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CRICOS Provider Code: 00861K



DONCASTER
SECONDARY COLLEGE

Presentation and Performance Centre Hirer's Handbook For Schools 2019





Introduction

Thank you for choosing Doncaster Secondary College Presentation and Performance Centre (P&PC) for your next event/s.

Please read College Hire Conditions carefully.-

1. To confirm your booking:
 - fill out and return the Booking Request Form located on page 6.
2. An invoice for **\$220 deposit** will be sent to you.
 - Upon receipt of \$220 for the deposit, your booking will be confirmed. This deposit amount will be deducted from your final invoice.
3. The College will then send you:
 - a Doncaster Secondary College Hire of College Facilities Contract; and
 - an invoice, generated according to you (the Hirer's) booking requirements.
4. Please sign and return the Hire of Facilities Contract to the College.
5. After completion of the event/s, you will receive the final invoices:
 - one for the P&PC hire; and
 - one for the hire of the technician.

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

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

**DONCASTER SECONDARY COLLEGE
PRESENTATION AND PERFORMANCE CENTRE**

HIRE CONDITIONS

1. **APPLICATION FOR HIRE** must be made to Doncaster Secondary College Facilities Manager on the Doncaster Secondary College Booking Request Form located on page 6. A booking can be considered confirmed only when the Facilities Manager has received the signed contract from the applicant and the applicant has received a copy of the completed contract.

Doncaster Secondary College Council reserves the right to refuse any application for hire.

2. **PAYMENT FOR HIRE** shall be according to the schedule indicated on page 5. A non-refundable booking deposit of \$220 is required to confirm bookings. This amount will be deducted from the final account. If College equipment is lost or if damage is caused to any part of the facility as a result of the hiring, or, if undue cleaning of the facility is required before next occupancy, the costs will be added to the final account.
3. **CANCELLATIONS** will result in forfeit of the \$220 deposit.
4. **SETTLEMENT OF ACCOUNT** shall be paid 7 days prior to the earliest booked date.
5. The Principal or delegate will have free access to all facilities at all times.
6. No facility hired shall be sublet without written consent from College Council.
7. **All electrical equipment brought onto College premises must be compliant with regulation: AS/NZS 3760:2003**
8. Any required advertising material bearing the College name or logo, must be approved by the College.
9. No provision for **FIRST AID** is made by the College for the hirer's use.
10. Copyright and royalty arrangements, where performances involve these, are the responsibility of the hirer, not the Doncaster Secondary College or College Council.
11. Doncaster Secondary College Council will take no responsibility for the safety of equipment belonging to a hirer left in any facility.
12. Doncaster Secondary College Council retains the right, without notice, to immediately remove any hirer and persons associated with any hiring if any of the above conditions are breached.
13. **If there is any unwarranted alarm activation, the hirer will be invoiced the \$150 Security Company charge..**

HIRER ACKNOWLEDGEMENT

Please be aware of the following requirements:

The hirer will not:

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

The hirer will:

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

Checklist:

Details requiring attention before hirers vacate facilities.

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

PRESENTATION & PERFORMANCE CENTRE CHARGES - 2019
 (all charges are GST inclusive)

**additional costs will apply for lighting changes*

FACILITIES	PRIMARY SCHOOLS & COMMUNITY GROUPS	OTHERS
Performance session Sessions include: Stage Lighting, 1 Microphone, Kitchen, DVD Player.	\$500.00	\$600.00
Rehearsal session	\$390.00	\$490.00
Lectern with microphone	\$40.00	\$40.00
Microphones (3 available) Additional charge	\$25.00 each	\$25.00 each
Cordless Microphone	\$50.00	\$50.00
Fold-back speakers	\$40.00	\$40.00
Spotlight	\$60.00	\$60.00
Piano (Baby Grand)	\$70.00	\$70.00
Data Projector	\$70.00	\$70.00
CD Player	\$40.00	\$40.00
Classroom	\$40.00	\$40.00
Booking Deposit	\$220.00	\$220.00
Student Technician (this will be invoiced separately)	Student Technicians will be paid at the casual rate for Education Staff Range 1 Level 1. This will be invoiced to the hiring school by Doncaster Secondary College.	
Open and close	\$70.00	\$70.00
Close only	\$35.00	\$35.00
Extra cleaning	\$50.00 per hour	\$50.00 p.hr
Extra hours used (No more than 2 hours extra per session)	\$120.00 per hour	\$130.00 p. hr.

Charges are per 4 hour session:

Times are to be determined when booking. Daytime rehearsals need to be discussed with the Facilities Manager as the College also conducts classes in the Centre.
 The non-refundable booking deposit of \$220 will be deducted from the final account.

Further enquiries may be addressed to:

Tim Sprigg, Facilities Manager
Doncaster Secondary College
123 Church Road, Doncaster 3108
Phone: 03 9848 4677

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

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PRESENTATION AND PERFORMANCE CENTRE BOOKING REQUEST 2019

Organisation Name:

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

Address for Correspondence:

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

Email: Type of Function:.....

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

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

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

	Data projector
	Lectern with Microphone
	Additional Microphones (4 available, indicate number required)
	Cordless Microphone (2 available)
	Foldback speakers
	Spotlight (2,000 watt)
	Piano (Baby Grand)
	CD Player
	Classroom
	Student technician
	Other (please state e.g., Number of extra chairs required)

Please return this Booking Request Form to:

Tim Sprigg, Facilities Manager

Doncaster Secondary College

123 Church Road, Doncaster 3108

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

Your booking will be confirmed on receipt of your booking deposit of \$220.

If College equipment is lost or if damage is caused to any part of the facility as a result of the hiring, or, if undue cleaning of the facility is required before next occupancy, the costs will be added to the final account.

FAQ

Q *Do we need to have a Technician?*

A It is the Doncaster Secondary College Policy that one of our qualified Technicians be present at all rehearsal and performances in our Centre. (see Technician Hire Rates on Charge Form).
Hirers may also have their own (qualified) technician but will still need to be supervised by the College's assigned technician.

Q *Are we given a set of keys for access?*

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

Q *Is there heating and cooling in the Centre?*

A The P&PC has both heating and cooling throughout the building.

Q *Is there parking provided for patrons?*

A There is plenty of street parking on Church Road as well as off-street parking behind the P&PC Gate 3 and Gate 4..

Q *What is the seating capacity of the Presentation and Performance Centre?*

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

Q *Do I have use of a ladder or lift while hiring facility?*

A The College's ladder and elevated work platforms are not available for Hirer's use.

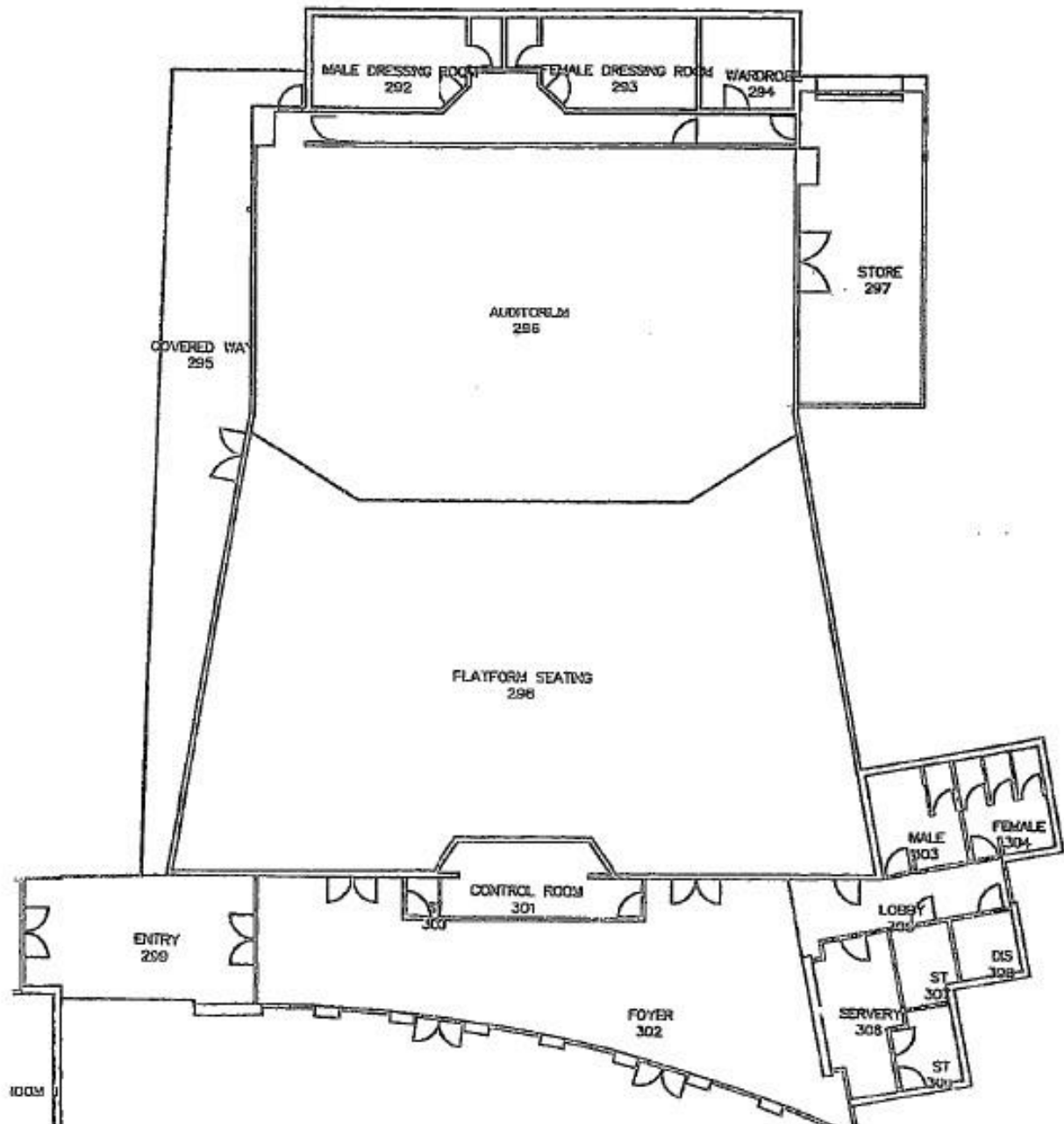
Q *Do I receive any credit for the time not used but was booked?*

A No. Payments will need to be made for all hours booked.

Q *May a fog machine be used in the P&PC?*

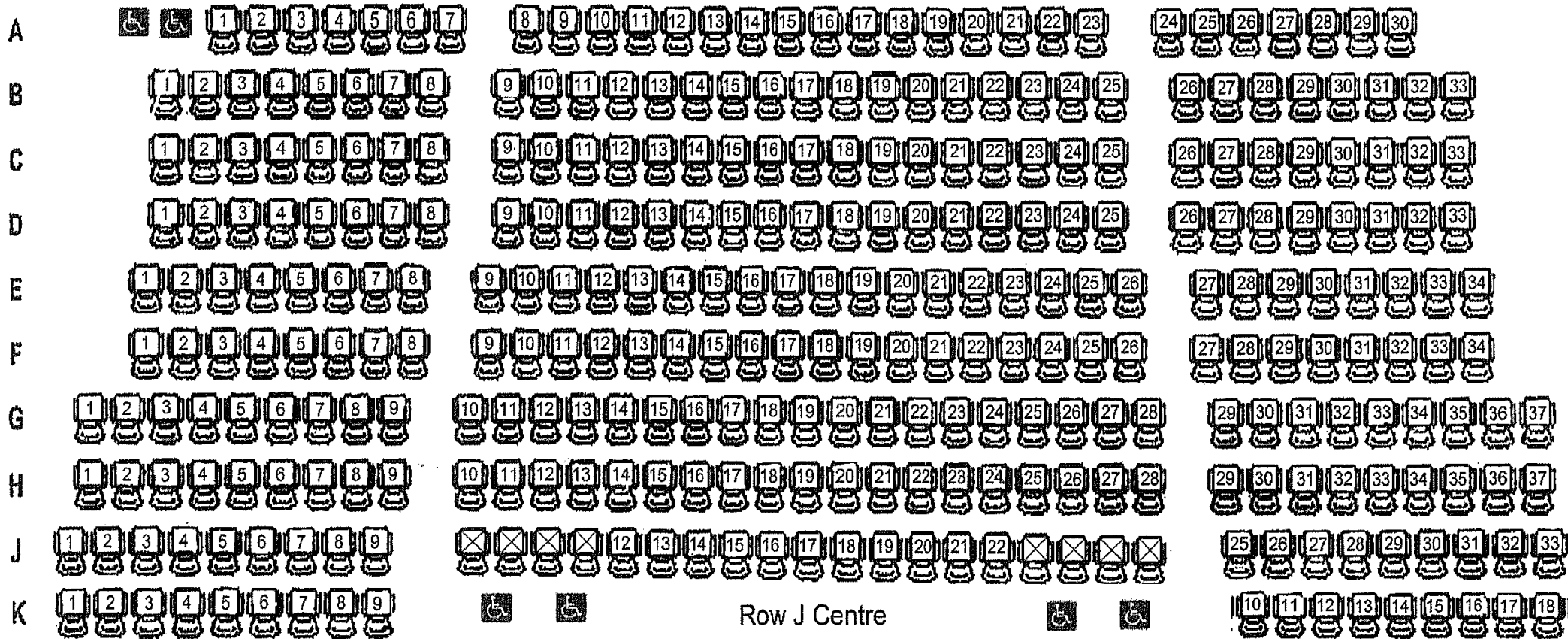
A You may use your fog machine. It will not trigger any alarms.

Doncaster Secondary College
Presentation and Performance Centre
Building Plan



Stage

Rows



Rows J and K Left

Row J Centre

Rows J and K Right

Doncaster Secondary College
Presentation and Performance Centre
Seating Plan