

**THE BAKEHOUSE THEATRE**  
**ADELAIDE FRINGE HIRE CONDITIONS 2018**

**\*\*\*\*\*It is your responsibility to read these conditions before you hire the theatre. If you fail to read them you may find that you have made incorrect assumptions which could be prejudicial to the smooth running of your show.\*\*\*\*\***

**This document constitutes your “Hire Agreement”. Please read it carefully and sign where indicated on the last page.**

**The information on the website also constitutes part of this hire agreement and it will, therefore, be presumed that you have read all of the information on the site.**

**1. Hire Periods**

- Official Fringe Dates:- **Friday 16<sup>th</sup> February to Sunday 18<sup>th</sup> March 2018.**
- The Bakehouse Theatre hire period is a weekly one running from **Monday to Saturday.**

That adds up to four full weeks available for hire/programming, which are:-

- **Week One (Monday Feb 19– Saturday Feb24)**
- **Week Two (Monday Feb 26- Saturday Mar 3)**
- **Week Three (Monday Mar 5- Saturday Mar10)**
- **Week Four (Monday March 12-Saturday Mar 17)**
- During these four weeks we will be running three shows a night in the **Studio Theatre** and three shows a night in the **Main Stage.**
- Time slots for these are **6pm; 7.30pm and 9pm**
- Each show must run for **1 hour maximum** and be able to **bump in and out in 15 minutes.** (which adds up to half an hour between shows)
- **Sundays and day time matinees are not included** in your hire period.
- **Daytime shows:** Children’s daytime shows or extra matinee performances of your evening show are available by negotiation. Please email [pamela@bakehousetheatre.com](mailto:pamela@bakehousetheatre.com)

**2. Charges**

- Each time slot in the Main Stage (audience capacity 87 ) costs \$1500 per week
- Each time slot in the Studio Stage (audience capacity 40) costs \$750 per week
- Extra daily time slots (eg. Matinees or negotiated Sundays) are \$125 for Studio and \$250 for Main Stage
- The Bakehouse is not registered for GST and will, therefore, not be charging GST.
- There are no additional charges for any extras (eg. Electricity, lamps etc.)

**3. Payment/Cancellations**

- A booking fee of 25% of the total hire charge is payable **at the time of booking** the theatre. Bookings will not be considered as confirmed until this deposit is paid.
- When you register the Bakehouse as your intended venue with the Fringe office they will contact me directly to confirm your booking. I will NOT confirm your booking if you have not paid this deposit - so if this is the case, you WILL NOT be able to register with the Fringe. This date is set because it gives time to allow other latecomers to book the Bakehouse should you cancel for any reason and still allows any of these latecomers time to register with the Fringe Office within the required deadline.
- The balance of hire fee is to be paid one month prior to the close of registrations for the Fringe. **Fringe Registrations close on October 4<sup>th</sup> 2017 so final and complete hire fee must be paid by**

**September 4<sup>th</sup> 2017**) . Failure to pay by this time will result in the cancellation of your booking. It is your responsibility to keep this date in mind. You will not be chased for this payment.

- Should cancellation of this agreement become necessary for any reason, the hirer will forfeit all deposits paid.

#### **4. Theatre Space**

- The Bakehouse staff has access to the venue at all times.
- Hire fee is all inclusive of electricity etc., but not breakages.
- For descriptions of theatre spaces, technical equipment and photos of the theatres, please go to our website:- [www.bakehousetheatre.com](http://www.bakehousetheatre.com) on the home page click on “HIRE” in the top red menu bar.
- The theatre space you are hiring consists of the theatre itself – NOT the foyer space. The foyer space is at all times controlled by the Bakehouse.
- Should you be considering hiring the theatre you may want to make a time to come in and have a look around.
- Although all the information is all written here for you – the basic rules are - **“what you see is what you get” and “leave it as you find it”**

#### **5. Technical Information**

- Technical staff for your show are **not** provided as part of your theatre hire.
- If you are from interstate or overseas or have difficulty obtaining tech staff we can refer you to technical staff. This will be a referral only. Any arrangements for your shows will have to be negotiated directly between yourself and the technician. **We recommend using our resident Lighting Designer Stephen Dean because he is so familiar with the theatre that you can be sure that your show will run smoothly, but this is up to you. If you do need Stephen we recommend that you contact him very early because he is usually booked up pretty quickly.**  
[stephendean60@bigpond.com](mailto:stephendean60@bigpond.com) 0417801300
- Regardless of whether you use your own tech staff or not to operate your show, there will be a standard rig set up for each theatre by Stephen. There will be a number of lights left over from this which may be allocated as “specials” for individual shows on a “first in first served” basis and by negotiation with Stephen.
- If you are using your own technician, Stephen will be available for one session only to familiarise him/her with the Bakehouse technical equipment. Use this time with Stephen to ask any technical questions you may need to know, because after that, you will be solely responsible for your technical requirements. Please make sure that you negotiate a time for this as soon as your booking is confirmed. You can deal directly with Stephen [stephendean60@bigpond.com](mailto:stephendean60@bigpond.com) 0417801300
- Further general technical information may be found on the website at [www.bakehousetheatre.com](http://www.bakehousetheatre.com) – “HIRE” where you will find lots of helpful attachments to download. (theatre measurements, lists of equipment, photos etc.)

#### **6. Ticket Sales and Bar**

- Although for other shows during the year, the Bakehouse has a very efficient booking system via its website, during the Fringe, ticket sales are handled through the Fringe office.
- Tickets may also be sold at the door on the night of the performance.
- Bakehouse staff will run FOH – both tickets and bar. We will download the booking sheets for your show each night and staff the ticket counter for you.

- Any cash door sales will be given to you at the end of each performance. Please remember to come and collect these from us at the end of your show.
- The hirer will make available complimentary tixs for Bakehouse staff to be used on nights when you're your show has seats available. This will be at Bakehouse discretion. We don't want to take up any seats that have the potential for sale, but it is a useful way to both reward our volunteers and to fill up your theatre on slow nights. It also allows our staff to be knowledgeable about your show and recommend it to patrons coming through the theatre for other shows.
- The Bakehouse is responsible for the running of the Bar at all times.
- The bar and the foyer areas are **NOT** part of your hired space. Alcohol and beverages will be available for sale **only** by The Bakehouse Theatre.
- **No** alcohol, other than that supplied by the Bakehouse Theatre is permitted on the premises.
- The Bakehouse bar is run **ONLY** by Bakehouse staff. It is not part of your theatre hire, so please give our lovely volunteers some room to move and do their jobs efficiently.

#### 7. Advertising/Flyers etc

- The hirer is to ensure that all advertising material indicates clearly that the performance/event is being presented by the "Hirer **AT** The Bakehouse Theatre" and **NOT** presented **BY** The Bakehouse Theatre.
- It may be possible to negotiate a shared flyer/advertising which combines all of the shows at the Bakehouse and thereby saves each group a considerable amount of their advertising budget. This will be considered when all shows are confirmed.
- All of your advertising material should contain a Bakehouse logo, and the Bakehouse website address. This will help promote your shows. The logo can be downloaded from the website.
- Your posters and flyers should be run past us for approval before going to print. (This will save you from horrid mistakes like the wrong phone no., address, logos required etc. etc.)

#### 8. **FREEBIES FOR YOU!**

- **Promotion of your show on our website** (you get a full page all of your own for each show). It is your responsibility to send us all of your show details to go on the website. We will not chase you for this. If we don't have the information, we can't put it up. **Information should include a press release; an image; list of credits (director, producer, actors etc.); ticket prices, a bi-line (no more than 15 words); exact dates and times; duration.**
- This page will be updated throughout your performance time with excerpts from your reviews etc, BUT, again, it is your responsibility to send us these reviews.
- After your show has finished it will remain on our website in the category of "past plays" so that your company will always have another spot available to google searchers to boost your profile.
- An electronic mail out to our mailing list of **3,000** dedicated theatre goers (which has been accumulated over many years and is constantly updated with newcomers)
- A listing on the Bakehouse Facebook page

#### 9. Cleaning

- It is the hirer's responsibility to maintain the cleanliness of the cast / crew toilets, dressing room and its own Theatre space.
- Bakehouse staff will maintain the cleanliness of the foyer area. Foyer toilet cleaning is the responsibility of Bakehouse staff.

**10. Insurance**

- The Bakehouse Theatre Public Liability Insurance will cover claims that may arise out of and happen in connection with The Bakehouse Theatre's business – not in connection with the hirer's show. (In other words your insurance needs to cover any accidents etc. on stage. Ours will cover off stage accidents)
- The Hirer should make their own arrangements for Public Liability cover in relation to their show and, if necessary, any Voluntary workers' accident insurance that they may require to cover any of their cast and crew.
- The Hirer must supply evidence of this insurance to the Bakehouse before bump-in.

**11. Smoking**

- The hirer shall make sure that there is no smoking in the Theatre or Foyer at any time.
- If smoking is a component of the hirer's performance/event, it is the responsibility of the hirer to pursue an exemption from the new anti-smoking legislation. Enquiries can be made through ArtsSA

**12. Sets/Storage**

- For the ease of both your own show and the shows before and after you, please try to keep your set requirements to a minimum.
- Always remember that you are limited to a 15 minute bump-in and bump-out between shows
- We have very limited storage facilities available but will endeavour to accommodate everyone as much as we can. Please liase with us as early as possible on this.

**13. Damages**

The hirer shall be responsible for any damages to the theatre, technical equipment and/or Bakehouse Theatre property. The hirer will pay to repair or replace damaged equipment. Damages must be reported immediately to appropriate Bakehouse staff.

**14. Communication \* Never Assume**

**Above all – never assume that the Bakehouse has a particular facility, or a particular responsibility without asking. If you do, this will only lead to disappointment and possibly a very late and messy start to your season. Instead of assuming, please COMMUNICATE.**

**Please also ensure that everyone involved in your show has read this agreement. It will save a lot of your time and ours if everyone knows what the expectations are.**

**15. Welcome!**

After all of that reading, welcome to the Bakehouse! We hope that you enjoy your stay with us and we will do all that we can to make sure that your event runs smoothly.

**I, the hirer, have read, understood and agreed to, these “standard conditions of hire”, and understand that this document constitutes the Hire Agreement.**

Signed.....