



Gay E. Gough Theatre Hire Information & Guidelines

The Gay E Gough Theatre is a 300 seat, well-equipped theatre ideally suited for school plays and graduations, theatre groups, dance concerts, calisthenics, seminars, lectures/debates and conference presentations.

Location

The Gay E Gough Theatre is located at Mount Clear College, 59 Olympic Avenue, Mount Clear, Victoria 3350. Entry is via Olympic Avenue. Parking is available both on the grounds and in Olympic Avenue.

Bookings

Bookings are to be made through the College's Facilities Booking Coordinator. Our technician is available to discuss technical requirements. Please ring the College to make an appointment with the Facilities Booking Coordinator and/or the theatre technician. Hirers are required to discuss technical requirements with the College's technician at least two weeks prior to hire of the theatre.

The booking is not considered finalised until the School Council Hire Agreement has been returned and the bond has been paid. Hirers cannot advertise an event until after the booking is confirmed by the Facilities Booking coordinator.

School Council Hire Agreements must be approved by Mount Clear College School Council.

Lighting and Sound

Preferred technicians for lighting and sound operations are:

Myztic Entertainenz 0408 303 207

Sound and Lighting Concepts 03 5336 1255

Please consult with the College's technician if you wish to use another technician. **Only suitably qualified technicians are permitted to operate the lighting and sound equipment in the Gay E. Gough Theatre.**

Hazer

The College can supply a Hazer at a fee of \$30 per day. Please note, the hazer can potentially set off the internal fire alarm. Hirers are responsible for false alarm calls which can range from \$1500 to \$2500. This also applies to the use of Smoke Machines.

Oil based hazers and smoke machines are not permitted to be used in the venue.

Overhead Projector

Specifications for use: Please use a 16 x 9 format. Computer must have HDMI output and must be able to go full screen. Connection points are available stage left and in the Bio Box.

Cleaning

Cleaning is the responsibility of the Hirer. A condition report will be completed by the College and the Hirer prior to the event.

It is the responsibility of the Hirer to ensure the area is left clean. At the discretion of the College, if any areas are left in an unsatisfactory state, an additional cleaning charge will apply and be payable by the Hirer.

No glitter may be applied in any inside areas of the Theatre or school buildings.

No food or beverages are to be consumed in the Theatre.

The College will provide a vacuum cleaner, mop and any cleaning consumables required. Please note, wooden floors should be washed with warm water only.

Insurance

Please note that in order to use the Theatre you must have \$10,000,000 Public and Products Liability coverage, indemnifying the Hirers and Mount Clear College, during your use of the Theatre.

Emergency Management

Evacuation plans are visible next to doors in the Theatre, Theatre change rooms and Gym change rooms.

It is the responsibility of the Hirer to familiarise themselves with evacuation procedures.

In the case of an emergency, please ring '000'.

Entry

Entry to Mount Clear College will be by key and security fobs. The key and fobs can be collected on the day of hire, or in the case of weekend hire, on the preceding Friday. Key and fobs are to be placed in the "safe key drop" on the left hand side of the main entrance.

At Mount Clear College we take security very seriously. The key and fobs are to be used by the Hirer only. Fobs will only be activated during the hire period. Loss of the key and fob will incur a replacement fee.

Hirers are only to access the specific area of the hire. Entry into other areas will activate the alarm system and may incur a call out cost from Sectrol Security.

Ticketing

It is up to the Hirer to arrange their own ticketing. We suggest you use Eventbrite or Trybooking. These platforms are an online booking system used by event organisers.

- Eventbrite – <https://eventbrite.com>
- Trybooking – <https://trybooking.com>

The College's theatre technician may be able to supply a predefined seating plan for these platforms if requested.

CCTV

CCTV is in use in public spaces. Please refer to the College's CCTV Policy available on the College website.

Functions/Catering/Alcohol

If you intend to sell alcohol or provide alcohol to people that have purchased a ticket, a temporary liquor license will need to be obtained by you. Please refer to Victorian Commission for Gambling & Liquor Regulation and apply at least 30 days prior to your event. Applications can be made online.

Victorian Commission for Gambling & Liquor Regulation: Telephone: 1300 182 457 or website: www.vcglr.vic.gov.au

You must provide us with a copy of this license as well as display the license whilst using the Theatre.

Catering

Mount Clear College does not provide or arrange catering. If catering is required, Hirers will need to arrange their own catering and equipment eg tea/coffee making facilities.

Smoking

All Victorian Government Schools are smoke free zones. It is an offence to smoke within 4 metres of the perimeter of the school.

Heating

Please advise the College if you require heaters to be left on during the hire period.

Bump Out Requirements

All Theatre users are expected to restore the lighting and sound settings to original configuration. This is to be done under the advice of the College's Theatre Technician. Should this be unsatisfactorily completed by the Hirer and it is necessary for our staff to assist, you will be charged accordingly.

Payment

1. Bond payment is required on booking.
2. 50% of payment is required 21 days before booking
3. Payment in full is expected 2 day prior to booking

Bond

A \$250 bond is required from each Hirer to confirm your booking. Please note this may be forfeited for breaches of hiring as set out in conditions on the Hire Agreement form.

Taping of floor areas

Please avoid using tape where possible. Hirers may only use low tac tape which does not leave a residue. Tape must be removed at the end of hire.

First Aid

First Aid consumables are the responsibility of the Hirer. The College has a Defibrillator in the front foyer. Please ensure you are familiar of the location of this Defibrillator.

Damage

The Hirer is responsible for payment for any damage. A condition report will be completed by the College and the Hirer prior to the event.

Use of College Logo

The College Logo can only be used with the permission of the Mount Clear College Principal and Marketing Manager. Please contact development@mountclearcollege.vic.edu.au if you seek to use any of the College's logos or branding.

Gay E Gough Theatre Hire Charges

All hire charges include 10% GST

Hire of Theatre including Change rooms, Student Lounge, Foyer and Bio Box Bump in and out/Rehearsal/Performance	
Half Day Hire (6 hours)	Full Day Hire (12 hours)
Commercial: \$600 Community: \$300 Not for Profit Groups: \$200	Commercial: \$1100 Community: \$550 Not for Profit Groups: \$350

Hire of Gym Change rooms	\$100
Dark Days when Hirers have a day within their hire period they are not using Theatre	To be negotiated with the College – dependent on impact on school programs.
Additional Technical Assistance (if available) for lighting and sound beyond normal set up requirements	\$60 per hour – minimum 1 hour
Call out fee to resolve technical issues (to be deducted from bond)	\$60 per hour – minimum 1 hour
Call out fee to resolve alarm issues (to be deducted from bond)	\$60 per hour – minimum 1 hour
Alarm activation (to be deducted from bond)	\$110 per incident

Cancellation of booking by Hirer

Hire of Gym / Change Rooms / Toilets	Penalty/Payment
90 or more days	Nil - Full bond and any other monies paid refunded.
7 days	Bond forfeited