

## Swan Hill Town Hall PACC - Application to hire –Touring shows

<b>Organisation &amp; ABN</b>			
<b>Contact person</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>Phone:</b>	<b>Mobile:</b>	
	<b>Email:</b>		
<b>Name of Event</b>			
<b>Description of event</b>			

<b>Area/s required</b>	<input type="checkbox"/> Whole complex	<input type="checkbox"/> Stage	<input type="checkbox"/> Meeting room 1
	<input type="checkbox"/> Auditorium (297 seats)	<input type="checkbox"/> Bar & Cafe Area	<input type="checkbox"/> Meeting room 2
	<input type="checkbox"/> Balcony seating (457 seats)	<input type="checkbox"/> Commercial Kitchen	
	<input type="checkbox"/> Mezzanine Foyer	<input type="checkbox"/> Dressing rooms & Laundry	

Hiring dates and times					
Day	Date	Month	Year	Time IN	Time OUT

<b>Attendance</b>	Estimated Patron Attendance (max theatre capacity (757))		
	Number of Performers:		
	Other (Crew/Support Staff etc):		
<b>Seating style</b> <small>*Please contact us for capacity numbers</small>	<input type="checkbox"/> Theatre style	<input type="checkbox"/> Banquet* (with/without Dance Floor)	
	<input type="checkbox"/> U shape	<input type="checkbox"/> Cocktail	
	<input type="checkbox"/> Cabaret*	<input type="checkbox"/> Other: _____	
<b>Do you give Swan Hill Town Hall permission to provide bar services during your event</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<p><b>Do you need security to be provided?</b></p> <p><i>Large events may require security. Please contact us if unsure.</i></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Note:</b> Hirer to pay for security – Fees can be provided</p>	
<p><b>Public Liability Insurance</b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Please attach a copy of your Public Liability Insurance</b></p>	
<p><b>Technical requirements</b></p> <p><i>* Includes a technician. ** includes two technicians</i></p> <p><i>For further technical/equipment requirements, please email <a href="mailto:shthpacc@swanhill.vic.gov.au">shthpacc@swanhill.vic.gov.au</a> or phone (03) 5036 2592 to discuss.</i></p>	<p><input type="checkbox"/> PA system*</p> <p><input type="checkbox"/> Stage lighting system</p> <p><input type="checkbox"/> Fly tower / rigging **</p> <p><input type="checkbox"/> Piano (Baby Grand)</p> <p><input type="checkbox"/> Haze Machine</p> <p><input type="checkbox"/> Spotlight</p> <p><input type="checkbox"/> Risers</p> <p><input type="checkbox"/> Lighting Festoons</p> <p><b>Microphone</b></p> <p><input type="checkbox"/> Cordless / Radio*</p> <p><input type="checkbox"/> With lead</p>	<p><b>Lectern</b></p> <p><input type="checkbox"/> With microphone</p> <p><input type="checkbox"/> Without microphone</p> <p><b>Additional</b></p> <p><input type="checkbox"/> Wi-Fi access</p> <p><input type="checkbox"/> Whiteboard</p> <p><input type="checkbox"/> Teleconference Phone</p> <p><b>Data projector</b></p> <p><input type="checkbox"/> Projector with audio*</p> <p><input type="checkbox"/> Projector without audio</p> <p><b>Media source for projector</b></p> <p><input type="checkbox"/> USB</p> <p><input type="checkbox"/> Laptop (hire from venue)</p> <p><input type="checkbox"/> Laptop (supplying own)</p>
<p><b>Has a copy of your risk assessment form been provided / attached?</b></p> <p><i>For further information contact <a href="mailto:shthpacc@swanhill.vic.gov.au">shthpacc@swanhill.vic.gov.au</a> or phone (03) 5036 2592 to discuss</i></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Do you need a risk assessment form sent to you?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p><b>Touring company rider</b></p> <p><i>For further information contact Sharon <a href="mailto:sbrinkman@swanhill.vic.gov.au">sbrinkman@swanhill.vic.gov.au</a> Ph: 03 5036 2328</i></p>	<p>Has the rider been provided?</p> <p><b>Hospitality Rider</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Technical Rider</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p><b>Marketing</b></p> <p><i>For further information contact Sharon <a href="mailto:sbrinkman@swanhill.vic.gov.au">sbrinkman@swanhill.vic.gov.au</a> Ph: 03 5036 2328</i></p>	<p>Would you like assistance from the Town Hall team to market this event to residents of the Swan Hill municipality?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If YES,</b> a Town Hall team member will be in touch shortly with details of marketing channels available and associated fees.</p>	

<b>Terms and Conditions</b>	Have you received a copy of the Swan Hill Town Hall Performing Arts and Conference Centre Terms and Conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional equipment, staffing support and other relevant information</b>	

I/We acknowledge that the information contained on this Application Form is true and correct and that I/we have received read and fully understand the Terms and Conditions of hire set out by the Swan Hill Rural City Council and agree to abide by these terms and conditions.

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Event Ticket Build Form

**(Only required for events where tickets are being sold)**

Note: Ticket Sales are subject to the Australian Entertainment Industry Association (AEIA) Code of Practice for the Ticketing of Live Entertainment in Australia.

<b>Event Name</b> (printed on ticket)		
<b>Presenting Partners / Tour Name (if applicable)</b> (printed on ticket)		
<b>Email contact/s</b> (For Weekly Sales Reports) please specify if different		
<b>Time &amp; Date</b> (printed on ticket)		
<b>Ticket Prices</b> All ticket prices listed should include inside booking fee and GST  (Fees & Charges listed below)	<b>Full price:</b>	
	<b>Concession:</b> (please circle applicable)	<input type="checkbox"/> Student <input type="checkbox"/> Health card <input type="checkbox"/> Senior <input type="checkbox"/> Pensioner
	<b>Child price:</b> (please nominate age range)	
	<b>Groups:</b> (min tickets to access the group rate)	
	<b>Early Bird:</b> (discount & time or max tickets at price)	
	<b>Other:</b>	
	Has the \$2.00 customer transaction fee is built into the base ticket price for all sales  <b>Yes</b> included in ticket price <input type="checkbox"/> <b>No</b> not included in ticket price <input type="checkbox"/>	

<p align="center"><b>Ticket Fees</b></p>	<p><b>Please Note:</b> A \$2.00 customer Transaction fee is built into the base ticket price for all sales channels.</p> <p><b>Per ticket booking fee (paid by the hirer)</b> The ticket booking fee is \$3.70 for each ticket sold for commercial hirers. Complimentary tickets will be charged a fee of \$2.70 each.</p> <p><b>Online sales (paid by the hirer)</b> If you have nominated your performance for online ticketing sales through our booking office, the fee is \$3.70 for each ticket sold for commercial hirers and \$2.70 for complimentary tickets.</p> <p><b>Credit Card Charges (paid by the hirer)</b> A credit card settlement fee of 2% will apply to all tickets purchased by patrons via Visa and MasterCard. We do not accept Diners or Amex cards</p>
<p><b>Date tickets should go on sale</b> <i>(allow 3 business days for ticket build)</i></p>	<p>Please do not announce or promote the event until you have received a sales link or confirmation from the Town Hall</p>
<p><b>Any restrictions/warnings required for patrons?</b> <i>(e.g. 18+, adult themes, lighting effects)</i></p>	
<p><b>Ticket Type</b></p>	<p><b>General admission</b> <input type="checkbox"/> Patrons can sit at any available seat they like upon arrival, or at seats as per hirer table maps at the door.</p> <p><b>Reserved seating</b> <input type="checkbox"/> Patrons sit in pre-numbered seats - Please note that if choosing this ticket type that usher fees will apply to assist patrons to seats (1 usher per 100 patrons). See Fees &amp; Charges section below for rates.</p>
<p><b>Ticket Numbers</b> <i>*Please contact the Town Hall team regarding cabaret style capacities and table configurations, as we can configure these to suit the hirer Ph:5036 2384</i></p>	<p><input type="checkbox"/> 296 patrons - theatre style downstairs Removable seats (flat floor) - in front of stage - incl 4 wheelchair spaces</p> <p><b>OR</b></p> <p><input type="checkbox"/> 192 patrons - cabaret style downstairs* Round tables (we recommend 8 ppl per table to ensure unrestricted stage views - incl. 4 wheelchair spaces</p> <p><b>Plus (if applicable)</b></p> <p><input type="checkbox"/> 457 patrons - theatre style upstairs Fixed seats (tiered) - set back 11m from the stage (Note 77 seats with restricted views, which we recommend selling last)</p>
<p><b>Do you want to limit the number of tickets for sale initially?</b> <i>( i.e. sell downstairs first before opening upstairs )</i></p>	

<b>Sales Channels</b> <i>(please refer to fees and charges schedule below)</i>	<input type="checkbox"/> <b>Website / Online ticket sales</b> <a href="http://www.swanhilltownhall.com/">http://www.swanhilltownhall.com/</a>	
	<input type="checkbox"/> <b>Venue:</b> Swan Hill Town Hall PACC Bookings Office (located in foyer ) Phone 5036 2384 Monday to Friday 9am – 2.30pm	
	<input type="checkbox"/> <b>Other venue</b> Swan Hill Region Information Centre Monday to Sunday 9am - 5pm Ph:1800 625 373	
<b>Are any seats required to be held from sale?</b> <i>Please indicate numbers</i>	<b>Space for sound/lighting console</b> Tech holds - contact the Town Hall if unsure	
	<b>Extra wheelchair spaces</b> TH standard layout allows for 4 spaces Row B 1 - 8	
	<b>Promoter comps</b>  <b>*Standard layout allows 10 seat holds for local councillors and media - negotiable</b>	
	<b>Other</b>	
<b>Marketing material provided?</b> <i>Venue Marketing Package available</i>	Have you provided marketing material to assist with advertising? (e.g. images / videos / posters / flyers / media release / show summary) <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Does the show/event have an interval?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Interval Length:
<b>What time does the show/event finish?</b>		
<b>Are there any key messages about the show that should be used when making sales?</b>		

## Financial Settlement

- The Swan Hill Rural City Council (SHRCC) will retain all ticketing and fee monies, until after the close of the performance to which such monies relate.
- Swan Hill Town Hall Hire Fees will be taken out of the ticket reconciliation report at completion of tour.
- Hire fees can be invoiced and paid prior to the event
- Any outstanding fees not covered will be invoiced or taken from bond
- Payments will be made within 28 days of the close of the performance via direct debit or cheque. Cheques will be made out and posted to the Applicant Organisation nominated in this Agreement, unless otherwise specified.
- Ticket prices quoted by the applicant should include GST.
- SHRCC will retain GST associated with the booking fee charged, however GST applicable on ticket income will be forwarded to the applicant and shown clearly on the reconciliation.
- Organisations that do not have a financial history with SHRCC will be required to complete a new Supplier /EFT Form. **(Please find form attached)**

<b>Account Name</b>	
<b>BSB &amp; Account Number</b>	
<b>Email contact/s for Settlement Report</b>	

**Important information**

It is a requirement that swanhilltownhall.com (and their ticketing provider) is the only online outlet for the sale of tickets for this event/performance.

Ticket refunds will not be available except in line with the Australian Entertainment Industry Association code of practice.

**Cancellation or Withdrawal of Show**

If any refund event occurs or the event or part of the event is cancelled for any reason:

- a) Any money held by SHRCC for the applicant shall be refunded by SHRCC to the purchasers of tickets for the event.
- b) The applicant will be required to pay double the booking fee per ticket for double handling and processing of refunds.
- c) A cancellation fee of \$65.00 will be payable to cover initial set up costs of ticket sales.
- d) Further costs will be incurred dependent on date when tour cancelled prior to the performance ( see terms and conditions )
- e) Upon being made aware of any change in an event’s details, SHRCC will make every attempt to notify all patrons that have already booked for the event as soon as possible. In the event that telephone calls are required to notify patrons of any changes or cancellation, a fee of 50c per telephone call will be charged to the applicant. All calls will be made by the SHRCC (not the applicant).

**Babes in Arms**

Children under twelve months of age are permitted into theatres free of charge, unless specified by the applicant. Children under twelve months will not be allocated a seat or require a ticket, however they must be accompanied by a paying adult (free on the knee).

**Companion Card**

SHRCC participates in the Victorian Government’s Companion Card Scheme enabling equal access for patrons who require a companion.

I \_\_\_\_\_ (name) on behalf of \_\_\_\_\_ (applicant)  
 accept the conditions set by the Swan Hill Rural City Council in this agreement provided with regard to all aspects of the above mentioned performance/s.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_