

# VENUE HIRE

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## General Information



- CNR FLORENCE & SHERIDAN STREET
- PO BOX 359, CAIRNS QLD 4870
- PHONE: +61 7 4050 7777
- FAX: +61 7 4050 7780



## **STAFFING**

All technical equipment provided with the venue must be operated by or under the supervision of Cairns Civic Theatre staff.

The Cairns Civic Theatre reserves the right to determine Front of House staffing levels based on ticket sales or anticipated attendance to ensure Workplace Health and Safety and Fire regulations are met. We also reserve the right to determine Production staff where information concerning production requirements is not received 4 weeks prior to the event.

Staff are not included in the rental of the theatre. Hirers are charged for all Production, Front of House and Cleaning labour associated with the use of the venue. Penalty rates do apply for staff on Saturdays, Sundays and Public Holidays, and for any work after midnight, before 8am, duties in excess of 12 hrs or where a meal break has been missed at the Hirer's direction.

## **STANDARD RIG**

The Cairns Civic Theatre must be returned to the standard rig at the conclusion of the hire period. The reinstatement of standard rig is at the Hirer's expense.

## **ADDITIONAL TECHNICAL COSTS**

Hirers are charged for all consumables (including power with a surcharge to cover lamp replacement and gels), gaffer tape, mark up tape etc) and for any equipment supplied over and above the standard rig.

## **TECHNICAL REQUIREMENTS**

To ensure a smooth event it is essential that the Production Co-ordinator receives comprehensive documentation about all lighting, sound and staging requirements. The ***Technical Questionnaire is to be returned no later than 4 weeks prior to the commencement date of your bump-in.***

Video and audio recordings require authorisation from the Cairns Civic Theatre and artists involved. The Cairns Civic Theatre requires written disclosure of all equipment and effects that pose risks to staff, artists, the audience or AFC property. Such effects include but are not limited to naked flames, pyrotechnics, candles, lasers, smoke machines and fire arms. Copies of relevant licenses and insurance may also be requested as required.

## **TICKETING**

All venue ticketing must be arranged exclusively through TicketLiNK, located in the foyer of the Cairns Civic Theatre.

## **VENUE QUESTIONNAIRE**

The Venue Questionnaire will be provided with your contractual paperwork and must be returned to Theatre Administration ***no later than 12 weeks prior to the commencement date of your bump-in.***

## **FOYER BANNERS AND DISPLAYS**

To organise banners and displays in the foyer please contact the Client Relations and Event Coordinator – Amy Ross-Reid via 07 4050 7777. External signage can be arranged via the Publicity Co-ordinator – Rachel Wallis via 07 4050 7777.



**CANCELLATION POLICY**

The Theatre will not be liable in any way if an event of performance is abandoned due to any factors which are beyond the Theatre's reasonable control. Without limiting the foregoing, the following shall be regarded as causes beyond the Theatre's control;

- Acts of God which include earthquakes, cyclones, storms, flooding or fire
- Force Majeure which includes war, accidents, acts of public enemies, strikes, embargoes or civil commotions
- Power failure

In the event of a power failure, theatre staff will respond immediately requesting all patrons to remain seated whilst further action to be taken is discussed with Theatre Management and the Hirer. Where power is not restored within a reasonable timeframe, Theatre staff will take steps to evacuate the Theatre.

**CAIRNS CIVIC THEATRE & ticketLiNK  
PROMOTIONAL MATERIAL REQUIREMENTS**

***MATERIAL DEADLINES for theLiNK 2009-2010:***

theLiNK is a comprehensive entertainment guide, containing information about every event ticketed by ticketLiNK. We encourage all hirers, promoters and event organisers to submit material for inclusion. It is sent to our mailing and email databases; about 12,000 qualified ticket purchasers. In addition to your free listing, you may wish to purchase a full page ad; these are \$450 and have great impact. Please supply DL sized full colour art.

<u>SHOWS SCHEDULED FOR:</u>	<u>DEADLINE:</u>
July – August 2009	22 May 2009
September – October 2009	24 July 2009
November-December 2009	25 September 2009
January-February-March 2010	27 November 2009
April-May-June 2010	TBA

**SPECIFICATIONS:**

- § Images to be supplied as JPEG image files with a resolution of 300dpi
- § Copy should be comprehensive, supplied as a word document
- § Logos should be supplied separately as JPEGS

The above deadlines are firm. Material arriving after the deadline may be included in other promotions but **will not** make it into theLiNK.

**IN-HOUSE PROMOTION:**

To assist us in promoting your show, we need all marketing material as soon as possible and preferably no later than 3-4 months before the show. Please send:

- 1 Promotional DVD if available
- 1 Sound Track or Music CD

Information such as bios, programmes, reviews, a blurb about the show. Please tell us interesting facts such as why the show was created, what's different about it, perhaps some interesting snippets about behind the scenes work etc.

Promotional images- we need several photos, in high res, different to your marketing image.

- 20 Posters
- 1000 DL Flyers



If you would like your show to be listed as a featured show in our **e-newsletter**, sent to the 6,500 people who have opted in, please call us to book your space. This costs \$200, and means that you can have a photo and your listing right at the top of the page, rather than in no photo and in date order.

Please send to:

Courier:  
Sales and Publicity Coordinator  
CAIRNS CIVIC THEATRE  
Cnr. Florence & Sheridan Streets  
Cairns 4870

Post:  
Sales and Publicity Coordinator  
CAIRNS CIVIC THEATRE  
PO Box 359  
Cairns 4870

Email: [publicity@cct.com.au](mailto:publicity@cct.com.au)

Please contact us if you need information about local marketing or if you require assistance with poster & flyer distribution, mail-outs etc.

Rachael Wallis  
Sales and Publicity Coordinator  
Telephone: 07 4050 7777  
Fax: 07 4050 7780

## **SUMMARY OF OH&S POLICIES AND PROCEDURES FOR HIRERS**

The Cairns Civic Theatre is committed to providing a safe and healthy environment for its employees, patrons, contractors and visiting artists. The following is a summary of policies and procedures which have been developed on a consultative basis to ensure that risks to health and safety are minimised. Please note that this provides a summary only and does not abrogate responsibility to comply with the full provisions of policies and procedures contained in the Cairns Regional Council OH&S Safe plan. Clarification of any policy and procedure can be obtained from the Operations Manager at the Cairns Civic Theatre, Rob Brown.

### **ACCIDENT AND INCIDENT REPORTING**

All accidents and incidents including near misses, involving Cairns Civic Theatre staff, patrons and equipment must be reported via the Front of House Supervisor.

### **SMOKING**

There are several designated smoking areas within the Cairns Civic Theatre. Smoking Management plans are located throughout the theatre and backstage areas highlighting designated areas.

### **DRUG AND ALCOHOL POLICY**

The Cairns Civic Theatre does not permit illicit drugs to be brought onto its premises. Any member found to be in possession of any such drugs will be reported the Theatre Management. It is expected that appropriate steps will be taken by visiting management to ensure that the situation is rectified and that no repeat incident occurs. The Cairns Civic Theatre also reserves the right to notify the Police of any illegal use of drugs.

The Cairns Civic Theatre is a licensed venue and beverages can be arranged for Cast and Crew via the Civic Theatre Bar. Catering requirements can be arranged via the Client Relations and Event Coordinator Amy Ross-Reid.



### **VIOLENCE IN THE WORKPLACE**

Violence includes any action against a staff member, either by a member of the public or another member – which has the potential to cause either physical or psychological harm. It includes incidents that occur at work or at the employee's home as a direct consequence of the employee's work for or at the Cairns Civic Theatre. Instances of violence are taken seriously by Theatre Management and where the threat exists, the Police will be called and the incident reported and investigated. All complaints are investigated fairly and in confidence.

### **EMERGENCY PROCEDURES**

The Cairns Civic Theatre has a comprehensive emergency evacuation system and procedures are in place to ensure the safety of all persons in the event of an emergency. Visiting management shall ensure that they make themselves aware of the Emergency evacuation plan – copies of these can be located in the Green room, Front of House and Back of house areas. In the event of an evacuation, the designated Cairns Civic Theatre staff have total authority to take action they deem necessary in the circumstances.

### **ELECTRICAL EQUIPMENT**

All electrical equipment brought onto Cairns Civic Theatre premises must comply with the relevant Australian standard and be tested according to AS3760 – Inservice Inspection and testing of electrical equipment. All electrical equipment must be tagged to indicate the due date of the next test and the name of the person who performed the test.

### **ANIMALS**

In the interest of health and safety, no animals are allowed in the venue except where they are required as part of the performance.

If you require additional information please contact the Cairns Civic Theatre on 07 4050 7777.