



DONCASTER
SECONDARY COLLEGE

Performance & Presentation Centre

HANDBOOK FOR COMMUNITY HIRERS 2024



Performance Centre

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A modern, well-serviced facility in the heart of Manningham council.


The Doncaster Secondary College Presentation and Performance Centre is a state-of-the-art facility that seats 326 guests. The building has heating and cooling, as well as kitchen and toilet facilities.

Street parking is available on Church Road and off-street parking sits behind the Performance Centre (which is accessed via Gate 3 and Gate 4 from Church Road).

For all enquiries please contact the College Facility Manager

Tim Sprigg, Facilities Manager
Doncaster Secondary College
Tel: 9848 4677

Timothy.Sprigg@education.vic.gov.au



Student Wellbeing Levy

Hiring of our Presentation and Performance Centre is kept at an affordable price so that it is accessible to all community groups. Part of the facility hire fee includes a Student Wellbeing Levy. This levy contributes to our College wellbeing programs and supports students who are in need of items such as provision of food and the costs associated with camps and excursions.

We thank you for your contribution and support.

Booking and hire process

Thank you for considering Doncaster Secondary College's Presentation & Performance Centre for your next event.

Step 1

After reading the Hiring Conditions carefully (see page 6) complete the Booking Request Form.

- Return the Form to Tim Sprigg, Facilities Manager.
- An invoice for a non-refundable **\$330 per hire day deposit** will be sent to you.
- Upon payment of the deposit, your booking will be confirmed.
- The deposit amount will be deducted from your final bill.



Step 2

The College will send you the following items which need your action.

- Read, sign and return the Doncaster Secondary College Hire of Facilities Contract.
- Pay the **\$500 Bond** within 7 days of issue.
- Check that the generated invoice accurately reflects your booking requirements.
- Complete and return the Direct Deposit Information (for reimbursement of bond) located on the Booking Form
- Provide documented evidence of \$10,000 public liability insurance (see page 7)



Step 3

Please pay the balance owed on the invoice two weeks prior to your earliest booked date.



Step 4

After the completion of your event the College will send you the following items which need your action.

- If required, please pay the invoice for any extra costs (ie. cleaning, extra equipment).
- Please pay the invoice issued directly by the Technician (Technician Hire). Note: public holiday and over-time penalty rates apply.
- After full payment has been received, the bond will be returned to you within 10 working days.

For questions relating to this procedure, please contact the Facility Manager.

Tim Sprigg, Facilities Manager at Doncaster Secondary College

Tel: 9848 4677, email: Timothy.Sprigg@education.vic.gov.au



Hiring conditions

Application for hire

A booking will be considered confirmed when the Facilities Manager has received the Booking Request Form from the applicant, and the required \$330 per day deposit.

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

Payment for hire

Costs will be as per the Fee Schedule on page 10.

A non-refundable booking deposit of **\$330 for each day of hire** is required to confirm bookings. This amount will be deducted from the final account.

Bond

A bond of **\$500** must be paid and will be held by the College Council. The bond will be partially or fully forfeited if College equipment is lost, or if damage is caused to the facility as a result of the hiring, or if undue cleaning is required before the next occupancy. The Principal or delegate will determine if this is required.

Furthermore, the Hirer shall be liable on demand by the College Council to pay any further amount beyond the bond required to rectify such damage or cleaning.

Technician

It is Doncaster Secondary College Policy that one of the **College's qualified technicians** be present at all rehearsal and performances in our Centre. Technician Hire Rates are provided on page 10.

Note that public holiday and overtime rates apply.

Cancellations

If the Hirer cancels their booking then this will result in the forfeit of the \$330 per day deposit.

Settlement of Account

The invoice will be paid 14 days prior to the earliest booked date.

Bond will be returned within 10 days of receipt of full payment after the event.



Access

The Principal or delegate will have free access to all facilities at all times.

No facility hired shall be sublet without written consent from College Council.

Public Liability Insurance

The College Council will endeavour to maintain all facilities in a safe condition, however, **\$10,000 Public Liability Insurance Cover** for any one event is the responsibility of the Hirer.

Evidence that the insurance policy has been purchased must be provided prior to hire.

Equipment

All electrical equipment brought onto College premises must be compliant with regulation: **AS/NZS 3760:2003**.

College Council will take no responsibility for the safety of equipment belonging to a hirer left in any facility.

Advertising & Copyright

Any required advertising material bearing the College name or logo must be approved by the College.

Copyright and royalty arrangements, where performances involve these, are the responsibility of the Hirer, not Doncaster Secondary College or the College Council.

First Aid

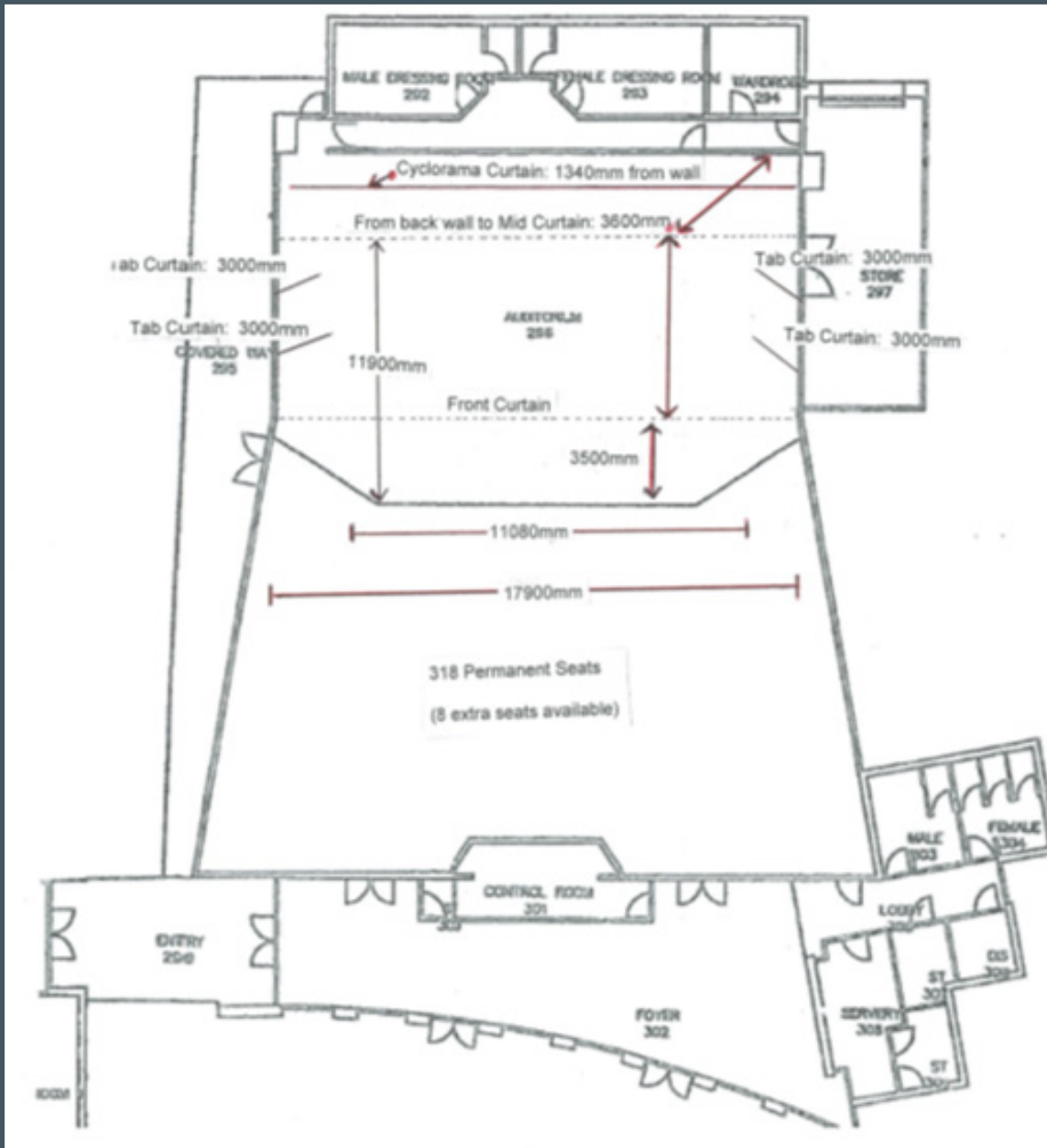
No provision for first aid is made by the College for the Hirer's use.

Security

The 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.

If there is any unwarranted alarm activation, the Hirer will be invoiced the **\$150 Security Company charge**.

Building Plan



Technician

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

Keys

Due to security reasons, the College will have personnel unlock and lock the Centre before and after use.

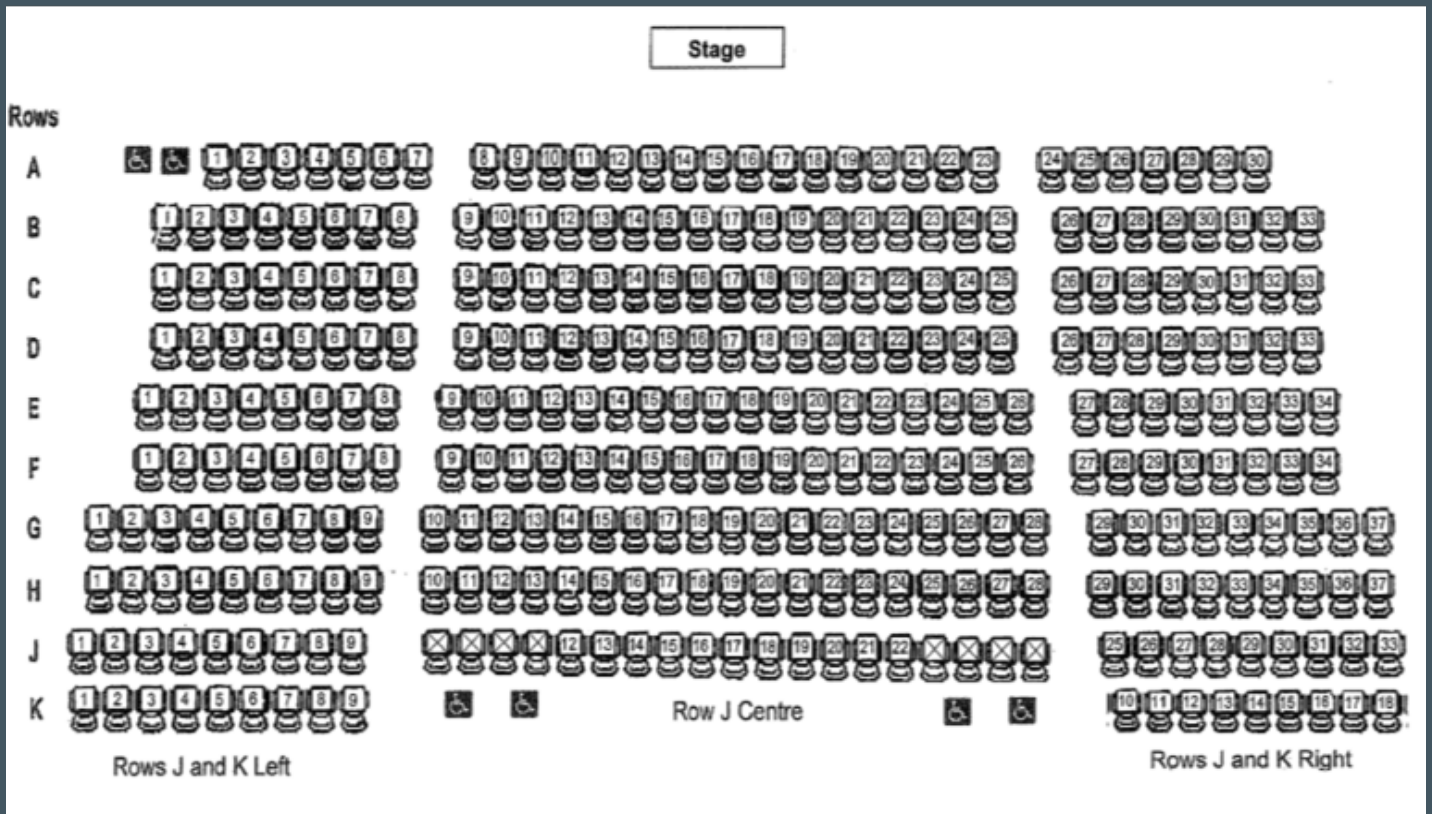
Ladders

The College ladder and elevated work platforms are NOT available for use of hirers.

Fog machine

Hirers may bring their own fog machines for use. They will not trigger any alarms.

Seating Plan



Capacity

There are 318 fixed seats in the theatre with another 8 portable seats that can be added.

Please note that this seating map is available on [Trybooking.com](https://www.trybooking.com) for assigned seating.

Exit Checklist

Details requiring attention before hirers vacate the facilities:

- Remove all rubbish from the 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.
- If used, stack chairs neatly in the corner of the storeroom.

Hiring charges - 2024

All charges are GST inclusive

Hiring dates and times are determined during the initial phase of the booking. Additional day time rehearsals must be discussed with the Facilities Manager.

All charges listed below are based on 4-hour sessions (GST inclusive).

FACILITIES	CHARGES	
Booking deposit (non refundable)	\$330 per day of hire	deducted from the final account
Wellbeing Levy (compulsory)	\$100	
Bond (separate payment) <i>Returned within 10 working days after final payment has been made</i>	\$500	
Open and Close	\$80	
Close only	\$40	
Performance session: <i>Sessions include stage lighting, 1 wired microphone, kitchen, DVD player.</i>	\$750	
Rehearsal session	\$650	
Live Stream	\$750	
Lectern with microphone	\$60	
Microphones (4 available)	\$40 each	
Cordless microphone (1 available)	\$70	per 4-hour session
Condenser microphone hanging (4 available)	\$60 each	
Fold back speakers (2 available)	\$60 each	
Spotlight 2,000 watt (1 available)	\$85	
Piano (Baby Grand)	\$110	
Data projector	\$100	
CD Player	\$60	
Portable classrooms	\$70 each	
Extra cleaning	\$65 per hour	
Additional hours: no more than 2 hours per session	\$200 per hour	
College-allocated Technician <i>Price depends on technician level required. Issued as a separate invoice to hirer</i>	Level 1 - \$18 per hour Level 2 - \$22 per hour	The legal public holiday and overtime penalty rates apply

**** Additional costs will apply for lighting changes**



Live Stream

The College has the equipment and expertise to livestream your event.

The Live Stream fee includes:

- 2 x Black Magic cameras (industry standard)
- 1 x Black Magic Livestream switch
- 1 x 24in Viewing monitor
- 2 x tripods
- 2 x Olympus 12 100mm lens
- HDMI to Ethernet leads & extenders
- YouTube link set up

Hirer acknowledgement

Please be aware of the following requirements.

The hirer will not:

- ✗ gain access to the theatre before the time stated on the contract.
- ✗ 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.
- ✗ permit smoking on any part of the College grounds / facilities.
- ✗ permit food and drink to be taken into the auditorium (no alcohol may be taken onto any College premises without express written permission of College Council).
- ✗ allow a naked flame of any kind to be used in any part of the College building.
- ✗ 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.
- ✗ Permit gambling to occur on College premises.
- ✗ adjust stage lighting without prior approval by the College. In the event of technicians being required to change lighting, additional charges at the set rate will apply (see page 10 for Technician's rate). 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:

- be charged for all the time that is booked by the hirer, regardless if the hirer does not use all the time booked.
- only allow suitably trained/qualified technician(s) who are approved by College Council to use sound and lighting equipment. These technicians will submit their own separate invoice.
- immediately clean all spillages on carpet, additional cleaning is charged at \$65 per hour.
- leave the Kiosk in a clean and dry state (any additional beverage or food requirements beyond basic snack-bar service should be discussed with the Facilities Manager).
- ensure that stiletto heels are not worn on the stage area and that carpet is placed beneath any band.
- empty rubbish bins from the kiosk and toilets into the green Sulo bins provided and leave at the entrance doors.
- turn off all lights, including external lights and heating. An extra charge will be incurred if equipment is not turned off.
- return all College equipment to the appropriate storage areas.
- ensure that the hirer's equipment is stored in the allocated area, or removed on completion of the event.
- only use the facilities and equipment agreed upon during the hiring hours of the contract.
- 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
- always be considerate of neighbours regarding noise levels and when parking in nearby streets.



BOOKING REQUEST FORM 2024



DONCASTER
SECONDARY COLLEGE

Please complete this form and return it to:

Tim Sprigg, Facilities Manager at Doncaster Secondary College

Tel: 9848 4677, email: Timothy.Sprigg@education.vic.gov.au

HIRER DETAILS

Organisation Name:	
Name and Office of Authorised Person:	
Address for correspondence:	
Phone:	
Mobile:	
Email:	
Type of function:	

VENUE HIRE DATES

Dates required:	Arrival time:	Departure time:	Purpose (Rehearsal / Performance):

Note: Access to the P&PC is strictly limited to the times stated in the Doncaster Secondary College Hire of Facilities contract

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

FACILITIES	CHARGES	QUANTITY
Live Stream	\$750	
Lectern with microphone	\$60	
Additional microphones (4 available)	\$40 each	
Condenser microphone hanging (4 available)	\$60 each	
Cordless microphone (1 available)	\$70	
Fold-back speakers	\$60 each	
Spotlight 2,000 watt (1 available)	\$85	
Piano (Baby Grand)	\$110	
Data projector	\$100	
CD player	\$60	
Portable classroom (state number required per 4-hour session)	\$70 each	
Other (please state eg. number of extra chairs required)		

Note: A College-appointed Technician will provide a separate invoice (condition of hire)

Direct deposit information for Bond reimbursement

BSB number:	
Account number:	
Bank name:	
Branch:	
Account name:	

Booking confirmation:

- Confirmed upon receipt of **\$330 per day deposit**.
- Receipt of \$500 bond paid **within 7 days** of issue date.
- Invoice to be paid **at least 2 weeks** prior to your first booked date.
- Bond will be returned 10 working dates from payment of final payment.
- Any costs incurred from damage to facility during hire period or additional cleaning will be deducted from the Bond.