

## Venue Hire Application

Welcome to the Knox Community Arts Centre.

Theatre. Meeting Room. Function Space. Commercial Kitchen. Accessible Amenities.

This venue hire application is required to book spaces within Knox Community Arts Centre.

### Step One

Before completing this form, please make contact with team to discuss your preferred dates and activity, and arrange a venue tour as required.

### Step Two

Read the following essential venue hire documents

- KCAC COVID-Safe Plan
- KCAC Technical Specifications

The venue team can send you a copy, or you can download yourself at [www.knox.vic.gov.au/hirekcac](http://www.knox.vic.gov.au/hirekcac)

### Step Three

Please complete and return this application form at least two (2) weeks prior to your proposed booking dates

Electronic applications (preferred), please send by email to [arts@knox.vic.gov.au](mailto:arts@knox.vic.gov.au)

Hand delivered or posted applications:

Knox Community Arts Centre  
Corner Mountain Highway and Scoresby Road  
Bayswater VIC 3153

## Applicant Details

Name:

Position Title:

Organisation:  
(if applicable)

Address:

Postcode:

Phone:

Mobile:

Email:

## Booking Summary

<b>Event Title:</b>							
<b>Event Description:</b>							
<b>Dates/Days:</b>							
<b>Time (start to finish):</b>							
<b>Is the booking once-off or ongoing? If ongoing, please select frequency.</b>	Weekly		Fortnightly		Monthly		Other

## Expected Attendance (per event)

<b>Performers/Participants</b>		<b>Crew</b>		<b>Audience</b>	
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### Requested Rooms / Spaces

Standard Rates			Community Rates		
	Supper Room	\$59 per hour		Supper Room	\$38 per hour
	Supper Room 6+ hours	\$51 per hour		Supper Room 6+ hours	\$34 per hour
	Theatre - Space	\$64 per hour		Theatre - Space	\$38 per hour
	Theatre – Bump In	\$122 per hour		Theatre - Bump In	\$96 per hour
	Theatre - Performance	\$194 per hour		Theatre - Performance	\$116 per hour
	Full Venue	\$243 per hour		Full Venue	\$146 per hour
	Internal Ticketing	Form provided on request			

**Supper Room:** Rate includes Chairs, Trestle Tables (10), PA System (Ipod/Laptop), Lectern

**Theatre Space:** Rate includes flat floor & house Lights only. (No technical equipment or stage access)\*

**\* 4hr Minimum for Theatre bookings.**

**Theatre Bump In:** Rate includes Stage Access, Venue Technician. For Bump In/Bump Out time only.

**Theatre Performance:** Rate includes Stage Access, Venue Technician\*, venue standard PA (FOH Speakers, 2 Foldback Wedges, 2 Microphones), standard lighting rig (standard focus only), 2 x Dressing Rooms, Green Room

**\* Minimum staffing requirements (FOH & BOH) will be decided at the discretion of Senior Technician/Venue Manager, after event production meeting. Any additional staff required for events, will be at the cost of hirers.**

**Full Venue:** Rate includes exclusive access to all spaces & all inclusions of Theatre Performance rate.

### Will alcohol be served at your event?

	Yes	Please note that if alcohol is served, an increased hire bond will apply, and licenced Security staff may be required to be supplied at hirer's expense.
	No	
If Yes, will the alcohol be sold or given to patrons?		
	Yes	No

### Schedule

Total Hire Period:			
Activity:	Dates:	Access required from:	Access required until:
Bump In / Setup			
Rehearsal			
Rehearsal			
Performance			
Performance			
Performance			
Meeting			
Bump Out			

### Technical Information

For auditorium bookings of a technical nature, the venue technician will make contact prior to your booking date to discuss your technical requirements.

Technical documentation such as Lighting Plots, Audio Input Lists, blocking notes, Scripts, Cue Sheets and a Production Schedule will be requested at this time, and required at least a week before the booking commences.

The Venue Technical Specifications Document can be downloaded from the KCAC website, at the bottom of the page.

Any media content required for your production/event is preferred to be delivered to the venue a week before booking, in order to test the content is playable on our systems. PowerPoint Presentations can be assembled by technician on the day, within the hirers booking times. We prefer all media content to be delivered on a USB drive.

Hirers are permitted bring their own equipment to use at the venue with technician approval, but it is a requirement that the equipment has an up-to-date Test & Tag label.

### Complimentary Equipment

Please specify any complimentary equipment that KCAC has to offer to assist with your hire. These items are all complimentary to your booking.

Equipment:	Details:	QTY:
Lectern		
Chairs – Black (up to 150)		
Tables – Trestle (up to 10)		
CD/DVD Player		
Piano		
Other (Please Specify)		

### Consumables Purchase

KCAC stocks a range of consumables, which may be purchased for your production/event at any time. Pre-purchase to have it ready upon arrival for your event.

Please note that strictly **no tape** of any kind other than **Electrical Tape** and brand name **Matte Gaff** can be used on the stage (**Fees of \$200 apply**).

Consumable (ea):	Details:	Cost:	QTY:	Total:
Gaffer Tape – Nashua 357 (roll)		\$24		
Gaffer Tape – Nashua Matte (roll)		\$16		
Electrical Tape – Black, White, Blue, Yellow, Red, Green (roll)		\$3		
Sharpie - Black		\$4		
Cable Ties (25pk)		\$10		
AA Batteries (30pk)		\$15		
AAA Batteries (30pk)		\$15		
<b>TOTAL:</b>				

## Venue Equipment Hire

Venue Equipment Hire prices are calculated per day, capped at 4 days per week.

Equipment (ea)	Details:	Cost	Qty:	Total:
Foldback Wedge (Max 5)		\$30		
SM58 (Vocal Mic)		\$10		
SM57 / Rode M5 (Instrument Mic)		\$10		
Wireless Mic – Handheld (Max 6)		\$20		
Wireless Mic - Headset + Transmitter (Max 6)		\$25		
Wireless Mic – Lapel + Transmitter (Max 2)		\$25		
DI Box (Max 5)		\$10		
Drum Mic Kit (5 mics)		\$40		
LED Followspot		\$40		
Data Projector (p/day)*		\$40		
Hazer (p/day)		\$30		
Grand Piano - Tuning Fee*		\$210		
<b>TOTAL:</b>				

\* Projection surfaces are the on stage cyclorama in Theatre, or the drop down screen in Supper Room

\* Grand Piano use is **complimentary** – Piano is only tuned if required by client. Tuning is **not compulsory**, as the piano is frequently tuned throughout the year, although is recommended test before hire date to give ample time to have tuned by venue if required.

### Specialised Equipment Quote Request

We offer wide range of specialised AV equipment in higher quantities, via our AV company partnerships. These can be tailored to suit your production budget.  
This includes quantities greater than venue stock.  
Please indicate any equipment that you need with details to get a no obligation quote.  
Discounts apply for longer duration hires.

Equipment:	Details:	QTY:
Hanging Choir Mic Package (6 Mics)		
Tap Dancing Plate Mics		
Wireless Mic – Handheld		
Wireless Mic - Headset + Transmitter		
Wireless Mic – Lapel + Transmitter		
Foldback Wedges		
Low Fog Machine		
Birdies		
Other:		
Other:		
Other:		

Other Notes/Requests:

### Deposits

20% of the hire fee is required to be paid within 14 days of Council receiving your Booking Confirmation.

Failure to pay this deposit will result in the release of your requested date, times and spaces and will halt the assessment of your application.

### Bonds

Bond Type:	Attendance:	Alcohol:	Bond Applied (inc GST):	Please Select:
Small Function	Under 150 people	Without alcohol	\$341.00	<input type="checkbox"/>
	Under 150 people	With alcohol	\$1,136.00	<input type="checkbox"/>
Major Function	Over 150 people	Without alcohol	\$676.00	<input type="checkbox"/>
	Over 150 people	With alcohol	\$1,136.00	<input type="checkbox"/>

### Public Liability Insurance

As a Condition of hire, all hirers must hold a valid Certificate of Currency of up to \$20 million in Public Liability Insurance. This insurance covers all patrons who participate in your program.

**Do you require access to Knox City Council’s Public Liability Insurance?**

**Yes**

There will be an additional charge if this cover is required.  
Please note that **this fee is non-refundable.**

Total number of patrons	Cost of cover
0 - 100	\$80.00
100 + patrons	\$120.00 minimum fee

**No**

Evidence of your current Public Liability cover must be submitted with your Application or an additional fee will be incurred.



### Agreement

**In submitting this Venue Hire Application, I/We acknowledge the following:**

I/We have read and understood the Venue Hire Information for Knox Community Arts Centre and that all information provided in this application is true and correct.

I/We have read the Knox Community Arts Centre **COVID-Safe Plan**, and agree to complete a venue induction and operate the booking within its guidelines.

That I/We will be liable for any hire fees or holding bonds associated with this application request and that failure to make payment in full by the requested date will cancel and invalidate my/our booking.

Any alterations to the Venue Hire Agreement must be provided in writing **no less than 48 hours prior to the change**.

Management reserves the right to charge for any hire fees due as a result of a late cancellation. (This would incur a minimum of 50% of your Total Hire fees if the cancellation was less than 2 weeks prior to your booking dates)

I/We understand that it is an OH&S requirement for all bookings including the Theatre, to have a venue technician on duty for the whole booking time. **The minimum booking time for the Theatre is 4hrs.**

Management reserves the right to decide minimum staffing requirements (FOH & BOH) for bookings, in order to safely meet event requirements.

**Signed:**

**Name:**

**Date:**

Once your application has been approved, a member of our venue team will contact you to confirm all details and fees. Following this, a Venue Hire Agreement will be sent to you via email.

**Your booking cannot be confirmed until your deposit and bond are paid, supporting documentation is received and a signed Venue Hire Agreement is returned to venue staff.**