

Knox Community Arts Centre Theatre Hire Application 2026

Welcome to the Knox Community Arts Centre.

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

This venue hire application is required to hire the Theatre within Knox Community Arts Centre. We can accommodate:

- Tired seating for up to 161 for unobstructed audience viewing or up to 100 individual flat floor cabaret seating;
- Intimate theatre setting ideal for close audience engagement;
- Ample stage dimensions with timber floor, spacious wings and orchestra room;
- Contemporary bio-box with modern lighting and AV equipment;
- Projection ideal for film screenings;
- Dressing room facilities;
- Box office/candy bar with fridges and product display units.

For more information such as Technical Specifications, please visit www.knox.vic.gov.au/hirekcac or contact us to arrange a venue tour, quote or booking.

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

Please complete and return this application form at least four (4) weeks prior to your proposed booking date. *Application forms submitted less than four (4) weeks prior to the proposed booking date will be subject to technical staff availability and may require upfront payment of any hire fees.*

Electronic applications (preferred), please send by email to 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

Event Title:								
Event Type:	Theatre Production			Keynote Event				
	Musical Theatre Production			Workshop				
	Dance Concert			Conference				
	Music Concert			Film Screening				
	Other (Please Specify)							
Dates/Days:								
Venue Access Times: (entry and exit)								
Performance Times:								
Seating Style	Tiered Theatre Style <i>(Audience Capacity 161)</i>			Round Table Cabaret Style <i>(Audience Capacity 100)</i>				
Frequency of booking	Solitary		Weekly		Fortnightly		Monthly	

Expected Attendance (per event)

Performers/Participants		Crew		Audience	
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Requested Rooms / Spaces

Standard Rates		
	Theatre - Space	\$79 <i>per hour</i>
	Theatre – Bump In	\$152 <i>per hour</i>
	Theatre - Performance	\$235 <i>per hour</i>
	Full Venue – Bump In	\$219 <i>per hour</i>
	Full Venue – Performance	\$291 <i>per hour</i>

Community Rates		
	Theatre - Space	\$46 <i>per hour</i>
	Theatre - Bump In	\$121 <i>per hour</i>
	Theatre - Performance	\$145 <i>per hour</i>
	Full Venue – Bump In	\$160 <i>per hour</i>
	Full Venue – Performance	\$180 <i>per hour</i>

	Ticketing Service (Optional)	Details provided on request
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Theatre Space: Rate includes auditorium flat floor & house lights only (no Venue Technician, technical equipment, stage or backstage access).

Theatre Bump In: Rate includes Stage Access, Backstage Access, Venue Technician, Venue Standard PA and Lighting Grid. For Bump In, Rehearsal and Bump Out time only.

Theatre Performance: Rate includes Stage Access, Backstage Access, Venue Technician, Venue Standard PA and Lighting Grid. This rate begins 30 minutes before show start time and ends 30 minutes after show end time.

Full Venue: Rates include exclusive access to all spaces.

You may select multiple rates for more accurate pricing. If multiple rates are selected, your quote will be calculated based on the 'Schedule' section on page 4.

All bookings in the theatre must be a minimum of 4 hours. Minimum staffing requirements (FOH & BOH) will be decided at the discretion of Knox Community Arts Centre Management. Any additional staff required for events, will be at cost to the Hirer.

Schedule

Total Hire Period (minimum 4 hours):

Activity:	Dates:	Access required from:	Access required until:
Bump In / Setup			
Rehearsal(s)			
Performance(s)			
Meeting			
Bump Out			

Technical Information

For auditorium bookings of a technical nature, the Venue Technical and Operations Officer 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 one week before the booking commences.

The Venue Technical Specifications Document can be downloaded from the KCAC website or requested via e-mail at arts@knox.vic.gov.au

Hirers are permitted to bring in their own equipment to use at the venue with technician approval to ensure that it is compatible with the venue's systems. **All equipment must have a valid Test & Tag for the duration of the booking.**

Technical Crew

Each booking of the theatre includes one (1) technician staff member to set up and/or operate the technical elements of the booking.

Preferred Specialisation of Complimentary Technician:	Audio:	Lighting:	No preference:
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Depending on the complexity of technical requirements, additional technical crew may be recommended to you by the Venue Technical and Operations Officer. The additional technical crew can be supplied by Knox Community Arts Centre at a rate of \$65 per hour per technician.

It is **highly recommended** that all Hirers provide an Audio Operator and/or Lighting Operator where possible.

Please specify below all technical crew members that will be required for the booking:

Crew Role	Provided by:		Details:
Audio Operator	KCAC:	Hirer:	
Lighting Operator	KCAC:	Hirer:	
Playback/Projection Operator	KCAC:	Hirer:	
Stage Manager	KCAC:	Hirer:	
Follow Spot Operator	KCAC:	Hirer:	
Other:	KCAC:	Hirer:	
	KCAC:	Hirer:	
	KCAC:	Hirer:	

Total KCAC Technicians required:	\$65 per hour per technician (One (1) complimentary technician provided)
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Complimentary Equipment

Please specify if any of the following complimentary equipment will be required during your hire period.

Equipment:	Details:	QTY:
Lectern (with microphone, Max 1)		
Chairs – Black (Max 150)		
Tables – Trestle (Max 10)		
Tables – Round Cabaret (Max 10)		
DVD Player		
Grand Piano*		
SM58 (Wired Handheld Vocal Mic, Max 2)		
MacBook (with audio playback, Max 1)		
Foldback Speaker (Max 2)		
Hazer		
Mic Stand – Tall with Boom (Max 10)		
Mic Stand – Small with Boom (Max 7)		
Mic Stand – Straight with Round Base (Max 3)		
Music Stand (Max 6)		
MD/Conductor Camera (Max 1)	<i>Location:</i>	

* 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.

Consumables Purchase

KCAC stocks a range of consumables, which may be purchased for your production/event at any time. Please note that **no tape** other than **Electrical Tape** and brand name **Matte Gaff** can be used on the stage.

Consumable (ea):	Details:	Cost:	QTY:	Total:
Gaffer Tape – Nashua 357 (roll)		\$30		
Electrical Tape – Black, White, Blue, Red (roll)		\$4		
Sharpie - Black		\$5		
Cable Ties (25pk)		\$10		
AA Batteries (30pk)		\$15		
AAA Batteries (30pk)		\$15		
Test & Tag Items (per tag, subject to staff availability)		\$10		
TOTAL:				

Theatre Equipment Hire

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

Equipment (ea)	Details:	Cost	Qty:	# of Days	Total:
Foldback Speaker (Max 4)		\$30			
SM58 (Wired Handheld Vocal Mic, Max 2)		\$10			
SM57 / Rode M5 / Rode NT5 (Wired Instrument Mic, Max 13)		\$10			
Wireless Mic – Handheld (Max 4)		\$25			
Wireless Mic – Headset (Max 8)		\$25			
DI Box (Max 6)		\$10			
Drum Mic Kit (5 mics)		\$40			
LED Followspot		\$40			
Data Projector		\$40			
Grand Piano - Tuning Fee		\$260			
TOTAL:					

Specialised or Additional Equipment

If you require equipment not listed above, we may be able to hire it elsewhere on your behalf. Please specify your requirements below, and we will recommend suppliers to you. If preferred to go through the Knox Community Arts Centre an administration fee may be applied.

Equipment:	Details:	QTY:
Plate/Boundary Mics		
Wireless Mic – Handheld		
Wireless Mic - Headset + Transmitter		
Wireless Mic – Lapel + Transmitter		
Foldback Speaker		
Smoke Machine		
Low Fog Machine		
Birdies		
Other:		
Other:		

Other Notes/Requests:

Candy Bar

All Hirers have use of the Candy Bar throughout the course of the booking.
The Candy Bar has available for Hirer use:

- One (1) tall, 400L drinks fridge
- Two (2) small, 120L mini-bar fridges
- Display shelving and serving counter

All Hirers must provide their own EFTPOS or equivalent device for non-cash sales.

Deposits

A booking is not confirmed until a 20% deposit of quoted total hire cost has been made.

If another applicant is interested in your dates and a deposit has not been made, you will be contacted to make payment. *Failure to pay this deposit will result in the release of your requested date(s), times and spaces.*

Will alcohol be served at your event?

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

If alcohol is to be served at your event, please provide a copy of your liquor license and Responsible Service of Alcohol (RSA) certificates for all bar staff a minimum of seven days prior to your event.

A temporary liquor license can be obtained through the Victorian Government, here:

<https://www.vic.gov.au/apply-temporary-limited-liquor-licence>

Please note: Temporary liquor license applications can take up to 6 weeks to process.

Bonds

Bonds must be paid **no later than seven days** prior to your booking and can be refunded after your booking or held for future bookings (unless used to cover any damage to the Venue or its equipment made during the booking). One of the following bond amounts will be applied to your booking based on criteria outlined in Knox City Council's Casual Hire of Community Facilities Policy.

Level 3 Security Bond*	\$1,322.00
Level 2 Security Bond	\$789.00
Level 1 Security Bond	\$406.00

** For any booking where a Level 3 Security Bond has been applied, a duty technician will be rostered in addition to the one (1) provided technician, at a rate of \$65 per hour for the duration of the booking, at cost to the Hirer.*

Public Liability Insurance

Your organization must provide a valid Certificate of Currency of up to \$20 million in Public Liability Insurance. This insurance covers all patrons who participate in your event.

If your organization does not have Public Liability Insurance, you may be eligible to be covered by Knox City Council's policy. Please contact venue staff for more information.

Agreement

In submitting this Venue Hire Application, I/We acknowledge the following (please tick):

I/We have read and understood the information included in this form for Knox Community Arts Centre and that all information provided in this application is true and correct.	
I/We agree to participate in a production meeting if deemed necessary by the Venue Technical and Operations Officer	
I/We have physically visited and had a tour of the Knox Community Arts Centre	
I/We will be liable for any hire fees or holding bonds associated with the hire such as repairs or cleaning caused by damages.	
I/We understand that failure to make bond payment in full by the requested date will cancel and invalidate the booking.	
Any alterations to the Venue Hire Agreement must be provided in writing no less than 48 hours prior to the change.	
Knox Community Arts Centre Management reserves the right to charge or withhold the 20% deposit due to a late cancellation (within 2 weeks of the booking date).	
I/We agree that a 20% deposit is required to hold the booking date(s) and failure to pay the deposit may result in cancellation of the booking.	
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 4 hours.	
I/We understand that Knox Community Arts Centre management reserves the right to decide minimum staffing requirements (FOH & BOH) for bookings, to safely meet event requirements, at the expense of the hirer.	
I/We will provide a copy of my/our liquor license and relevant RSAs a minimum of 7 days prior to the event if required.	

Signed:	
Name:	
Date:	

Once your application has been approved, a member of our venue team will contact you via e-mail to confirm the booking. An event report will be sent to you at this time, which itemizes the total hire cost quoted. The 20% deposit will be due no later than 30 days after the confirmation of the booking.