

LO MYERS STUDIO : INFORMATION & CONDITIONS OF HIRE

ACCESS

Closest access to the studio is through Gate 2, High St. On-campus parking is available in designated areas only. Please abide by parking rules or you may be fined.

Go to: <http://www.estate.unsw.edu.au/parking> for more info.

ADVERTISING

No advertising is to contain any statement or implication that the University is associated with the event, other than the provision of the venue. However, all posters, programs and handbills MUST include the correct name:
Lo Myers Studio, UNSW

Posters should include the name of the producer/company and it is suggested that dates include the year. Please provide 2 posters and a program to the CPL for archival purposes.

Posters and leaflets may be distributed on campus, provided University rules are followed. Accordingly, posters may only be adhered to standard noticeboards. If posters are found on pillars, walls and doors, Campus Services will remove them, and the hirer may be charged.

AIR CONDITIONING

There is air conditioning in Lo Myers Studio.

AMENITIES

The dressing room is equipped with make-up tables, a sink and a bar fridge. Costume and personal items may be stored on racks in the dressing room but this must be approved by the by the CPL Designer.
Laundry facilities are available, by arrangement with the Designer.
There are showers. Workshop and office spaces are NOT available for hire. These spaces will continue to be used by the CPL so please be considerate of staff working nearby when moving to and from the dressing room.

ANIMALS

Animals and birds are not allowed within the studio without prior written approval. Approval must be sought at least four weeks in advance.

BOOKING

Pencil bookings will lapse after one month. Applications must be made on the Application to Hire form provided. Acceptance of a booking will be in writing following receipt of deposit fee. No booking is firm without written confirmation. The University may decline a hire and is not obliged to give reason for such refusal. The University at its absolute discretion may cancel a previously accepted booking.

BOX OFFICE

The CPL does not accept box office bookings on behalf of hirers or collect payment for tickets at the venue. Hirers can share the foyer bar area for this purpose.

BUILDING/PAINTING

Io Myers Studio may not be used for the construction or painting of sets or props. The workshop is generally NOT available for use by venue hirers. It may however, in special circumstances be available for hire separately, after consultation with the Production Manager.

CANCELLATION

All cancellation notifications must be in writing to the CPL at cpl@unsw.edu.au. Deposits are not refundable. However, if notification of cancellation is more than a month out from the hire the value of your deposit can be used as a credit on a future booking. The new booking must be within 12 months of the original booking and if that future booking is cancelled the credit is forfeited. All cancellations within a month of the hire will incur the loss of the deposit as a cancellation fee.

Cancellations within 2-14 days incur a charge of 50% of the total fee as cancellation fee. The other 50% can be credited towards a future booking within a twelve month period.

Cancellations up to 48 hours result in no credit and no refund.

The Manager reserves the right to cancel any performance, season or period of hire without notice and without refund or compensation. Contravention of the "Conditions of Hire", Studio regulations, and/or University rules are all cause for immediate cancellation.

CLEANING

Cleaning of the studio, backstage areas and dressing rooms is the responsibility of the Hirer. An additional charge will be incurred if these areas are not left clean at the end of the hire period.

FOYER BAR

The CPL runs the foyer bar. It can be made available with your hire at an additional charge.

COST

Details of charges are as per the contract.

COSTUMES

Costumes may be available for hire at the discretion of the CPL Designer. For further information contact our Designer on 9385 5378 at least four weeks in advance.

DAMAGE

Damage to the building should be brought to the attention of the Manager at the earliest opportunity. Failure to report damage may result in further charges or loss of facility access. User groups will be charged for the repair/making good of all damage.

EMERGENCY

In the event of a serious emergency, contact UNSW Security immediately on 9385 6666. Security will then make appropriate arrangements for emergency management.

For problems such as access, plumbing or electrical emergencies phone 9385 6000. On performance days, the CPL representative will take charge of all personnel in the event of an emergency. You must assist him/her to fulfil this responsibility by ensuring all hire group members comply with instructions.

All injuries and hazards MUST be reported to the CPL representative immediately.

FACILITIES AND EQUIPMENT

Hire of the studio includes use of the equipment and facilities as per the agreement and listed in the “Technical Specifications” and “Information + Conditions of hire”. In some cases, additional equipment may be hired from the CPL. The Hirer is responsible for maintaining all University equipment in the same condition as at the commencement of the hire period. The Hirer is financially responsible for the replacement of any lost or stolen equipment.

The floor in the studio is timber with a natural oil finish.

The floor cannot be painted or have any set fixed to it.

FOYER

Foyer displays are welcome, however any alteration to furniture or existing displays require approval from the Manager. The foyer must not be used as a workshop.

HIRER'S EQUIPMENT

Permission may be granted for hirers to use their own (or externally hired) equipment. Permission must be requested in writing/email from the Production Manager and will be granted if the equipment is considered compatible with existing systems in the studio and will not prejudice the studio in any way.

INDEMNITY

The Hirer must indemnify the University, its members, servants and agents from and against all liability for damages, costs, actions, claims and demands which may be made, sustained, suffered or recovered against it or them by any person for injury to person or damage to property however sustained, when using, entering, leaving, within or near the venue during the period of hire.

INSURANCE

The University accepts no responsibility for accident/misuse of University property, loss or damage to personal property, or the property of the Hirer, who is advised to take out an appropriate policy. This extends to equipment hired from external sources. Hirers are required to provide loss of income/compensation insurance for their employees and volunteers in addition to public liability insurance.

Staff employed by the CPL will be covered by the University's insurance.

The Hirer must provide evidence of their public liability insurance to the Manager. The insurance must be with a licensed Australian insurance company, unless otherwise agreed, and must be current and paid in full. Contact the Manager for information on insurance policies available to small studio companies.

LAMPS

The studio technician will check that all lanterns are operating correctly at the commencement of the hire period and again during the bump out.

Replacement lamps for those that expire during the course of hire (belonging to equipment provided by the University) will be supplied by the CPL. The Manager will prepare an invoice for any other repairs or consumables after bump out.

Please contact the Production Manager on 9385 4863 immediately if a fault is noticed.

PARKING

Parking is not available for hirers of the studio and the University does not provide parking for studio patrons. All parking on campus is free after 7.30pm (6pm in the NIDA car park) Mon to Fri and on weekends and public holidays, otherwise all parking signs must be followed. Parking tickets are official police infringement notices.

PROGRAMS/CREDITS

Please include the following blurb in your program/credits:

UNSW CREATIVE PRACTICE LAB

Supporting teaching and practice-led research in the School of the Arts & Media.

cpl@unsw.edu.au / 9385 5684 / sam.arts.unsw.edu.au

PROPS

Props may be available for hire at the discretion of the CPL Designer. For further information phone 9385 5378, at least four weeks in advance.

RESTORATION OF PREMISES

The venue must be clean and tidy at the end of the hire. Sweeping and mopping the studio floor is the responsibility of the hirer. Dressing room is to be vacuumed and tables wiped down. Hirers are not permitted to store any items in the theatre beyond the booked period of hire. The venue must be clean, restored and available to the next hire group at 9am on the day following the end of your hire period.

Any damage to University property brought about by persons and/or patrons related to the hire must be made good at the expense of the Hirer.

RESTRICTION OF USE

Hirers shall not use the theatre for any purpose that injures the reputation of the University. Hirers shall not use the theatre in any way that imperils any license granted or insurance taken out in respect of the theatre or University.

Hirers shall carry out their activities in such a way as to avoid any interference, particularly by way of sound, with the normal activities of the nearby residential colleges.

No performance or part of any performance may take place outside the theatre building.

The hirer shall not permit any flame, explosive, or fuel to be brought into or be used in the theatre, except in such circumstances as are approved by the Production Manager. Matches and cigarette lighters are permitted where smoking is required as action in the play.

Firearms or other weapons may not be brought onto campus. Breach of this condition will result in immediate cancellation of hire and escort from the premises.

SEATING

The seating bank must be set and struck by the Hirer under the supervision of the CPL technician. This is an additional charge to the Hirer.

SECURITY

Make sure that the building is secure at the end of each day and that the alarm is set. Never assume there is or is not someone else in the building, always

check before you leave. The University accepts no responsibility for and cannot insure against loss or damage.

SET

Set may be available for hire at the discretion of the CPL Designer. For further information contact the Designer on 9385 5378, at least four weeks in advance.

SETTLEMENT

As per the contract.

SPECIAL CONDITIONS

The hiring of the studio does not create any tenancy or partnership between the Hirer and the University. The Manager may make special and additional conditions should circumstances warrant.

Part of the CPL's function is to determine safety, ensure contract compliance and to follow appropriate procedures in the event of hazard, injury or emergency. Advice must be followed at all times.

STAFF

The CPL will provide a supervising technician for the duration of the production or event. This is an additional cost to the Hirer.

TERMINATION

A hire agreement terminates at the end of the hire period as stated in the hire agreement. A hire agreement terminates if payments are not made within the times specified in the contract or if the "Conditions of Hire" are not observed.

THIRD PARTY

A third party without the written consent of the Manager may not use the studio. This consent will only be granted where the principal hirer has agreed to the sharing of facilities in writing.

Io Myers Studio is a licensed public theatre. The Hirer must comply in every respect with any Act or regulation governing theatres and public meeting places and is responsible for any taxes or fees charged from time to time in respect of the Event.

In particular, the Hirer is responsible for fireproofing as required by law all equipment and materials brought into the theatre by the Hirer and must indemnify the University in respect of any loss or damage sustained by the University or anyone else as a result of the failure of the Hirer to comply with this obligation.