lustre		
	3	ETC Led Source 4s		
	3	PL1 LED Profiles		
	7	PL1 LED Fresnels		
	6	i-LED Quad pars		
	9	ETC Colour Source Par		
	2	PR XLED500 moving heads		
Lanterns - Tungsten	6	650w	Source 4 Junior zooms	ETC
	6	600w	wide beam profiles	Prolite pr12 zpm
	6	600w	prism convex	Prolite PR12
	6	1200w	narrow beam profile	Prolite pr 6 zpm
	6	1200w	Wide beam	Selecon Pacifics
Staging and Music				
Music Equipment	7	Up to 7 pairs Wenger music chairs and Massenet music stands.		
Cables	na	XLR, DMX, and power cables as stocked.		
Backstage				
Intercom	2 channel Jands ezicom system with one 2 channel master station and headset, and five fixed belt-packs and headsets, 2 wireless belt packs and headsets, One wireless speaker with headset.			
Stage manager’s kit	Including one roll of black gaffer tape, four rolls of spike tape, two rolls of black lx tape, torch, highlighter, sharpie, pencil, ruler, two shifters, narrow nose pliers, tape measure, and spare batteries.			

Exclusions: services which attract an additional fee

Audio visual and staging charges	
Wenger Acoustic Sound Shells (5 available)	\$450
Mega-deck (Price per deck)	\$50
Mega-deck (Price for full set)	\$900
Tarkett flooring, approximately 6.5M x 6.5M. (Suitable for use with raised stage.)	\$450
Wenger Music chairs and Massenet stands, pairs, from 8 up to 80 (1 to 7 included)	\$80
Microphone stands, round base, with booms (14 available, various)	na
Tempo Chamber Music chairs, set of 6	\$80
Audio Visual system in the Auditorium (including Projector, Screen, lectern and lectern mic)	\$450
Additional Sennheiser Radio Microphone and receiver (8 available, various)	\$80
Gaffer tape, per roll	\$25
QSC K10 Fold-back/monitor Speakers, (3 available)	\$25
QSC K12 Speakers, Pair	\$60
QSC K-Subs, Pair	\$90
Crown/AKG PCC-160 Boundary mics, (4 available)	\$35
SM57 or SM57A Microphone (6 of each available)	\$15
Two way CCTV Conductor system, with three screens	\$120
Audio Visual system Seaborn room (including lectern)	\$150
Follow Spot, USHIO LED (Staff not included)	\$120
Concert lighting design	\$250
Piano, music and staging charges	
Charge for the use of the Steinway Concert D Grand Piano, including tuning.	\$650
Charge for the use of the Arches Baby Grand, or Seaborn Room upright, including tuning	\$350
Charge for piano tuning only (weekday rates)	\$200
Charge for the use of Kawai electronic stage piano, with stand	\$60
Charge for the use of Pearl Export Drum Kit, white, with Zildjian K Series Cymbal Set	\$150
Charge for the use of freestanding perspex drum shield	\$180

Other Exclusions

- Technical and dress runs will be charged according to the resources used.
- Charges may apply for extra time or staffing required to bring in or store requested equipment for the performance.
- The Theatre reserves the right to impose any additional fees according to the nature of the event. These fees will be negotiated before bookings are confirmed.
- Normal cleaning is included, however if a cleaner is required to be called in addition to normal cleaning, an additional fee may be charged.
- The Theatre must only be used for the event as outlined in the Booking Form and Letter of Agreement. Any other usage during the booking will be liable to an additional fee.
- The Hirer will be charged the replacement costs for unreasonable or inappropriate use of consumables (reasonable use will be considered the contents of the stage manager's kit, and normal rehearsal use of haze or gels) and the costs and any delivery charges for specially ordered consumables, such as gel or hazer fluid.
- Any equipment or consumable requested and approved by the Hirer to be hired or purchased for the event will be at the cost of the Hirer. Hire and purchase fees will be negotiated at the time of contract. In emergent situations these costs may be renegotiated to include extra equipment by mutual agreement.
- The standard lighting rig must not be altered without prior approval
- Should any alterations be made at the request of the Hirer, including changes to the standard lighting rig, sound equipment, stage painting, etc, the Hirer must pay any labour time, materials, and other costs required both to complete the changes, and to restore the standard conditions at the time of the hire.
- Staffing (See below)

Box Office Splits

Concessional users may be offered a box office split, to minimise up front costs.

Box office splits for a single performance for concessional users are generally structured as follows.

- Venue hire fee recovered from box office.
- A fee per ticket after venue hire charges will be retained by the Theatre up to an additional capped amount equal to the full hire charges less ten percent.
- Box office takings after that point go to the hirer.
- Should box office takings cover the venue hire fee, but not the capped amount, no further charges will be applied.
- Should box office takings not cover the venue hire fee, the hirer will be charged for the remainder of the venue hire fee.

Staffing charges

Information when calculating staffing.

Please note: Sunday and Public Holiday staffing surcharges apply.

Staffing Charges	Hourly Rate
Minimum Operational Staff per Performance \$640.00	
Ushers per performance (if volunteers not supplied) \$270	
Front-of-house manager (minimum four hours)	\$ 55.00
Box office / assistant front-of-house supervisor (minimum three hours)	\$ 45.00
House usher / stage manager (minimum three hours)	\$ 40.00
Usher (minimum three hours)	\$ 33.00
Technician (minimum three hours)	\$ 55.00
Second technician (minimum three hours)	\$ 35.00
Technical supervisor (for time worked in excess of 10 hours, Sundays, Public Holidays)	\$ 80.00
Emergency supply of staffing per staff, per hour	\$ 80.00
Minimum Sunday staffing charge	\$ 50.00

Full staffing service

The Theatre will supply full staffing on request, at a minimum cost of \$910

Minimum staffing rules

Minimum staffing rules for management of evacuation and adequate operational staffing apply at the cost of the Hirer

Required minimum operational Theatre staff Include:

- Supervising Technician (Minimum charge \$165)
- Front-of-house Manager (minimum charge \$220)
- Box Office / assistant Front-of-House Manager (Minimum charge \$135)
- House Usher (minimum charge \$120)

Minimum operational Theatre staff charge \$640

- A Theatre staff member nominated by the Theatre must be present at all times the Theatre is occupied by an external hirer, their performers, staff, or associates, and the Hirer will be charged accordingly
- The role of the Box Office manager includes front of house supervision, and evacuation, and is essential to the well running of external performances.

Required other staff may include

- Two door ushers (Minimum charge \$180, per usher \$90)
- Gallery usher (if more than 220 people expected: minimum charge \$90)
- Stage manager (minimum charge \$120)
- Second technical operator (if using two or more of lighting, sound, and video, minimum charge \$105)

You are strongly encouraged to provide your own ushers and stage manager.

Volunteer Staffing

- Anyone may perform the role of usher if inducted and over the age of 16.
- If Hirers are providing volunteer staff the Theatre must be informed in writing at least **one week in advance**.
- If volunteer ushers are agreed, but not provided, charges will apply.
- Ushers and stage managers must be present **one hour and 15 minutes before the performance** to be inducted into fire evacuation procedures.
- All ushers will work under the direct supervision of the front-of-house manager
- Ushers are not required if fewer than 40 people are involved
- Volunteer ushers will be able to sit in the Auditorium once the doors are closed.
- Ushers are not required for internal events where all participants are Wenona staff and the majority inducted into the evacuation protocols
- Internal events should nominate evacuation staff from among inducted personnel

General Staffing Policy

- All staff will be provided by the Theatre, unless previously negotiated, at the cost of the Hirer
- Minimum staffing rules for evacuation and adequate staffing apply with each hire of the auditorium. In all Theatre hires it is a condition of hire that essential ushers are employed to enable management of emergency procedures
- All events should have a nominated Stage Manager for technical liaison, evacuation and supervision.
- A Theatre representative or supervising technician must be present at all times the Theatre is occupied by an external Hirer. It is the policy of the Theatre that a technician is on site at least half an hour before the first arrival of the Hirer, at the cost of the Hirer.
- Suitably qualified and experienced technical staff will be supplied by the Theatre according to the needs of the event, and as requested by the Hirer.
- Technical staffing and the costs of technical staffing will be agreed at the time of negotiation, however emergent staffing requirements may incur additional fees.
- Only a person that has been fully inducted and deemed competent by the supervising technician may be permitted to operate technical equipment or take on a technical role, at the discretion of the supervising technician, and under their direct supervision.
- At the discretion of the Hirer, competent trainee staff may take on technical roles under direct supervision of the supervising technician.
- The Theatre Manager may refuse the use of any volunteer, trainee, or external staff.
- Use of external or volunteer staff must be confirmed within **seven days of event**. Should any arrangements for volunteer or external staff fail, staffing will be provided by the Theatre at the Hirer's expense. Supply of emergency staffing will incur a fee. Staffing minimums apply, and the performance may be suspended at the Theatre Manager's discretion until sufficient competent staff can be supplied.
- There is a minimum of four operational staff for any external performance. Use of external, trainee, or volunteer staff will not alter minimum operational staff.
- The Technician presence for an internal Hirer is at the discretion of the Theatre manager.
- All staff must have a minimum ten hour turn around between shifts. All staff must take a half hour break after every five hours worked, and staff should stagger their breaks to ensure that supervision is continuous during these breaks. It is the Theatre policy that staff should not undertake a shift longer than 8 hours. If a shift longer than 8 hours is unavoidable, staff must take a minimum one hour break after 8 hours.

Other Venue Fee information

- There is no charge for the use of the Seaborn room as a rehearsal space when part of an Auditorium booking.
- Additional stage rehearsal time should be negotiated at the time of agreement
- Separate hire rates apply to the Seaborn Room and Arches only when the Auditorium is not part of the booking, or when a separate or additional event, such as a pre-show reception, is held in a function room.

Other access and fees

Other rates and inclusions are available to certain groups and performances, under special conditions.

Please contact the Theatre Manager for more information.

Chamber music performers may apply to be part of the Theatre's Sunday afternoon chamber music series, with special rates and conditions. Applications close on August 1 for the following year. Details available on request.

Internal Users

Internal hirers are defined as Wenona staff or students producing a core business event.

Internal hirers should refer to the user pays policy. Please note that internal hirers are bound by the same conditions of use.

The Hirer is responsible for meeting all costs incurred as a result of the Hirer's requirements.

Merchandising and CD sales

Sales of CDs and other merchandising will incur a 10% commission if Theatre staff are employed to handle sales. All merchandise sold on the Theatre premises must have the written permission of the Theatre.

Recoverable expenses

Theatre reserves the right to charge fees to recover any additional costs incurred in direct association with the event – including, but not limited to:

- The costs of any repairs required to restore the state of the Theatre to that of the Theatre at commencement of the hire.
- Any fees incurred from the use of special effects without prior written authorization, such as fees associated with fire brigade response to the use of unauthorized smoke or haze effects.
- Any fees incurred from fire brigade response to the use of equipment brought into the Theatre by the Hirer, its servants, agents, or attendees, including but not limited to hairspray, portable heating, irons and steamers.
- Cleaning and repair fees related to use of bubble, haze, or other fluids.
- The cost of any repairs to equipment or fittings incurred as a result of or arising out of the hiring of the premises whether caused by any act or omission of the Hirer, its servants, agents, or attendees.
- Costs for any unplanned consumables or equipment hire requested by the Hirer as a solution to an emergent issue.
- Staffing and other costs from additional rehearsals and time in the venue.

Payments

Bonds and Deposits

- The Theatre imposes a bond on any Hirer at the time of negotiation, should the event be considered reasonably likely, after due discussion with the Hirer, to cause damage or require extra cleaning. The Theatre may deduct any expense from the bond paid to it after consultation with the Hirer. The balance of the bond will be refunded less any agreed deductions within 30 days of the conclusion of the event.
- A minimum 10 per cent deposit will be required at the time of booking confirmation for ticketed events where the Theatre manages the box office.
A minimum 25 percent deposit will be required at the time of booking confirmation for other events.
- Bookings will not be considered confirmed until receipt of the deposit.

Payments and reconciliation: Ticketed Events

- Unless previously negotiated, the Theatre will manage the box office and ticket sales on behalf of the Hirer, and shall hold all box office receipts until settlement
- The Hirer will be sent a Box Office Settlement document for review within 7 days of the conclusion of the event. On receipt of the returned and acknowledged Box Office Settlement document the balance of Box Office receipts will be released to the Hire.
- The Theatre will retain Box Office receipts for the amount of any agreed venue charges.
- All recoverable and other expenses which the Theatre may reasonably incur as a result of the Hirers event, are payable within 14 days of written notice
- The Theatre reserves the right to withhold any box office takings until all documentation is completed and received.

Payments and reconciliation: Direct Hire Events

- For events where the Theatre does not manage the Box Office, or direct hire events, the Hirer will be invoiced for the amount of any agreed venue charges, less deposits, within 14 days of the conclusion of the event.
- All venue charges, and recoverable and other expenses which the Theatre may reasonably incur as a result of the Hirers event, are payable within 14 days of written notice

Insurance, Liability, and Privacy

Public liability insurance

It is a condition of hire that you have current public liability insurance at the time of confirming the booking of your event at a value of no less than \$10,000,000.00.

Other insurance

While we take all reasonable care, the Theatre accepts no responsibility or liability for the loss or damage of items left in the Theatre prior to, during, or after the function. We suggest that Hirers arrange their own insurance.

Liability for damage

The Hirer is responsible for all damage caused to the Theatre and it's fittings and equipment as a result of the Hirer's use of the Theatre, and will be liable for any resultant repair or cleaning costs.

Copyright and Privacy

Due to copyright, privacy and child protection concerns no filming, photography, or recording of performances will be permitted, without written prior consent and authorisation from all parties.

All liability for breach of copyright is the responsibility of the Hirer.

Code of Conduct

The Theatre is a part of Wenona School ('the School'), and as such, the Hirer and their associates are required to adhere to the [Wenona Community Code of Conduct](#) in addition to normal theatrical practice. A copy of the Wenona Community Code of Practice is included in the Booking Kit.

- The Hirer is responsible for the behaviour of all its personnel, agents, or attendees.
- No smoking anywhere in the venue or on Theatre property. This includes the laneway, awning area, and all areas around and behind the dressing rooms and dock.
- No 'blue-tack', tape, or other adhesives should be used anywhere in the Theatre.
- All Hirers must comply with instructions of Theatre staff.
- Evacuation procedures must be understood and followed. ([See page 22](#))
- Prams, walkers, and wheelchairs etc must not be kept in aisles when auditorium is occupied.
- The Hirer has responsibility for maintenance and condition of the Theatre during their hire, and is responsible for the removal of all personal property and rubbish at the end of their hire.
- The Theatre is a heritage listed building. The Hirer must act with due consideration to the heritage nature and architecture of the building.
- All breakages and dysfunctional equipment, including exit signs, must be reported to the supervising technician
- Display equipment or banners may only be erected at the discretion of the supervising technician.
- Only approved and compliant height access equipment should be used in the venue.
- When exiting the venue please be considerate of our neighbours, and keep noise to a minimum.
- The Hirer's event must comply at all times with all applicable local, state and federal laws and regulations.
- There are to be no animals in the venue, with the exception of registered assistance animals.

Rules for use of the Theatre

- No food or drink permitted in the Auditorium
- Access to the Theatre for the Hirer and their associates prior to the performance will be through the laneway gate.
- No equipment or personnel are to be stationed or placed within 1 metre of fire equipment, nor in nor impeding aisles, doors, stairs, fire egress, or technical equipment.
- It is a WHS requirements that a pre-show announcement will be made before each performance covering basic Theatre rules (please see appendices)
- The Theatre manager or supervising technician will carry out a venue induction. Stage inductions should be attended, at a minimum, by all event management personnel
- Theatre staff are the only people who are permitted to turn off Theatre, foyer, and work lights.

Rules for use of the stage

- No food or drink is permitted in the auditorium, on stage or backstage. Food and drink required for staging purposes must be cleared in advance with the Theatre manager.
- No liquids to be allowed on stage except in sealed shatterproof bottles.
- Only approved spike tape or gaffer tape should be used on the stage floor.
- To cross the stage during performance performers are to use the under-stage corridor only.
- Stage winches, lighting truss, or hydraulic stage are to be operated by authorised personnel only.
- The hirer and associates must observe any safety barriers or taped out areas.
- Do not drag any object across the stage.

- Nothing is to be attached to the apron stage by any means under any circumstances
- The proscenium arch stage may be drilled or screwed into with prior permission, at the discretion of the Theatre Manager
- Stage painting will only be permitted on the proscenium arch stage, with prior permission. Only approved stage paint should be used, and the stage must be returned to it's original condition at the Hirer's cost.
- A clear path from the nearest audience access steps and a minimum 1500mm clearance must be maintained from the onstage fire hose reel.

Failure to comply with the Theatre Code of Conduct or Wenona Community Code of Conduct may have consequences for current and future bookings.

Front of House

General FOH

- All front-of-house staff and ushers should be briefed before each performance
- It is the responsibility of FOH staff, including volunteers, to keep aisles clear
- It is the responsibility of FOH staff, including volunteers, to ensure that no food or drink is taken into the Theatre during an event.

Storage and deliveries

- The Theatre has limited storage, and cannot accept responsibility for any items belonging to the Hirer. .
- All equipment must be removed at the immediate conclusion of any hire.
- Lost property will be held for a **maximum of one week** after the event.
- Deliveries must be made to 176 Walker Street North Sydney within School hours. All items should be marked for the attention of the Theatre Manager with the function name, date and number of items being delivered.
- Equipment may be brought in via the Miller St laneway, or from the right of way off Ridge street with prior notice.

Food and beverages

Catering and concessions

- Coffee, tea, and a selection of refreshments may be offered for sale during the event with a charge to patrons.
- Access to basic tea and coffee supplies in the Green room for performers and production staff up to 15 people is included in the agreement. Additional personnel can be accommodated at a cost of \$1 a head. Food for production personnel can be provided at the cost of the Hirer.
- Full catering can be organized through Theatre management.
- Confirmation of catering numbers should be received at least **seven days in advance**. Charges will be based on no less than the confirmed numbers.
- Details of approved caterers will be supplied upon request.
- No deep frying or boiling is permitted in the kitchen as it will set off fire alarms. Fees associated with the arrival of the fire brigade will be the liability of the Hirer.

Alcohol

- Alcohol will only be served at the specific request of the Hirer and at the discretion of the Theatre Manager.
- The bar will only be open for 1 hour prior to and 30 minutes following any event.
- No alcohol will be served at any event involving minors.
- The Theatre, will staff and operate the Theatre bar when required, for the service of alcoholic beverages in accordance with On-Premises Licence number LIQO624006944.
- Strict rules and conditions apply to the service of alcohol, according to the licence conditions imposed by the Liquor Act and Regulations 2007.
- Consumption of alcohol is restricted to designated foyer areas.
- No alcohol will be provided by the Theatre for off premises consumption under any circumstances.

For full alcohol restrictions see the Wenona policy paper. (Available on request)

General WHS

The Theatre reserves the right to impose any conditions it considers reasonable or necessary to achieve the safe and proper use of the Theatre and its immediate surrounds

- All staff, volunteers, performers, and contractors are subject to the WHS policies of the Theatre, including manual handling, and fire regulations, and are bound to work in a safe manner.
- Maximum occupancies are to be observed ([See page 5](#))
- No unauthorised person is permitted on stage when lighting bars, front-of-house truss, or hydraulic stage are in movement, nor during other set-up activities at the discretion of the supervising technician .
- Only authorised personnel are to operate the stage winches, front-of-house lighting truss, hydraulic stage, and other technical equipment
- Emergency stops for theatre equipment are located to either side of the proscenium arch, on the stage side, and on the catwalk over the stage. ([Refer map on page 44](#))
- Any safety hazards incidents or near misses, or unsafe equipment, are to be reported to the supervising technician immediately
- If required the Hirer must complete a risk assessment for their event at least 7 days prior
- Exit signs must be on at all times
- Aisle lights must be on whenever the auditorium is occupied
- Blue back-stage lighting must be on at all times.
- All electrical equipment must have a current test and tag
- All cables must be taped or covered to remove trip hazards.
- Areas marked out with white tape indicate permanent egress or access areas and must not be blocked
- Areas marked out with black and yellow hazard tape indicate permanent hazards, and should not be crossed.
- All lighting is under the control of the supervising technician.
- Closed toed shoes must be worn at all times on stage. Exceptions may be made for performance conditions at the discretion of the Theatre manager
- The Theatre reserves the right to restrict access to any part of the Theatre and the Hirer shall comply with any barriers in place.
- No items will be suspended from, or within 1 metre of, lighting equipment
- Use of strobe lighting and effects are at the discretion of the supervising technician and patrons must be alerted to the use of effects and strobe lighting prior to the event.
- Only approved and compliant height access equipment should be used in the Theatre
- No equipment or personnel are to be stationed or placed within 1 metre of fire equipment, nor in nor impeding aisles, doors, stairs, fire egress, or technical equipment. ([Please see map on page 44 for some of these areas](#))
- A clear path from the nearest audience access steps and a minimum 1500mm clearance must be maintained from the onstage fire hose reel. ([Please see map on page 44.](#))

Evacuation plan

- All event staff are to be inducted into the Emergency Evacuation Procedures for the Independent Theatre prior to any event.
- Before the performance or event commences the Front-of-House Manager will open the laneway doors, open the Atrium laneway doors, checking that the laneway gate is closed for security reasons.
- The Box Office manager will open the main Theatre doors, remaining in attendance for security reasons

- Before each external performance a pre-show announcement will briefly outline the evacuation procedure.

In the event of an emergency

An alarm will sound

- Emergency lighting will turn on and a siren will sound.
- An announcement will be made by the technician
- All personnel are to leave their possessions and follow the directions of the Fire Wardens
- Fire evacuation personnel according to their assigned role will
 - Open all egress doors
 - Guide and assist patrons to exit the building calmly by their nearest exit
 - Check that their area is clear of personnel, where safe to do so.
 - Report to the Theatre Manager
- All performers and staff will exit the building calmly by their nearest exit
- Patrons and staff are to assemble in St Leonard's park, near the War memorial.
- Evacuation personnel report clearance to the Theatre Manager
- The Theatre Manager will report to emergency and School personnel as appropriate
- [See Evacuation map on page 49.](#)

Fire regulations

- No scenic elements over 2 metres high, with the exception of the acoustic shells
- No sets or props may block or impede fire equipment or fire egress
- No naked flames or flammable gases or flammable liquids on stage
- All fabrics and backdrops on stage must meet Australian standards for fire safety and documentation must be made available on request.
- No egress doors shall be locked or blocked when the Theatre is in use.
- No equipment or personnel are to be stationed or placed within 1 metre of fire equipment, nor in nor impeding aisles, doors, stairs, fire egress, or technical equipment.
- A clear path from the nearest audience access steps and a minimum 1500mm clearance must be maintained from the onstage fire hose reel.
- [Please see map on page 44](#)

The Independent Theatre Technical Specifications

The Stage

Description

The stage is a proscenium arch stage, with baroque details, with a modern apron stage in front of the proscenium arch. The finish of the apron stage is marine ply. The apron stage has a height adjustable hydraulic middle section. The original stage has a raked masonite floor, painted black. The stage crossover is the under-stage corridor. It is accessed by narrow stairs and should not be considered an option for rapid crossing. Care should be taken when planning entrances to avoid crossovers where possible.

Load Ratings

Stage load ratings	
Stage distributed Load Limit	3KPA
Stage Point Load Limit	Unknown
Stage rake	2.5 to 3 degrees
Apron Stage Load Rating	
Floor rating	7.5 kpa
WLL	2500kg
Point load limit	400kg

Stage Dimensions

Proscenium	
Width	6270
Height	5220
Setting line	Approximately 200 upstage of the proscenium, and 951 from the edge of the stage
Stage	
Stage width	12 000
O.P. wing	Approx. 2700
Prompt wing	Approx. 2900
	Note: The stairs to the under-stage corridor occupy the greater part of the downstage wings. Please consult stage plans on page 43 of this document.
Stage depth	6335
Stage height	1350 at proscenium
Grid height	5330
Ceiling height	7665

Stage dimensions (continued)

Apron Stage	
Full width	12 000
Width of Wings	Approx. 2500
Depth	Approx. 3440
Height	580
	Steps to Auditorium are recessed in outer edge of apron wings.
Hydraulic Section	
Width	7000
Depth	4140
Hydraulics	Jands Serapid hydraulic stage Operation opposite prompt proscenium
Range of travel	0 - 1350
Lowest point	Auditorium floor level
Highest point	Stage level
Standard setting	580

Stage Drapes

Please note the Theatre does not have a fly system and lacks the capacity to alter the position of onstage drapes.

Stage Drapes	
House curtain	Red velvet
Operation	Manual pulley operation from stage left
Legs	Three sets of black wool legs, 2000 wide
Upstage traveller	Black wool, 8000 wide, 5500 drop
Operation	Manual pulley operation from stage left
Cyclorama	8000x5500

Lighting Positions

Lighting positions	
Onstage	2 lighting bars
Operation	Jands Mp480h manual stage hoists prompt side operation
WII	350kgs distributed
Point load	150kg
FOH truss	Jands mechanised lighting truss
Operation	Prompt side proscenium
Working load limit	500kg distributed
Point load	100kg
Booms	4 fixed booms in Front of House positions 4 portable booms on stage

Staging Equipment and Options

5 Wenger “Forte” acoustic shells in beech finish.

Mega-deck

The Theatre has a small kit of mega-deck staging, used for stage extensions, choir risers and trucks.

- 3 x 1800 x 500
- 2 x 800 x 500
- 5 x 1200 x 600
- 4 x 2400 x 600
- 4 x 1800 x 600
- 2 x 400 x 600
- 3 sets of wheels.
- Multiple legs at different heights.

Tarkett

The Theatre has a small section of removal Tarkett flooring, approximately 6.5M x 6.5M, suitable for use with the raised stage.

Standard Staging Options

Please note there are three standard options for the look of staging in the Theatre.

- Option one: Black tabs across the back of the stage. Good for high impact.
- Option two: White Cyclorama across the back of the stage. Good for Lighting effects.
- Option three: Beech Soundshells across the back of the stage. Acoustic advantage.

Regardless of the option selected, all crossovers must use the under-stage corridor.

Other Staging Options

The Hydraulic Stage may be adjusted as follows.

- Recital. (Standard) A full 12,000 width level Apron stage, 770mm lower than the Proscenium Stage.
- Pit. The 7000mm centre section of the stage is lowered flat to the floor, leaving the ‘wings’ of the Apron stage to either side at approx 600mm high.
- Full height. The centre of the stage raised to the height of the proscenium stage, creating a ‘square’ stage of approximate 7000 x 7000 at approx 1400mm high.

Please note specific rules for safe access and use apply to all configurations of the stage.
The hydraulic stage cannot be moved during a performance.

For further information please consult [stage plans](#) on page 43 of this document.

Technical Equipment

Audio				
Mixing console	Presonus 32 Studio Live mixing console			
	QSC USA 1310 power amplifiers			
Amplifiers	2 x QSC AD S10T			
Front of House Speakers	1 x QSC K10 (Centre)			
Foldback and Other Speakers	2 x QSC AD S10T (Fixed)			
	3 X QSC K10 (Portable)			
	2 x QSC K12 (Portable)			
	2 x QSC KSUBS (Portable)			
Microphones, Wireless	Four Handheld Sennheiser wireless microphones, four Sennheiser laveliers, 8 Sennheiser Receivers. One Sennheiser Wireless Lectern Microphone			
Other microphones	6 x Shure SM57			
	6 x Shure SM57A			
Cabling	14 Microphone stands, round-base, various heights.			
	32 way Multicore, split as: sends 13 - 24 & returns 5-8			
Lighting				
Lighting desk	ETC ION lighting console			
Dimmers	5 Jands GP dimmer racks, each 12 channel, 2.4 kW per channel			
Power	Five 3 phase outlets each 40 amp			
	Five 10 amp circuits			
Lanterns - Tungsten	6	650w	Zoom profile	ETC Source 4 Junior
	6	600w	wide beam profiles	Prolite pr12 zpw
	6	600w	prism convex	Prolite pr12
	6	1200w	narrow beam profile	Prolite pr 6 zpm
	6	1200w	Wide beam	Selecon Pacifics
Lanterns- LED	18	ETC Selador Desire D60 Lustre		
	3	ETC Source Four LED Series 2 CE Lustre		
	3	PL1 LED Profiles		
	7	PL1 LED Fresnels		
	6	i-LED Quad pars		
	9	ETC Colour Source Par		
	2	PR XLED500 moving head		
Audio visual				
Projection Screen	Motorised Rear projection screen positioned at Proscenium			
Projector	Rear Projection Panasonic PTDZ870EK 8500 ansi lumen WUXGA projector, mounted. Control positions Stage left apron and Bio box (White ipad) One portable Epson Projector 1776			
Backstage				
Intercom	2 channel Jands ezicom system with one 2 channel master station and headset, and five fixed belt-packs and headsets, two wireless, one wireless speaker with headset.			
Stage Manager kit	Including black gaffer tape, four rolls of spike tape, black lx tape, glow-tape, torch, highlighter, sharpie, pencil, ruler, two shifters, narrow nose pliers, tape measure.			

Music Equipment

Instruments	<p>Steinway Concert D Grand Piano (Auditorium)</p> <p>Yamaha Upright (Seaborn Room)</p> <p>Yamaha Baby Grand (Arches)</p> <p>Kawai ES8 Electronic Stage Piano</p> <p>Pearl Export Drum Kit with Zildjian K Series Cymbal Set</p> <p>Perspex drum shield.</p>
Chairs and Stands	<p>Wenger student Chair, Black x 60</p> <p>Tempo adjustable chamber music chair x 6</p> <p>Adjustable Bass stools x 4</p> <p>Adjustable Piano Stool x 2</p> <p>Fixed Piano Bench x 2</p> <p>Manhasset Music Stands x 45</p>

Communication Systems

Production desk positions

Location	Row G stalls
Capacity	DMX
	Talkback
	Mic input
	Power

Stage manager's desk

Location	O.P side of stage
Capacity	Talk back A and B
	Audio patch bay 13-24 sends, 5-8 returns
	Speakon patch
	Wip phone
	Power point

Other stage positions

Down stage prompt position	DMX #6
Up stage O.P position	Talk back A and B
	Lighting patches 160-162
	Smoke exhaust switch
Down stage prompt side	DMX #7
	Speakon patch
	Blue flasher light input
	Power point
	Network point
Up stage prompt side	Talkback A and B
	Speakon patch
	Network
	Patches 150-152
	40 Amp 3 phase
Prompt side apron	Audio patch 1-12 sends, 1-4 returns
O.P side apron	Power point

Jands Ezicom

Headsets and belt packs are available at either side of the stage, in the Inner Foyer, in the Box Office, in the recording studio, and in the Bio box.

Two wireless headsets and belt packs are available, and one wireless speaker with headset for use in the Seaborn room or dressing rooms.

Technician and Technical Requirements

Technical requirements

The supervising technician must receive your technical requirements with sufficient time to carry them out in a safe and efficient manner. Every attempt will be made to carry out late notice of technical requirements, however the supervising technician reserves the right to refuse any “last minute” requests, regardless of impact on the production, should they impose, in the supervising technicians reasonable opinion, inappropriate use of time, delays to production elements, alteration to existing set-ups, unsafe or inefficient methods, or are otherwise detrimental to the safe and effective conduct of the performance

- Where possible, stage plans indicating positions of equipment and lighting areas should be submitted a **minimum of seven days in advance**
- Written notice, lists, and descriptions of lighting, audio, and staging effects and technical requirements must be received a **minimum of 14 days in advance**.

Technical staffing

Regardless of personal status, only a person deemed competent and fully inducted by the supervising technician, and at the discretion of the supervising technician, will be permitted to operate technical equipment.

- At no point should any person who has not been inducted and deemed competent operate any equipment
- All technical staff for the event will remain under the supervision, and control and responsibility of the supervising technician, and be bound by Theatre policies
- At the discretion of the supervising technician, a person that has been fully inducted and deemed competent by the supervising technician may be permitted to take on a technical role.
- At the discretion of the Theatre Manager, competent trainee staff may take on technical roles under supervision of the supervising technician, and with knowledge of the Hirer
- The Technician presence for an internal Hirer is at the discretion of the Theatre manager.

Use of Technical Equipment

- The use of any external equipment is at the discretion of the supervising technician.
- All electrical equipment brought into the Theatre must be tested and tagged.
- All incandescent lighting equipment must be warmed up before use
- All technical equipment for the event will remain under the supervision of the supervising technician.
- The Independent reserves the right to refuse the use of equipment which is considered faulty, dangerous or likely to cause damage to the Theatre, it's fittings, equipment, or occupants
- Any outside equipment incorporated into Theatre equipment is to be installed under the direct supervision of the supervising technician.
- All outside equipment remains the responsibility of the Hirer. The Theatre accepts no responsibility for damage to equipment incurred before, during or after any event.

Authorised access

- Use, access to, and authorised users, of all technical equipment on site is at the sole discretion of the supervising technician
- No unauthorised access to or interference with technical equipment is permitted, including lighting and sound desks, and any lighting, audio, video, or staging equipment.

For the safety of all concerned, the following applies.

- There is to be no unauthorised access
 - To the bio box
 - To "staff only" areas
 - Past safety barriers or hazard tapes
- There is to be no unauthorised access or interference with
 - Stage winches
 - Front-of-house lighting truss
 - The hydraulic stage.
 - Height access equipment
- There is to be no unauthorised movement of acoustic shells

If it's not your job, don't touch it!

Technical warnings

- All controlled lighting blackouts for technical purposes, outside of performance conditions, will be preceded by the warning of "going to black" all personnel at that point should stop what they are doing, and stop moving, until lighting is restored or they are otherwise instructed.
- Where possible, high volumes and testing through the audio system will be preceded by the warning "noise in the house". At this point all non-required personnel are recommended to vacate the area.
- Moving staging equipment during bump-in or rehearsal will be accompanied by the warning "moving on stage". All personal should clear the stage at this point.

If a technician at any point gives the warning "clear the stage" immediately leave the stage area

Props, drops, and effects

- Legs cannot be moved from standard position, and should not be draped over rails or other objects, or knotted up.
- Props should be organised on a props table, with due regard to egress and access, and must be stored in a safe way
- All suspensions on stage must use rated methods of suspension, including hanging irons, and other fittings. Fishing line, string, and cords will not be permitted for use in suspending items unless approved by supervising technician. Recommendation is rated VB cord, rated sash, and braided, rated fishing line.
- No “puff” cigarettes will be permitted on stage, as the powder is now known to be a carcinogen. Electric cigarettes emitting water vapour with no nicotine are the only smoking artifice permitted on stage
- No fire arms, including replicas, will be permitted on stage without the relevant NSW state permissions and restrictions
- All backdrops and fabrics on stage must be fire retarded to Australian standards,
- No breakables to be used on stage. Where possible, glass and ceramics should be replaced with polycarbonate and melamine, or controlled by other means.
- No fire or naked flame to be used on stage.
- Explosives, fuel, ammunition, firearms or flammable liquid or substances are not permitted to be brought into the Theatre or be on Theatre property. Where any such articles required, due to the nature of the function, prior written consent must be obtained from the Theatre, and any relevant certifications or permits must be submitted before the event. Use is at the discretion of the Theatre Manager.

Props and Effects requiring prior approval

- Hay
- Pyrotechnics
- Feathers
- Glitter
- Breakables including glass and ceramics
- Any kind of cigarette, including herbal, puff and electric
- Water
- Food and drink
- Flour or other powders
- Balloons
- Smoke or haze
- Bubbles or foam
- Sand
- Animals
- Flames and flammable gases or liquids

Appendices

Announcements

Pre-show Announcement

Good Afternoon/Evening Ladies and Gentlemen and welcome to today's/tonight's performance. We'd like to take this opportunity to remind you to switch off all mobile phones and devices, and remind you that flash photography and videography of any kind are not permitted. Please take a moment to observe your nearest exit. In the unlikely event of an emergency exit the building calmly and quietly and follow your trained ushers to Ridge St, and then to St Leonard's park.

Thankyou, and enjoy the performance.

Intermission

Thankyou Ladies and Gentlemen, there will now be a twenty minute intermission. Refreshments are available in the foyer. Please note that no food or drink is permitted in the Auditorium.

Emergency

Ladies and Gentlemen, the Theatre's emergency alarm system has been activated. Please exit the building calmly and quietly, through the doors on your left, following your ushers up to Ridge St, and to St Leonard's park.

Pre-production Information

Please forward this information to all performers and production personnel for your event.

Accessing the Theatre: All production personnel should come through the green gate on Miller Street to the left of the building and down the laneway. (see map at the bottom of the page) Please come straight down the laneway to the Stage door.

Bringing in equipment: The dock may be accessed from the Stage door entry, from the inside only. Please enter from Miller Street.

Short term access and parking for loading and unloading equipment only is available in the Apartment building parking lot behind the Theatre, accessed from Ridge Street.

For access, or if you meet any issues please phone 0439 610 671

Induction: Please allow time to gather for a brief Theatre induction before rehearsals start.

General Rules: Please observe the following rules when you arrive at the Theatre

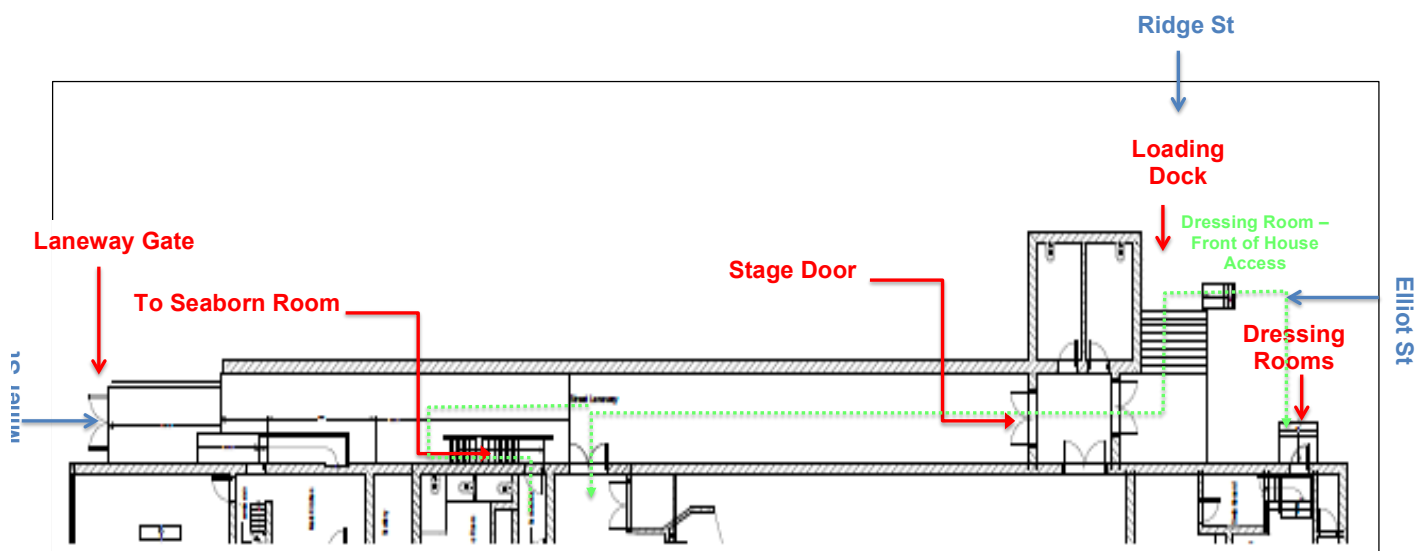
- No food or drink in the Auditorium, (including lollies and chewing gum)
- Please be aware that no blue tack or sticky tape should be used to put up signs in the Theatre. Please use the pin boards or sign holders provided.
- Any audio, photographic or video-graphic equipment should be set up so that egress, doors, stairs, and fire equipment remain clear at all times.
- No bags, cases, equipment or personnel are to block stairs, doors, egress, or access to fire equipment such as extinguishers.
- No smoking anywhere around the Theatre, including the lane way and back areas.

For other guidelines and information please consult the Theatre's conditions of use.

After your performance: Please make sure you remove all signs, rubbish and personal property from green rooms, dressing rooms, the auditorium and the stage.

Thank-you for your understanding.

We look forward to seeing you in the Independent.



Accessing The Independent

Induction Information

Please be aware that this is a heritage listed building and act accordingly.

Front of House

- **Bathrooms** are located to the left of the Auditorium as you face the stage. There are also bathrooms in the foyer and dressing rooms, and upstairs immediately outside the Seaborn room
- **No food or drink in the Auditorium with the exception of sealed, shatterproof water bottles**
- **Egress** must remain clear at all times, including the under-stage corridor. Please store all equipment, bags, cases etc clear of stairs, corridors, and doorways.
- **The Seaborn room** is located upstairs at the Miller Street end of the building. This room can be used as a green room, dressing room, etc
- **First Aid kits** are located in the Seaborn room kitchen, out the front of the building next to the Box Office, and back stage next to the door. A Defibrillator and Epipens are located next to the Box Office.
- **Please note the positions of fire extinguishers and hose reels**
- **Please familiarise yourselves with emergency egress from the stage, dressing rooms, and green room.**
- **Please notify the supervising technician of any breakages, accidents, incidents, or first aid requirements.**

On Stage

- **No Go Areas.** Areas marked with white or black and yellow tape, or hazard barriers, must stay clear of personnel and equipment at all times.
- **For your safety do not cross behind the black curtains upstage** This is a storage area only. All stage crossovers must make use of the under-stage corridor.
- **For your safety do not touch technical equipment, winches, or sound shells**
- **Do not place anything on the Steinway** Only the pianist, MD or Theatre staff should touch, move or adjust the piano.
- **Please use the stairs only** to access the stage
- **Backstage** Please familiarise yourself with the positions of smoke sensors in the dressing rooms and avoid using hairspray, steamers, Irons, kettles or similar in their vicinity.
- **Evacuation.** In the event of an emergency exit the Theatre **immediately** by your nearest exit, go up to Ridge St, and assemble at the war memorial in St Leonards park. Please take a moment to identify your nearest exit while on stage or in the dressing rooms.

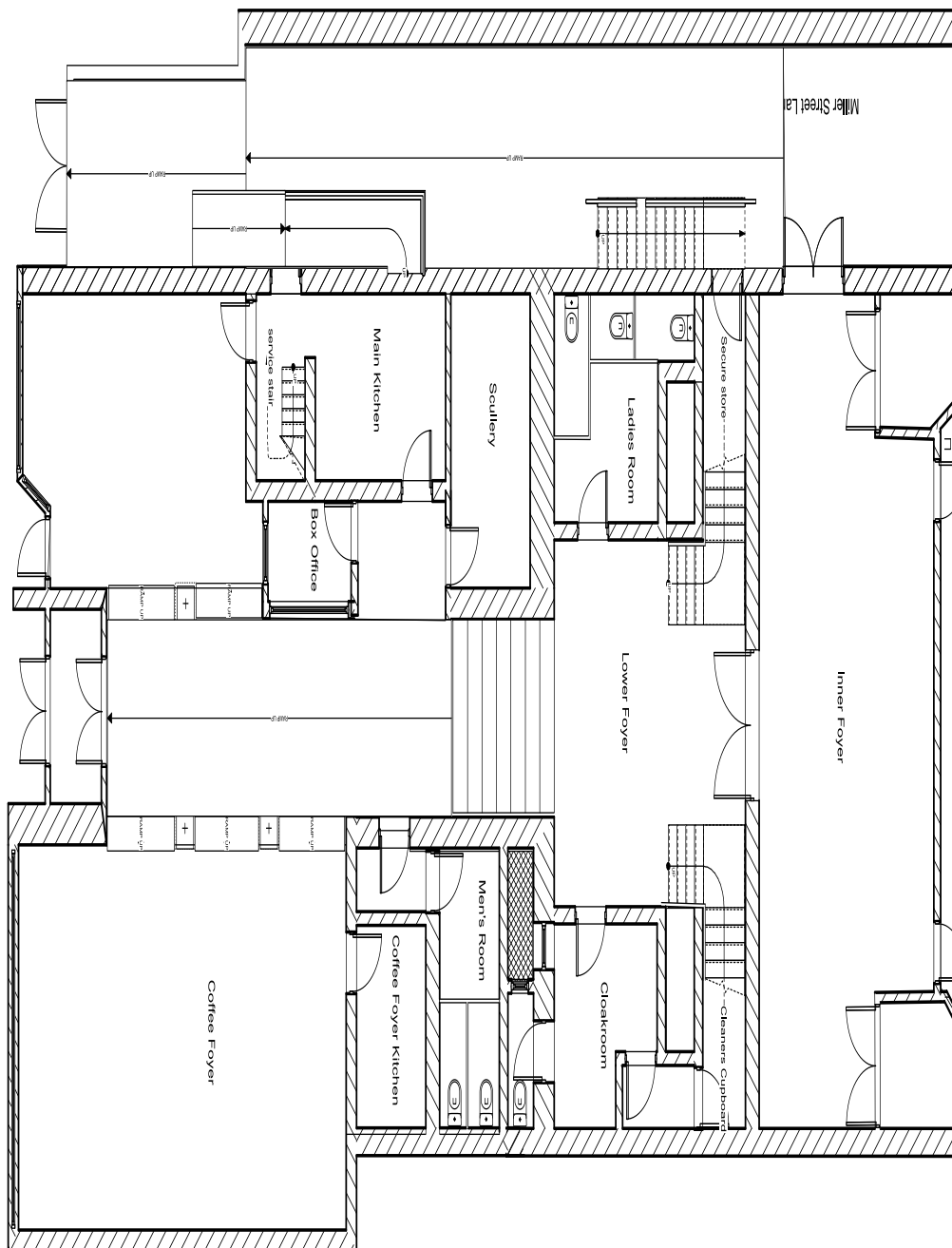
A Brief Glossary of Terms

Acoustic shells/ Sound shells	Large “mobile” plywood structures used to enhance the acoustic properties of the Auditorium, approximately 3 metres wide and four metres tall.
Apron stage	A section of stage in front of the proscenium
Back stage	Areas and tasks involving the stage, dressing rooms, and performers areas.
Bio Box	The permanent control room, where lighting and sound are run from, located at the rear of the auditorium in relation to the stage.
Bump-in	The time allotted to bring in and set up any equipment required for the performance
Bump-out	The time required to remove all equipment, personal property, and personnel after a performance
Consumables	Refers to any equipment or requirement which will be used up, or consumed, during performance or rehearsal. This may include batteries, gels, light bulbs, food and drink, etc
Cyclorama (cyc)	The (usually) white cloth hung at the back of the stage, used for lighting.
Dock	Best access door to bring equipment into the Theatre
Dress Rehearsal	Rehearsal done with full technical and design elements for the benefit of all participants. Generally a dress rehearsal is only relevant for fully staged dramatic and operatic productions.
Front-of-House	Areas and tasks involving tickets, marketing, the box office, foyers, and any reception areas. In the Independent Theatre, front-of-house areas include the box office, kitchens, arches, inner foyer, upper foyer, and the Seaborn room. Front-of-house also refers to positions in the auditorium, as opposed to onstage.
Gallery	Auditorium seats in the mezzanine or upper level, also referred to as the dress circle
Green Room	A generally private room, isolated from the audience, for performers and production personnel to gather, deposit personal property, and eat any meals etc
House Curtain/Tabs	Stage width and height curtains located just behind the Proscenium
House seats	Seats reserved for staff and associates of the Theatre, and Theatre management. In the Independent, this includes School, and School management.
Merchandise/ Merchandising	Refers to any item sold by the Hirer at the time of the performance – this may include books, cds, clothing, or promotional exhibits.
O.P (Opposite prompt)	Stage Right; actor's right when facing the Audience
Production position	A position in the auditorium with capacity for temporary sound and lighting control to be installed. The production position is used for dress and tech rehearsals.
Prompt	Stage Left; actor's left when facing the audience
Proscenium (pros)	The arch dividing the auditorium from the stage. In the Independent, the proscenium divides the apron stage from the “old” stage.
Setting Line	Imaginary line upstage of the Proscenium arch and house curtains, indicating the furthest downstage point where staging can be placed without interfering with the movement of the house curtain.
Stage Door	Access door for performers and production personnel to enter the Theatre
Stage rehearsal	A rehearsal done without technical elements, for the benefit of performers and production personnel. A stage rehearsal may include establishing positions, or becoming accustomed to the space and it's acoustics etc.
Stalls	Auditorium seats on the lower level
Standard rig	The usual lighting rig, designed to meet most general lighting requirements in the Theatre, according to precedents set by previous performances.
Tech (technical) Rehearsal	A rehearsal done with any technical elements, such as lighting and sound, which may include sound checks, done for the benefit of technical personnel.

Venue Maps

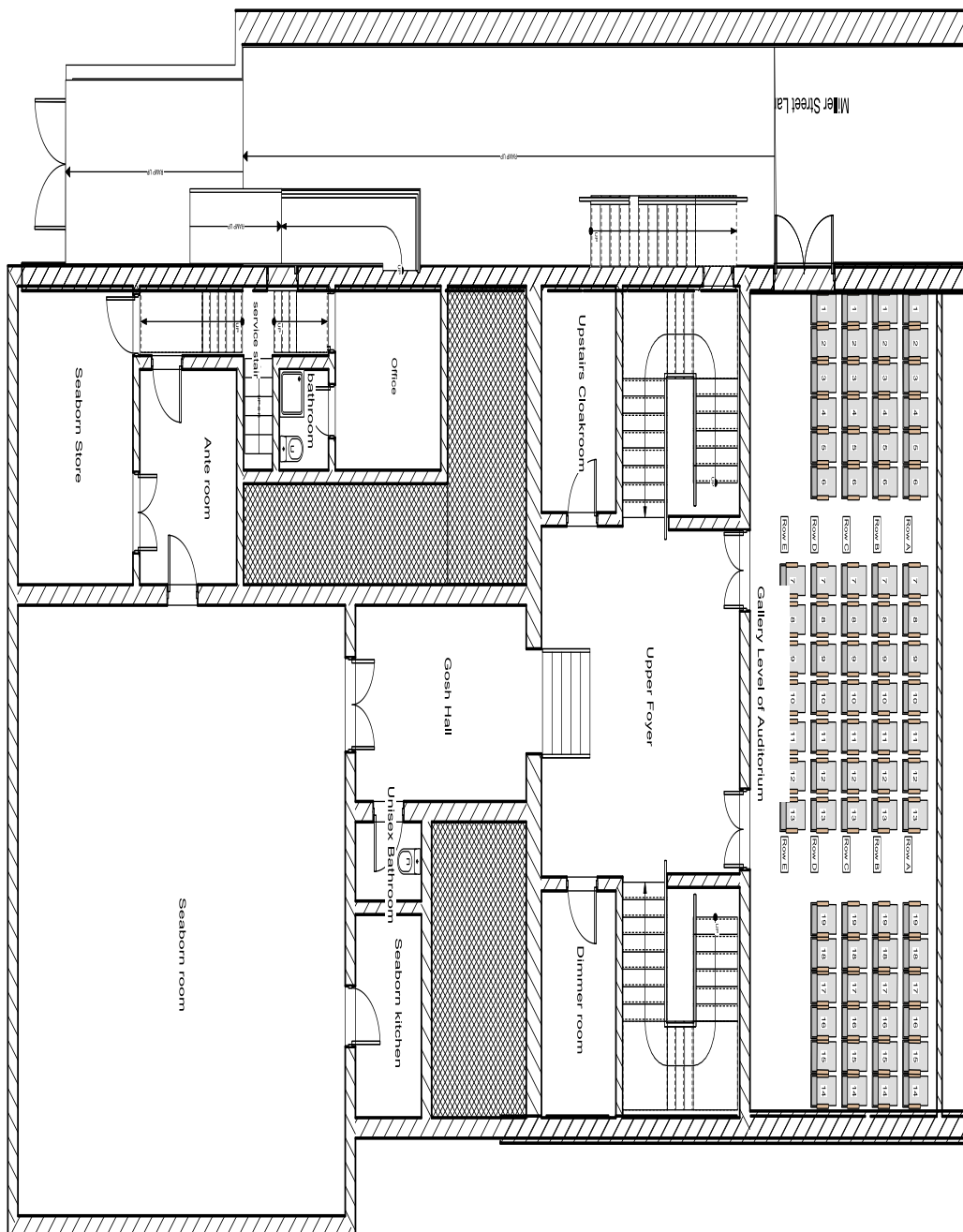
Ground Floor

Ground Floor Front of Union

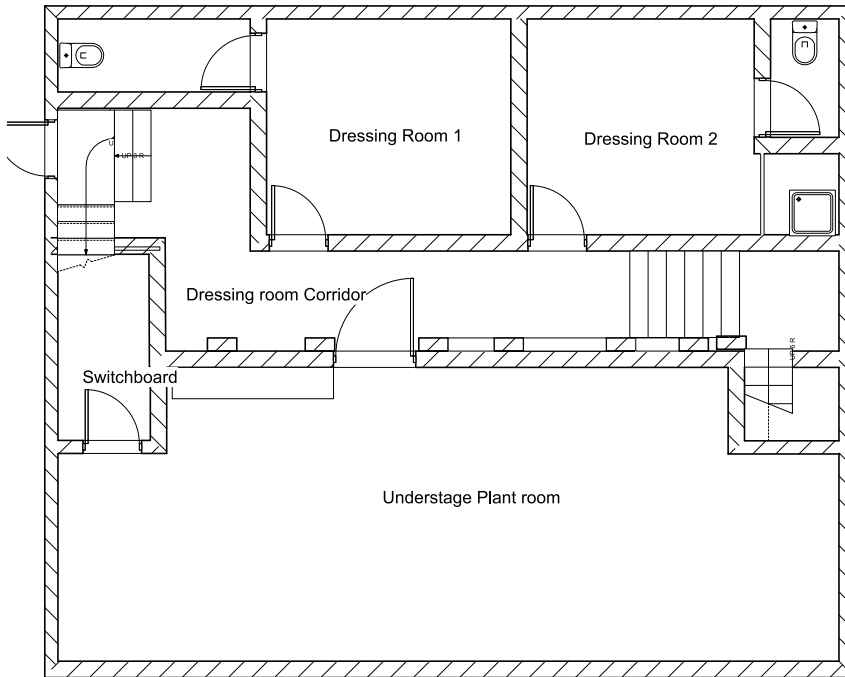


First Floor

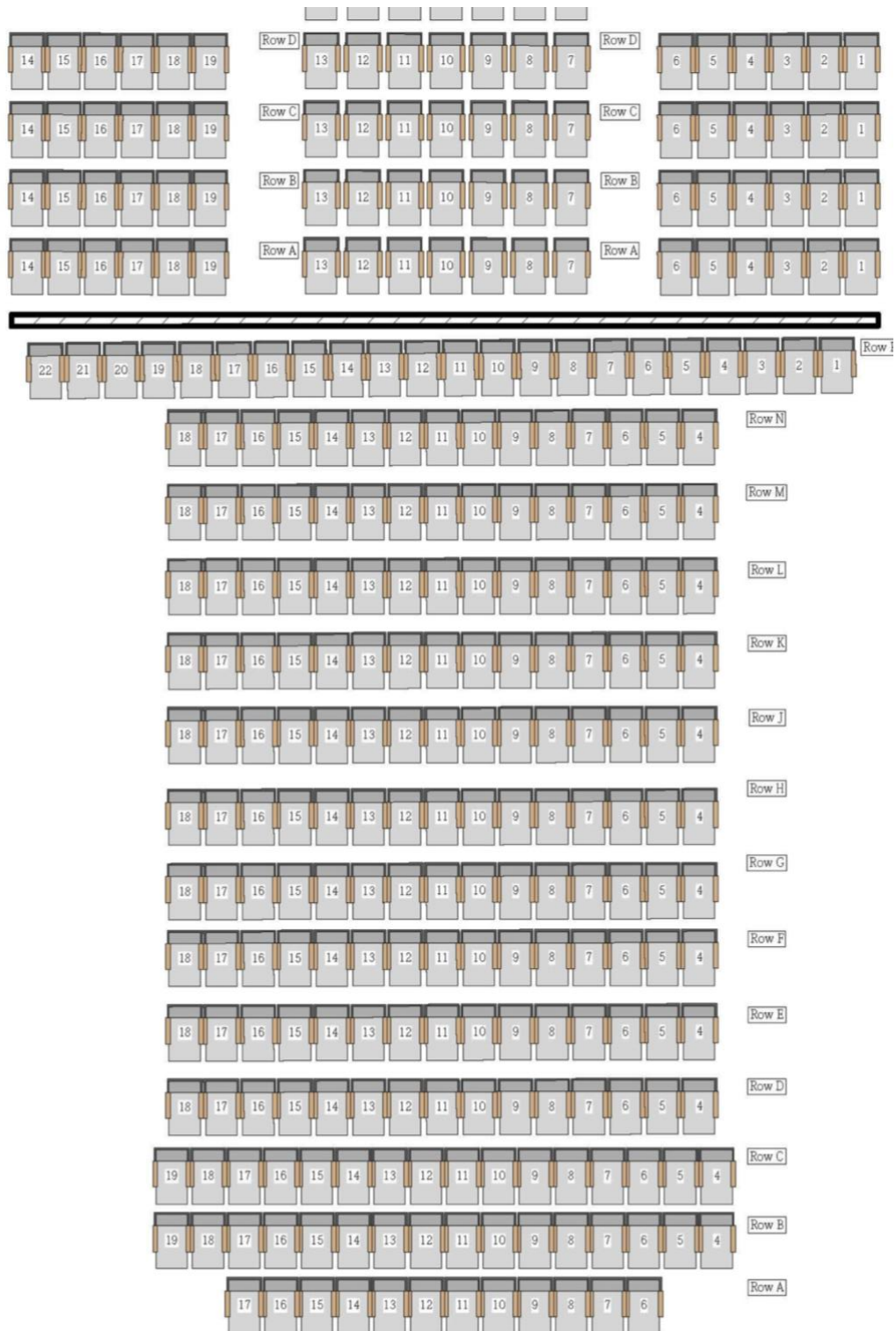
First floor, Front of House



Under-stage

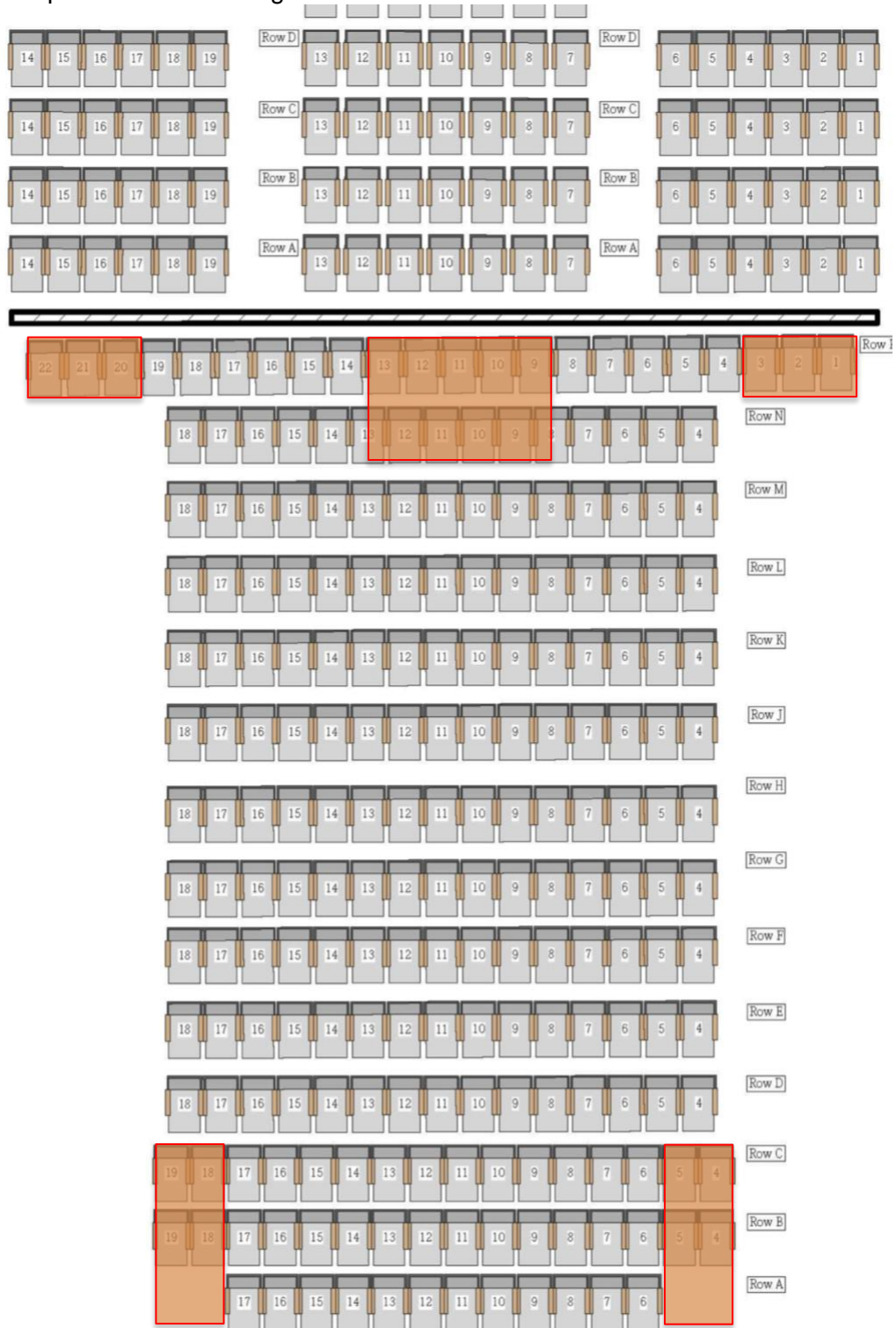


Seating Plan

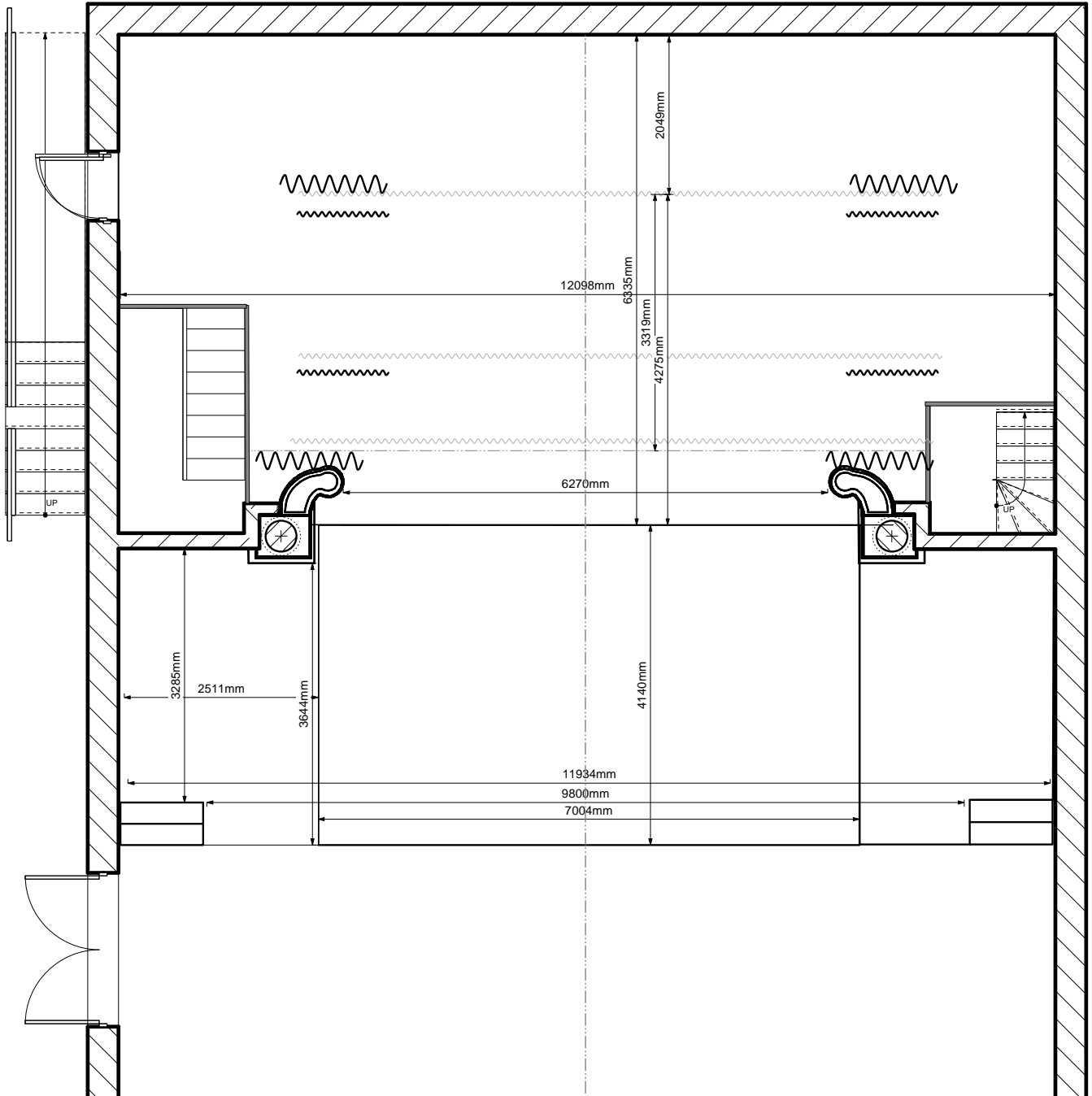


Equipment Positions

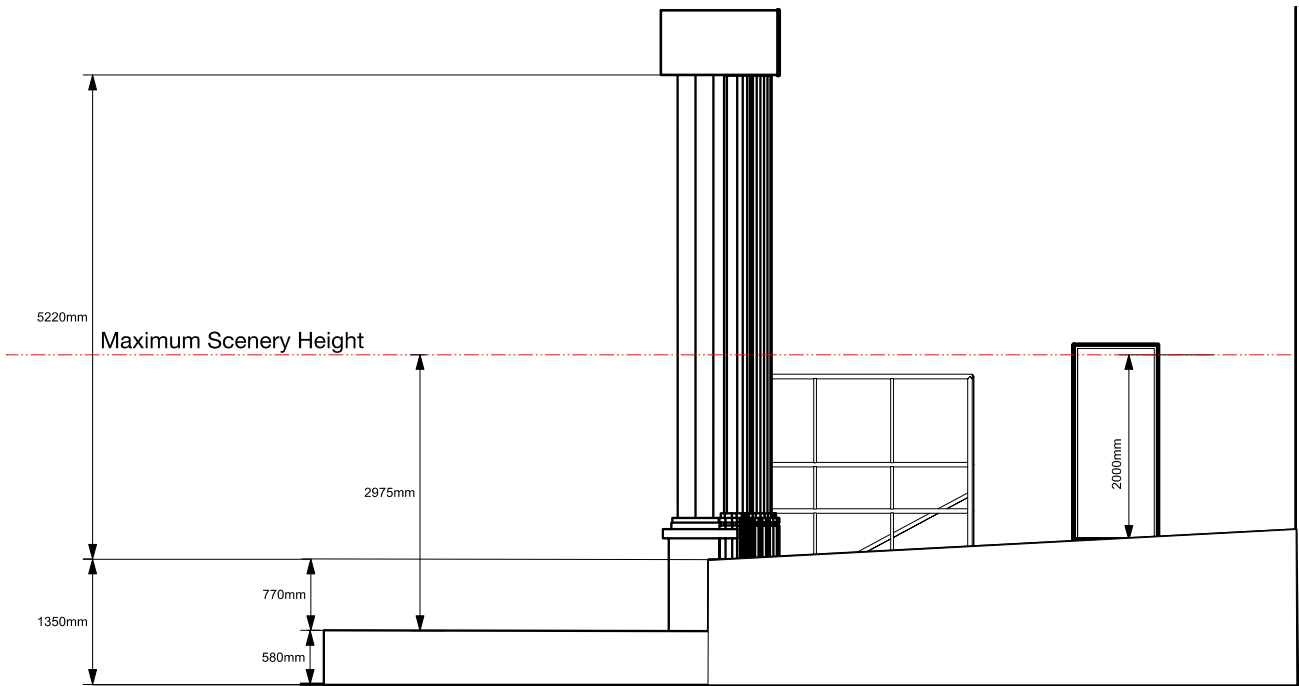
Shaded areas indicate seating which may be blocked for filming and equipment positions. All such equipment must be discussed in advanced. No other positions will be considered without a minimum six weeks prior notice in writing.



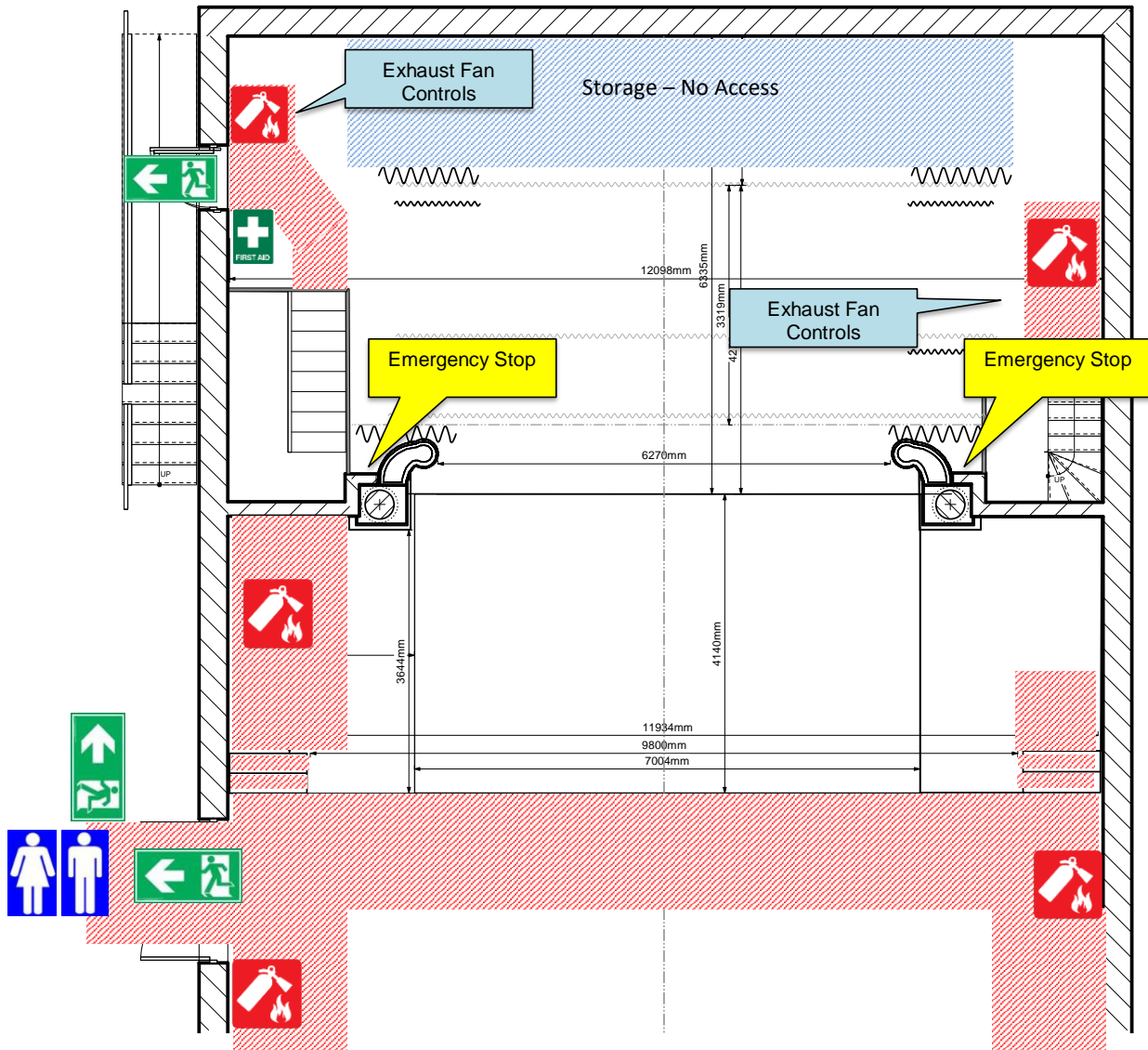
Stage Plan





Side Elevation



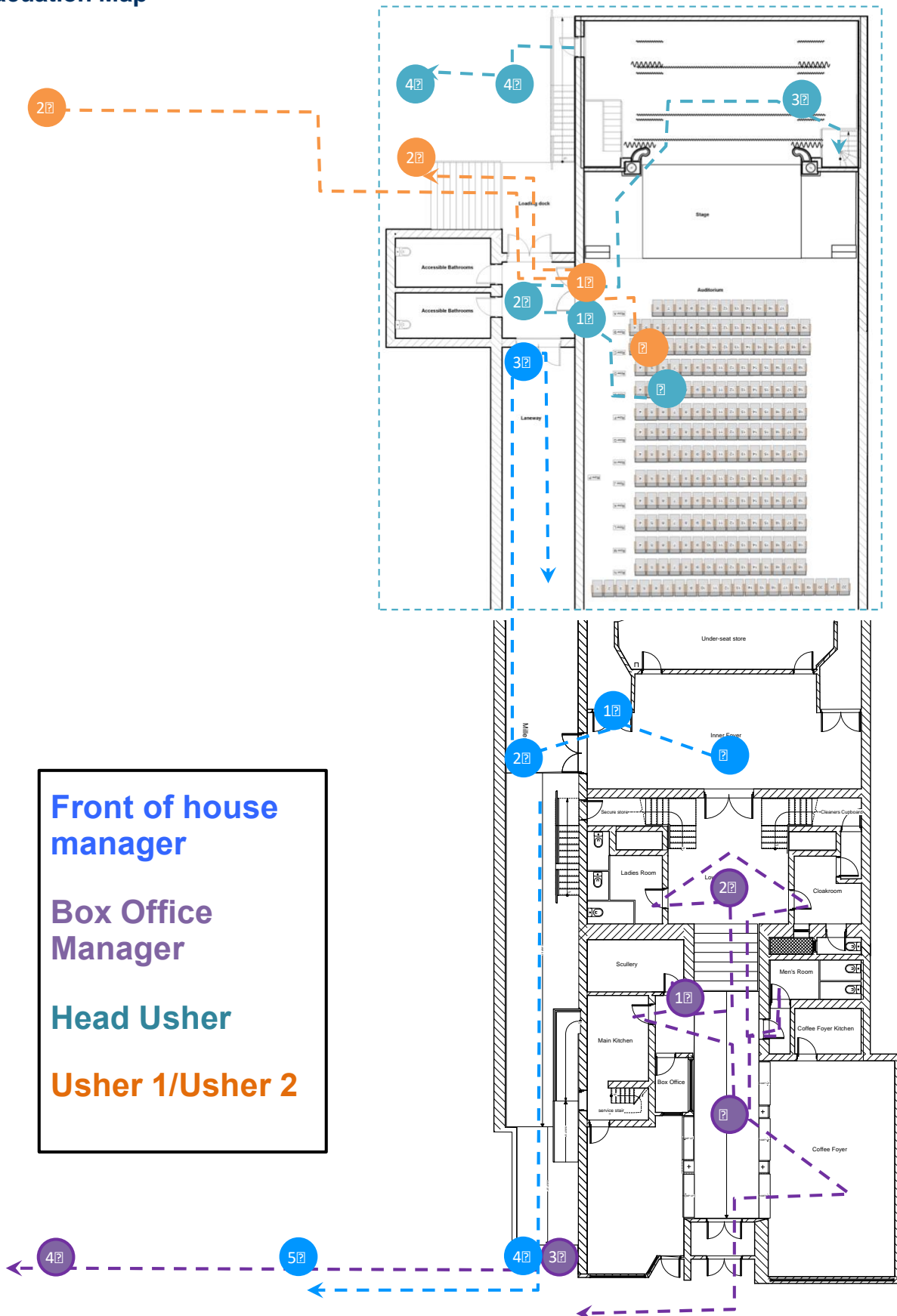
Emergency and Access Information Map



 = Minimum access and egress areas to be maintained clear of obstruction.

 = Storage Areas – not accessible for staging purposes

Evacuation Map



Some Images

