



**Rowville Secondary College
Performing Arts Centre
Agreement for Conditions of Hire 2025**

1. Definitions

In this agreement the following definitions apply.

PAC – Rowville Performing Arts Centre

Projected Hire Costs - Means the estimate of the event charge specified in the agreement for conditions of hire.

College – Rowville Secondary College

2. Application

- Application for use must be made to the Rowville Secondary College PAC Manager on the prescribed online form available from our website: www.RowvillePAC.com.
- Rowville PAC agrees to secure a date for the hirer if the requested deposit has been received by the expiration date as outlined on the quote.
- A booking can be considered confirmed only when the PAC Manager has received a signed agreement from the applicant undertaking to comply with all conditions of hire, together with the required full payment and contract and hire requirements documents.
- Advice that the Performing Arts Centre is available for hire at a particular time does not constitute a booking for that time.
- College Council reserves the right to refuse any application for hire without assigning a reason.
- The College principal or delegate shall have free access to all facilities at any time.

3. Deposits and Payment

- Payment for hire shall be according to the Hire Price List as per our website: www.RowvillePAC.com, and via a written quote provided by the PAC Manager.
- Rowville PAC agrees to secure a date for the hirer if the requested deposit (normally \$500) has been received by the expiration date as outlined on the quote.

- A booking can be considered confirmed only when the PAC Manager has received a **signed agreement** from the applicant undertaking to comply with all conditions of hire, together with the required **full payment and requested PLI and hire requirements documents**.
- Hirers are required to pay the full balance of their account no later than the date indicated on the final invoice.
- Payment can only be made via direct deposit, or by calling with credit card (details printed on invoice).
- In addition, a security bond may be requested at the discretion of the PAC Manager. Security bonds will be refunded following the event assuming no extra charges have been incurred.

4. Food Services

- Any event where food or drinks will be sold or supplied free of charge by the Hirer to audience will incur an extra Food Services levy of \$50.
- Any catering (ie food to be served or sold) other than tea/coffee, cold drinks and light snacks that do not require refrigeration or heating needs to be arranged through the Rowville Secondary College Cafeteria. Engaging the services of the Rowville Secondary College Cafeteria is organised as a separate agreement between the Hirer and Rowville SC Cafeteria, and the Rowville PAC holds no responsibility for the agreement between the two parties. Enquiries and bookings should be directed only to Cafe@RowvilleSC.vic.edu.au no less than 4 weeks prior to the booking. Hirers using the services of the Rowville Cafeteria are not required to pay the \$50 Food Services levy.
- Payment of the canteen/food services levy also gives the Hirer access to the PAC canteen including fridge, sink and wall urn only. All other catering equipment is the property of the Rowville Secondary College Cafeteria and is not available for use by Hirers.
- Please note that the canteen fridge may be used for storing drinks only, and all drinks must be Schweppes brand. For a full list of Schweppes drinks, please see their website: <http://www.schweppes.com.au>
- As listed above, the only food items which can be sold or served by the Hirer are the following:
 - Tea/coffee/hot drinks
 - Cold drinks
 - Light snacks (such as chips, biscuits, chocolate and lollies)

No hot food is permitted to be served or eaten in the Performing Arts Centre precinct, including foyer, studios, classrooms or surrounding grounds, unless it is served by Rowville SC Cafeteria.
- The canteen (if used) must be left perfectly clean and tidy. Please note that the Hirer is responsible for the supply of cleaning materials. A list of cleaning requirements can be found in the canteen.
- For more details regarding cleaning, please see Section 9 of this document.

- Following Dept of Education and Training Victoria's guidelines, hirers must obtain School Council approval before alcohol may be sold and/or consumed on school premises. Approved Hirers must also obtain a temporary limited liquor licence. Applications need to be submitted via the PAC Manager no less than 8 weeks prior to booking date.

5. Cancellation/Postponement of Bookings

By the Hirer

- Where written notification of cancellation is received by the PAC Manager more than ninety (90) days prior to the event, a full refund will be granted. In the case of postponement, PAC management will allow any money paid to be transferred to the new booking.
- Where written notification of cancellation is received by the PAC Manager more than sixty (60) days and less than ninety (90) days prior to the event, 25% of the projected hire costs will be retained and the remaining monies refunded.
- Where written notification of cancellation is received by the PAC Manager more than thirty (30) days and less than sixty (60) days prior to the event, 50% of the projected hire costs will be retained and the remaining monies refunded.
- Any cancellation notification received less than thirty (30) days prior to the event will incur the full projected hire costs with no eligibility for refund.

By the College

- In the unlikely event that the College needs to cancel a booking for which a deposit has been received, it may be cancelled and no charge will be made on the Hirer. The Hirer agrees to accept and to be held to have consented to such cancellation and to have no claim at law or in equity for loss or damage in consequence thereof.
- The College shall not be held liable for any interference, disruption or enforced cancellation of any part of a booking, which is caused by civil disturbance, industrial action, power outages, act of God or any circumstance, which is beyond the control of the College.
- The College has the discretion to prohibit any performance or event which is objectionable or dangerous or which would be detrimental to the reputation of the College. It will be at the College's discretion to return to the Hirer any monies paid in respect of this hiring, less any expenditure undertaken on the Hirer's behalf. The Hirer agrees to accept and to be held to have consented to such cancellation and to have no claim at law or in equity for loss or damage in consequence thereof.

6. Transfer or Assigning of Hiring

- No hiring can be assigned or sublet to another person or transferred to another date without the written consent of the College.

7. Safety Procedures and Insurance

- The College will endeavour to maintain all facilities in a safe condition – however **\$10,000,000 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 event and must be appropriate to the event ie provide cover for live entertainment. The phrase “Public Liability” must be contained within the certificate, and the certificate must be in the same name as the hirer.
- The Hirer will not permit any action as to void any insurance policy maintained by the College and must pay upon request any premium increase charged to the College as a result of proposed or actual Hirer’s activities
- The Hirer shall not do or neglect to do anything that may reduce the protective cover on the College’s insurance policies. The Hirer shall indemnify the College to the extent that its policies are so affected
- The Hirer may be required to provide insurance in respect of insurable risks that the College may nominate.

All electrical equipment brought onto College premises must be compliant with regulation AS/NZS 3760:2010 In service safety inspection and testing of electrical equipment

- The College will take NO responsibility for the safety of, or guarantee the return of, any equipment belonging to the Hirer left in any facility
- No provision for First Aid is made by the College for the Hirer’s use.
- It is important that all set, costumes and props supplied by the Hirer are constructed and utilised safely.
- The College accepts NO responsibility for any equipment supplied by the Hirer or their agents and the College reserves the right to prohibit any equipment supplied by the Hirer for use in the venue if, in the opinion of the College, such equipment may cause damage to the venue or harm personnel.
- If in the opinion of the College, the construction and / or placements of scenery, props, costumes etc. are likely to present a hazard, the Hirer will be asked to either remove or reposition such set pieces.
- Fire and Emergency Exits must be kept clear at all times. All aisle ways, driveways and internal and external doorways must remain unrestricted at all times.

- All cables etc. laid across walkways must be taped and or covered to avoid tripping hazards.
- Prams and pushers are not allowed in the auditorium as they present a tripping hazard in case of evacuation.
- Children under the age of 16 must be supervised at all times. Whether they are part of the performance or a part of the audience, children are not permitted to be unsupervised in any part of the Performing Arts Centre or College premises at any time.
- The Hirer is expected to maintain essential Workcover, worker's compensation and employer's liability insurance with a reputable insurer covering the employees, volunteers, agents and contractors of the Hirer.
- The maximum number of audience members at any event must not exceed 500.
- The PAC Manager or technician on duty has the right to terminate any performances where any of the above regulations are not followed.
- The Hirer is required to undertake a 15 minute OHS Safety Induction training with the PAC technician at the beginning of each Hire, regardless of whether or not they have previously hired the facilities.
- All events in the Rowville PAC require two College staff to be present at all times. All College staff are required to take a 30-minute break for every five hours worked.

8. Damage

- The Hirer will be responsible for and will immediately pay to the College the cost incurred for any damage beyond fair wear and tear to the Performing Arts Centre, its property, fittings, furniture, curtains and equipment either mechanical or electrical therein, caused by and incurred during the hiring period.
- Cost to damaged items will be calculated at full, new replacement value.
- The Hirer will be responsible for and will pay the College the cost of any additional cleaning incurred by the actions of the Hirer or any agent of the Hirer over what would be determined by the College to be the normal requirement.
- No floors, wall or any part of the building may be broken or pierced by nails, screws or other means.
- No scenery, fittings, smoke machines, pyrotechnic devices, slide or film projection apparatus, electrical or TV installation, decorations, posters, advertisement, flags, shields or emblems can be erected, fixed, hung or displayed in or on the building without the previous consent of the College.
- Please refer to Section 3 regarding payments for extra charges incurred.

9. Cleaning

- Many commonly used materials often cause undue mess and subsequently attract additional cleaning charges that will be immediately due and payable by the Hirer. For your benefit, the following is a list of items that require prior approval of the College before use on stage or within the venue:
 - Masking /Adhesive Tape
 - Blue-tak (can be used on windows and whiteboards only)
 - Water Pistols
 - Smoke Machines
 - Hay, straw & other bailed material
 - Flour bombs containing other like substances
 - All form of pyrotechnics
 - Balloons as used in a drop or helium filled
 - Stroboscopic effects lasting longer than 15 seconds
 - Glitter or confetti that is to be thrown or dropped and not used as part of the set dressing, make up or costume fabric.
- This list is not exhaustive, and other items of question should be brought to the attention of the College by the Hirer. Failure to do so may result in the item not being allowed in the Performing Arts Centre, or attracting additional charges.
- The Hirer is required to collect any rubbish left behind in the PAC or on the school grounds by anyone in their party including technicians, performers, caterers and audience members, that is not deemed reasonable surface dirt. ie. items that cannot be vacuumed, including food rubbish, packaging etc. The Hirer shall place all items of rubbish **in the bins/skip provided**, either in the foyer, or the exterior of the theatre. Any rubbish which does not fit into the PAC bins/skip provided must be taken by the Hirer and placed in the school skip, which is located on school grounds off Burchall Crescent. **Any rubbish in excess of this must be taken by the Hirer and disposed of privately. Rubbish (including full garbage bags) left behind on school grounds, and not disposed of in the manners listed above will incur a minimum \$200 fine to the hirer. This is the sole responsibility of the hirer, and the hirer should not take any discussion with PAC staff in contradiction to this as approval to leave any rubbish behind.**
- The Hirer will be responsible for and will pay the College the cost of any additional cleaning and/or rubbish removal incurred by the actions of the Hirer or any agent of the Hirer over what would be determined by the College to be the normal requirement. This applies to all areas of the Performing Arts Centre, including foyer, auditorium, change rooms, dance studios and canteen (if this is part of the hire agreement) and the school grounds.
- Please refer to Section 3 regarding payments for extra charges incurred.
- If classrooms external to the PAC are used (ie Rooms A4, A7, A8, A9, A10, A11) the hirer is responsible for removing ALL rubbish at the conclusion of the hire period. This includes taking garbage bags from the bins to the PAC skip or school skip and ensuring there is no rubbish or belongings of any kind left in any of the rooms. In addition, desks

and chairs must be returned to their original state by the hirer. Failure to follow these directions will result in an extra charge of up to \$200.

10. Booking Times

- The Hirer will have access to the theatre at the agreed starting time of the booking and shall leave the venue at the agreed finish time.
- Total venue booking times are broken up into 2 time periods:
 - Rehearsal/Bump-in: this period starts from when the Hirer enters the venue, up until the performance start time (if applicable).
 - Performance/Bump-out: this period starts from the advertised beginning of the performance, up until the time that all audience and event organisers have left the building, bump-out is complete and the theatre technician is locking up the venue.
- If the booking time runs over the scheduled finish time, the Hirer shall be invoiced for the extra time as per our standard venue and technician hire rates. An extra fee of \$100 per hour shall also be applied.
- **The Hirer is required to sign a timesheet/end-of-hire checklist at the conclusion of the Hire and is not permitted to leave the building until the sheet has been signed. The hirer shall have no grounds for appealing any further charges made in relation to booking times if they have failed to sign the timesheet and end-of-hire checklist at the conclusion of the Hire.**

11. Other Hirer Responsibilities & Liabilities

The Hirer shall not:

- Gain access to the theatre before the time stated on the contract.
- Attach any items to painted walls in the foyer, auditorium, dressing rooms, classrooms or studios. Hirers are permitted to use Blu-tak **only on windows or whiteboards** and should request partitions to attach any signage required. No adhesive tape should be used.
- Under any circumstance, admit audience to the Performing Arts Centre in excess of its normal capacity, as set out in the booking documents. The College has the discretion to prevent the commencement or halt the performance should the capacity be exceeded, or the aisles and doorways not be clear.
- Permit the level of noise from any entertainment in the Performing Arts Centre to exceed the level recommended by the National Health and Medical Research Council of Australia viz: 100dB per half hour per day. The noise level shall be measured at a height of one metre above the floor at points nominated by the College.
- Attach anything by adhesive, tape, nails, screws, or any other means to any part of the facility without express written permission of Council.
- Permit smoking or the use of illegal substance in any part of the College grounds or buildings.

- Permit food or drink to be taken into the Auditorium.
- Permit alcohol to be brought on to school premises without express written permission of Council.
- Allow a naked flame of any kind to be used in any part of any school building.
- Permit any form of gambling to occur on College premises.
- Conduct raffles in the Performing Arts Centre unless prior approval in writing has been obtained from the College and then only if appropriate registration has been received from the Casino and Gambling authority (and sighted by the Communications Officer).
- Produce advertising material, bearing the College name or logo, without the approval of the College.
- 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. Any lighting changes to the House Rig must be reset at the conclusion of the hire period at the Hirer's expense.
- Leave the premises until a final walk-through check of the PAC has been conducted with the theatre technician, and signed off as being in good order, and finishing at the agreed time.

The Hirer shall

- Conform to the requirements of the Occupational Health and Safety Act, Theatres Act, Local Government Act, Liquor Control Act and any other relevant act, relevant by-laws, rules or regulations made there under and shall be liable for any breach of any such acts, by-laws, rules or regulations.
- Be responsible for the maintenance and preservation of good order in the Performing Arts Centre and its environs throughout the whole duration of the hiring period.
- Be liable for any loss or damage of any article or thing sustained by the Hirer or person, firm or corporation supplying such article or thing to the Hirer. Neither the College nor any of its officers shall be liable for any such loss or damage and the Hirer shall indemnify the College with respect to any such claim.
- Take full responsibility for all copyright and royalty arrangements where performances involve these and indemnify the College against any infringement.
- Seek approval from the College before allowing any person(s), even if suitably trained and qualified, to use the sound and lighting equipment.
- Immediately clean all spillages to carpet; additional cleaning may be charged to the Hirer.
- Leave the Canteen in a clean and tidy state.
- Return all College equipment to the appropriate storage areas, including any tables and chairs borrowed from other areas of the PAC or external classrooms.
- Ensure that all equipment brought in by the hirer is stored in the allocated area and removed on completion. In the event that a hire period spans more than one day and takes place during the school week, all areas that require student access must be left completely clear of all items belonging to or used by the hirer. The only area where items may be left during the school week is in the loading bay to the side of the stage,

and a clear path must be available between the stage and Studio 1. The College takes no responsibility for items left in any other rooms/areas during the school week.

- Only use the facilities and equipment agreed to during the hiring hours in this contract and stack chairs or tidy all loose furniture within the Performing Arts Centre after use.
- Advise all audience members of the strict parking restrictions in the streets surrounding the PAC. A parking map is available on the PAC website.
- Communicate with and treat all Rowville PAC staff in a respectful manner.
- A surcharge may be applied to the booking if these points are not adhered to.

The College retains the right to, without notice, immediately terminate this agreement, remove any Hirer and persons associated with any hiring if the college, in its absolute discretion, forms the view that any of the conditions in this document are not adhered to.

12. Indemnity

The Hirer hereby releases and indemnifies the College, its office bearers, directors, employees, agents, successors and assigns against all actions, claims (including third party claims), demands, injuries, death (including injuries and death of a third party), losses and/or damages and suits (including but not limited to legal costs on a full indemnity basis), which are made or brought by any person or entity against the College arising out of (albeit directly or indirectly) or as a consequence of or in connection with the hire of the Rowville Secondary College Performing Arts Centre.

13. COVID Restrictions

In the event of COVID restrictions, it is the hirer's responsibility to check the COVID page on the Rowville Performing Arts Centre website in the lead up to the event and ensure that all steps are taken as listed on the webpage to ensure a Covid-safe event. During times of COVID restrictions, the Covid page can be found at www.RowvillePAC.com/covid.

1. Signatories to this Agreement

Hire by an Organisation / Company* or Individual

**To be completed by a Director, Company secretary or authorised executive member of the organisation. Please note, the organisation invoiced for the booking must be the same organisation name that is identified on the Public Liability Certificate.*

I _____ (please print name),

On behalf of _____
(please print name of organisation, if applicable),

undertake and agree to comply with, and be bound by, all aspects of the Conditions of Hire agreement for the Rowville Secondary College Performing Arts Centre.

Please attach a copy of Public Liability Insurance Cover or provide to PAC Administration no less than 6 weeks prior to your event.

Signature: _____ Date: _____

Official position within the organisation*: _____

Address of Individual or Organisation: _____

Signed on Behalf of Rowville Secondary College by _____

Date: _____