

GLEN STREET THEATRE

HIRE INFORMATION GUIDELINES

Updated May 2023



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VENUE OVERVIEW

Glen Street Theatre is in the leafy suburb of Belrose. We are located on the corner of Glen Street and Blackbutts Road. Free car parking is available on site with two public parking areas next to the venue including accessible parking bays and a drop off zone. There is also plenty of on street parking available. Local transport is available with a bus stop right alongside the Theatre in Glen Street.

The Auditorium Main Stage is a 400-seat proscenium arch theatre with a raked fan-shaped auditorium. In addition, there are 40 counter weighted fly lines and an orchestra pit, which, normally covered, provides for a thrust area.

AUDITORIUM SEATING

There is a maximum capacity of 400 people, subject to the set-up of the auditorium. See Accessible seating and sound console information below.



ACCESSIBLE SEATING

Up to 6 wheelchair positions can be provided, each position requiring the removal of 2 seats. Such as, provision of all wheelchair positions requires the removal of 12 seats (access ramps are available into the venue and the auditorium).

SOUND CONSOLE

The sound console can be located within the auditorium, up to 5 seats may need to be removed to accommodate this. If not required these seats can be returned for sale.

REMOVABLE SEATS

	Number of seats removed	Seat Numbers
Sound Console	5	L1 – L5
Wheelchair Seating	2 seats per wheelchair	K5 – K13 & K35 – K40

GLEN STREET THEATRE HIRE - Auditorium

HIRE PERIODS FOR AUDITORIUM	
Weekly Performance Hire Rate	This is based on a consecutive 6 – 7 days hire between 9am Monday – 11pm Sunday. Maximum 12 of performances per week as per the Live Performance Award and up to a maximum of 5 hours per performance. Time over 5hrs per performance is charged as Theatre Access Time with Stage Lighting at p/hr rate.
Single Performance/Event Rate	This is based on 5 hours for a single performance. Time over 5hrs is charged as Theatre Access Time with Stage Lighting at p/hr rate.
Additional Performances Rate	This is based on having more than one performance of the same production on the same day and allows for 1 hour before performance and 30 minutes after.
Theatre access with stage lighting	This is based on time spent in the venue outside of the performance hire allocated time as above. This is charged at a per hour rate.

Please see Fees & Charges for Venue hire rates.

Hire includes, electricity, cleaning, and toiletries, dressing room facilities as designated, use of standard lighting rig and use of standard digital sound desk.

Additional charges may apply for cleaning in excess of what is considered reasonable. Examples of things which may incur additional cleaning charges:

- Ochre
- Glitter
- Confetti
- Vomit
- Makeup on walls/furniture
- Excess waste generated by event organisers (eg packaging)

Please note - staffing and additional equipment hires are not included in the venue hire rates.

Glen Street Theatre Staffing

The minimum staff requirement is one Duty Technician. If the lighting system is being used, one lighting technician is required. When public are entering the Auditorium via Front of House, a minimum of one Front of House Supervisor and two Ushers are required.

Additional staff may be required:

- If a fly operator is required for flying the house curtain, backdrops or scenery
- Additional equipment – follow spot operator is required
- If merchandise is being sold at the venue

As Glen Street Theatre operates within the Local Government Award 2023 the following staff conditions apply:

- All rates are subject to change according to Award increases
- Any hours worked above twelve hours in one shift are charged at time and a half up to fourteen hours, and double time thereafter.
- A 20% penalty applies to staff who work past 23.00 Monday to Friday
- A meal break of 30 mins is required for every 5 hours of continuous work. Your schedule should allow for all persons involved in the production to have adequate breaks. Should your schedule not allow for this a meal allowance will be charged. Furthermore, management reserves the right to charge staff at double time from the 5 – hour mark.

Technical Equipment included in Auditorium Hire

STAGING EQUIPMENT	
Black Legs 6m (50% Fullness, Gathered)	6 Sets (12 units)
Black Borders (Flat)	4
Stage Smother (50% Fullness, Gathered)	2 Pair (4 units)
House Curtain (Red Velvet)	1 Pair (2 units)
Panorama Masking	

LIGHTING EQUIPMENT	
ETC Gio 2000 Lighting Console	1
Dimmer Channels	216
ETC Source 4 36 deg Profiles	15
ETC Source 4 15/30 Profiles	18
ETC Source 4 25/50 Jr Profiles	32
Robert Juliat Dalis 860 LED Cyc units	6
Show Pro Fusionpar RGBAW+UV LED Par Units	18

AUDIO EQUIPMENT	
Yamaha CL-1 Digital Sound Console	1
Meyer Galileo Galaxy 816 Audio Processor	1
Meyer Professional PA sound system	1
QSC powered fold back monitors	2
Selection of corded microphones	

MISCELLANEOUS	
JANDS Talkback System – Master Unit	1
Beltpack	5
Headset	5

Additional Equipment not included in the venue hire can be found in our Technical Specifications which are available on the Glen Street Theatre website [here](#).

All hirer requirements should be discussed with the Technical Coordinator and finalised no later than fourteen (14) days prior to the event.

OTHER ROOMS FOR HIRE – Sorlies, Crown Room & Foyer

HIRE PERIODS	
Hire – Per Hour	Per Hour, calculated to nearest 15min
Hire – Per Day	Max. 8hrs , calculated to nearest 15min
Hire – Per Week	Max. 8hrs per day , calculated to nearest 15min

Weekly hire rate is based on a hire period of 7 consecutive days, Max. 8hrs per day. Staffing and additional equipment hires are not included in these hire rates.

Please see Fees & Charges for Venue hire rates.

Glen Street Theatre Staffing for other spaces – Sorlies, Crown Room & Foyer

The minimum staff requirement is one Duty Technician. If public are entering other spaces via Front of House, a minimum of one Front of House Supervisor is required

Additional staff may be required

- If you are using the room for recording or streaming purposes.
- If merchandise is being sold at the venue
- An usher may be required depending on numbers and ticketing

As Glen Street Theatre operates within the Local Government Award 2023 the following staff conditions apply:

- All rates are subject to change according to Award increases
- The rates above are applicable for up to twelve hours employment. Any hours above twelve are charged at time and a half up to fourteen hours, and double time thereafter.
- A 20% penalty applies to staff who work past 23.00 Monday to Friday
- A meal break of 30 mins is required for every 5 hours of continuous work. Your schedule should allow for all persons involved in the production to have adequate breaks. Should your schedule not allow for this a meal allowance will be charged. Furthermore, management reserves the right to charge staff at double time from the 5 – hour mark.

Technical Equipment for Sorlies, Crown Room & Foyer

Equipment is not included in this room hire.

Full venue Technical Specifications are available on the Glen Street Theatre website [here](#).

KEY HIRER INFORMATION

Insurance Requirements

When the signed Venue Hire Agreement is returned to Glen Street Theatre, the hirer must also include a copy of their current Certificate of Currency for public and products liability insurance (minimum \$20,000,000) as per the Terms and Conditions of hire. Please note this must be in the same name as the hirer on the Venue Hire Agreement.

Financial Reconciliation

All event costs are reconciled by an itemised invoice by Glen Street Theatre. Charges are as per the applicable Northern Beaches Council gazetted fees and charges relevant at time.

Glen Street Theatre will retain all box office sales and other monies in its' keeping until completion of the hire. The hirer will receive a final reconciliation statement for applicable charges within ten (10) working days of the conclusion of the hire period.

Account records are retained through Northern Beaches Council financial management software system.

Marketing Opportunities

Glen Street Theatre can list your performance or event on our website as part of your hire. Events will be added once your contract has been signed, deposit paid, ticketing and marketing schedule and web materials have been received. Please allow five (5) business days from time of acceptance for your event to be added to our website.

[Click here for marketing opportunities for hirers](#)

All promotional and other material relating to the production published by the hirer will clearly and accurately read similar to: '**Hirer's name**' presents '**Production**' at Glen Street Theatre, Belrose. This includes printed material such as programmes, posters, flyers, advertisements etc.

Merchandising

If the hirer wishes to sell programmes or merchandise, a sales report must be provided to management at completion of hire. A merchandising fee of 12.5% will be applicable. If sales can't be adequately reported by the hirer, a stallholder's fee will be applied.

If required Glen Street Theatre can provide a merchandise seller for you.

Catering

Glen Street Theatre has a fully licensed bar. Alcoholic and non-alcoholic beverages, as well as theatre snacks can be purchased by patrons before and during intermission. BYO is strictly prohibited.

Photography during a performance

The hirer has the opportunity to decide if they will allow filming and/or photography during their show as part of the Ticketing and Marketing schedule.

Photography during a performance with minors

The use of filming and photography is strictly prohibited for copyright and child protection reasons, and abusive behavior when enforcing this will not be tolerated.

There are significant child protection issues including the consent of other parents to have their children incidentally photographed or filmed. In a live environment there is a high risk that parents are not just capturing the image of their child but also the other children on stage.

In the world of copyright taking a video of a child that happens to also include copyrighted music, or any other copyrighted creation, requires a licence. While you may hold all the appropriate licences, the audience does not. In the age of social media distribution this presents breach of copyright risks.

We strongly encourage hirers to communicate this prior to the event and plan for a pre-show announcement reinforcing that the use of photography and recording is strictly prohibited, and the audience should switch off their phones and put them away. This is most effective when undertaken by a representative live onstage pre-event.

Hirers who wish to video their event should advise the theatre at least two (2) weeks prior to their on sale date. Any seat allocation required to facilitate recording an event, including consideration of impact on nearby patrons and restricted viewing must be agreed prior to an event going on sale.

Venue, Property or Equipment Damages

Any damage will be charged to the hirer. To help minimise potential damages please ensure children are always supervised and organisers' work with staff to ensure all builds are done safely.

WI-FI / Internet

WI-FI and internet access is available in all parts of the venue. The Duty Technician will provide access details at the time of your hire.

HIRER RESPONSIBILITIES

Copyright and Licenses

The Hirer must not infringe on any copyright, performing right or other protected right involved with the event. The hirer must hold the appropriate licences with regard to APRA, PPCA and any other relevant licences required to present the event in the venue.

Work, Health and Safety

Glen Street Theatre is committed to maintaining a safe work environment that ensures the health, safety and wellbeing of its staff, volunteer workers, contractors and members of the public.

Workplace Health and Safety is everybody's responsibility. If a potential hazard or unsafe work practices are noticed, the hirer must immediately report this to theatre staff.

Child Protection

All employees at Glen Street Theatre hold a current Working With Children Check (WWCC).

Hirers need to be responsible for their own compliance measures in relation to Child Protection. This includes ensuring that all persons employed by them, or invited into backstage areas of the venue, comply with the requirements of Child Protection Acts in relation to prohibited persons and / or registrable persons under provisions of Acts while in contact with children in the venue and on any Council premises.

BOX OFFICE SERVICES

All events held at Glen Street Theatre must be reserved seating and all tickets must be sold exclusively through the Glen Street Theatre Box Office which provides a phone, counter and online service. No events will be opened for sale until:

- A Hire contract is signed.
- A Hire deposit is paid, and
- A Ticket and Marketing Form with image has been submitted.

The hirer agrees to comply with the [Ticketing Code of Practice](#) as outlined by Live Performance Australia. Hirers will be responsible for all ticket refunds and charges where an event has been cancelled, postponed or significantly changed.

The Glen Street Theatre Box Office contact number for phone transactions is 9470 5913. The Box Office is located in the foyer of the theatre. Normal box office operating hours are 10am - 4pm Monday to Friday, and 1 hour prior to performances.

If the hirer requires additional Box Office support including longer operational hours to service event needs, additional costs will be charged to the hirer.

Ticketing fees for box office services apply to each ticket sold. These fees will be charged to the hirer at the point of reconciliation. The fees are applicable **within** the advertised ticket price, therefore the hirer must advertise the ticket price as an all-inclusive ticket price.

Ticket purchasing will have transaction fees associated. These external transaction fees are charged to the purchaser once only per transaction. The fee depends on the method of purchase; online, phone or counter as gazetted in the Northern Beaches Council Fees and Charges.

Glen Street Theatre is an affiliate of the NSW Companion Card program. It is a condition of hire to provide complimentary tickets to those who hold a valid NSW companion card so long as they are accompanying a person with a disability to the performance.

Glen Street Theatre reserves twelve (12) accessible seats in each event build for patrons requiring wheelchair access. These are released for general sale once all other seats have been sold to ensure maximum capacity can be reached.

Glen Street Theatre retains four (4) House Seats for management use. These seats are not available for sale or use by the hirer.

Complimentary Tickets

A complimentary ticket allocation must be requested by the hirer as part of the Ticketing and Marketing schedule and initial event build. Any further complimentary tickets must be requested by an authorised person in writing and are issued subject to availability.

STAGE DOOR AND LOADING ACCESS

Glen Street Theatre Stage Door and Loading Dock are located in the rear carpark, next to the Lionel Watts Oval on Glen Street. All performers and crew must enter and exit via Stage Door and not through the main foyer entrance.

If you are using the Loading Dock to deliver production elements, please advise the theatre and negotiate a suitable time for delivery. There is a dedicated truck parking bay suitable for vehicles up to 3-tonne. This can be used to park a production vehicle required for loading in / out but is not available for use by personal vehicles.



LOADING DOCK DIMENSIONS

Wide	2.14m
Height	3.44m
Diagonal	4.05m
Dock level (above ground level)	1.15m
Scenery access to stage	Single step load direct from dock into OP wing (ramp available to span from truck to stage level)
Truck parking width	4.5m
Truck parking length	7.3m

DELIVERIES AND COLLECTIONS

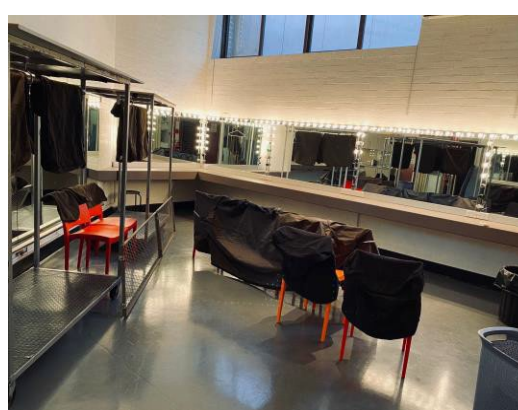
- There is no storage facility on site. All goods must arrive and depart with the hirer, no responsibility is taken for goods received or left behind.
- Any exceptions must be approved by Management in advance

BACKSTAGE FACILITIES

Dressing Rooms

Glen Street Theatre has two dressing rooms available to hirers, one is located stage level and the other is one level above stage, with stair access only, both with a capacity of 25. Dressing rooms include; laundry facilities (stage level only), kitchenette with microwave and kettle, mirrors with lighting, benches, sinks, ensuite toilet and shower, costume racks, audio and monitor show relay.

Ancillary spaces are available for extra dressing rooms as needed and requirements for access should be discussed at the time of booking your event.



Laundry/Wardrobe

Laundry facilities are located in Dressing Room 1 (stage level)

Washing Machine	1 x Hoover domestic 7.5kg
Dryer	1 x Electrolux 8kg
Ironing	1 x ironing board 1 x iron
Costume Racks	2 x Heavy duty costume racks (these can be removed or brought in from other areas of the venue)



Green Room

The Green Room is located at the far end of the Crown Room space. It is a shared space for Glen Street Theatre staff, performers and company members only. No audience or public access is permitted. Facilities include tea and coffee making facilities, hot/cold water, small fridge, microwave, and kitchenette facilities.



ADDITIONAL VENUE INFORMATION

Foyer

The Theatre Foyer includes a kiosk and licensed bar, ample seating and a TV screen which the show can be relayed to.



Rehearsal Space: Crown Room

The Crown Room is located on the Mezzanine level. It features a sprung dance floor 11m wide by 8.50m deep, with a ceiling height of 4.15m. Five separate removable rooms can be setup as dressing rooms and can also be used as follow spot rooms. A small kitchenette is located in the eastern end offering a company green room space. The Crown room also offers two 75 inch TV screens and speakers for viewing the performance and paging purposes.



GUIDE TO BOOKING STAGES

Hire enquiries must be made via the online web form on our website.

<https://www.northernbeaches.nsw.gov.au/venue-hire-booking-enquiry-form>

Tentative Hold

Once the bookings calendar is open bookings are taken in order of Venue Bookings Request Forms being received.

Bookings will not be taken over the phone without a written request by the hirer.

All hirers must disclose the name and scope of any event/show for a provisional booking to be made (pencil hold).

A hirer can request a pencil hold for a single event on multiple dates. Management has the right to refuse multiple pencil holds if the holding of multiple pencil holds will have a serious impact on the Venue's calendar.

Glen Street Theatre will reply in writing via email to the enquiry confirming the dates on hold.

Release of a Hold

The hirer has 30 days from a hold being made to confirm the event and go to contract otherwise Glen Street Theatre has the right to release that hold. Holds are reviewed to ensure access and available dates are maximised.

The hirer is to be notified in advance of this release and provided an opportunity to confirm the booking. Should there be no response in writing within 48hrs the hold will be released.

Contested Hold

If the hirer has a date on a tentative hold and another enquiry is made on that date, the hirer with the existing hold must confirm their booking and readiness to proceed to contract within 48 hours of being advised of the other enquiry.

On issue of a Venue Hire contract, the hirer must sign and return their contract within 48 business hours of contract issue. A venue hire deposit will then be issued and must be paid within 14 days of issue. Should the hirer not return the contract or pay the venue hire deposit fee within this window, the hold will be forfeited.

In this instance, the alternate hirer will be contacted and must be willing to proceed to contract to secure that date.

Confirmation of Hire (Uncontested)

To confirm a booking, the hirer must sign and return their Venue Hire Agreement within fourteen (14) working days and a deposit will be required to be paid within fourteen (14) working days from the date of the Northern Beaches Council's invoice.

If the deposit has not been paid, the hirer will be contacted and provided forty-eight (48) hours to pay or the booking is to be forfeited.

A hirer that contracts two or more dates that do not run consecutively has to ensure that the spaces hired are cleared in between their hire dates. If this is not possible hirers will be charged a fee for dark days.

NB: events will not be advertised and tickets will not go on sale until a booking deposit has been received.

CANCELLATIONS

A Hirer must provide written notification of an event cancellation.

Bookings cancelled more than 90 days prior to the Performance/Event date.

- Any venue hire deposit paid shall be refunded/deducted from outstanding monies owed.
- The Hirer will also be liable for:
 - Hirer Show Cancellation Fees as per gazetted fees and charges.
 - Any other fees applicable for products or services already used.
 - Any charges for goods already purchased on behalf of the hirer.

Bookings cancelled 61 - 90 days prior to the Performance/Event date.

- 100% of the venue hire deposit fee is forfeited. The Hirer shall be invoiced for any outstanding monies still owed.
- The hirer will also be liable for:
 - Hirer Show Cancellation Fees as per gazetted fees and charges.
 - Any other fees applicable for products or services already used.
 - Any charges for goods already purchased on behalf of the hirer.

Bookings cancelled 31 - 60 days prior to the Performance/Event date.

- 50% of total venue hire is forfeited. The Hirer shall be invoiced for any outstanding balance still owed.
- The Hirer will also be liable for:
 - Hirer Show Cancellation Fees as per gazetted fees and charges.
 - Any other fees applicable for products or services already used.
 - Any charges for goods already purchased on behalf of the hirer.

Bookings cancelled 0 - 30 days prior to the Performance/Event date.

- 100% of total venue hire is forfeited. The Hirer shall be invoiced for any outstanding balance still owed.
- The Hirer will also be liable for:
 - Hirer Show Cancellation Fees as per gazetted fees and charges.
 - Any other fees applicable for products or services already used.
 - Any charges for goods already purchased on behalf of the hirer.

Bookings rescheduled within the same calendar year and after the event has gone on sale.

The Hirer will be liable for:

- Booking Fee for any ticket already purchased to original event dates.
- Hirer show reschedule/cancellation fee. This is in addition to the initial per ticket booking fee.
- Any costs associated with cancellation or transfer of goods, services, or products to new event dates.

These event change fees will be invoiced to the hirer at the time of request. This is in addition to the standard fees and charges for the event presentation which will be applied in the final event reconciliation.

FURTHER INFORMATION

For more information about hiring Glen Street Theatre, please contact:

Michele Elliott, Venue Services Coordinator

02 8495 5780

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