

# CELL BLOCK THEATRE

## Hire Information Sheet

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### What functions can be held?

- The venue can hold up to a maximum –
  - 120 seated (dinner)
  - 250 seated (theatre style)
  - 250 standing.
- No activity can be conducted that involves the charge of an admission fee, selling of goods or services, or any other consideration.
- The use of any Pyrotechnic devices is strictly prohibited.

### Availability

In general, functions are held during Term time only, between 8:30 am and midnight. Special arrangements can be made outside these times at an additional cost.

### Facilities and Services Included in Standard Licence Costs

- Cell Block Theatre (see **Availability** above).
- Surrounding courtyards
- Amenities and normal supplies
- 150 chairs.
- Sound System
  - PV amplifier
  - 5 stack CD Player
  - Single Cassette Player
  - 4 x Microphone Outlets
  - 4 x BL Speakers
  - Lectern
- Lighting
  - Track Lighting
  - 16 x PAR64
  - Dimmer Rack
  - 2 x 3 Phase Power Outlets (Inside) 1x3 Phase Power Outlets (Outside)
  - 1 x 12 Channel Light Desk
- Standard Safety Railing
- Mobile Gas Heaters x 3
- 2 Portage Fans
- Parking for 5 cars

### Facilities and Services Additional Mandatory Cost

- Parking for Up to 80 Cars
- National Art School Security – number of Security Guards required is determined by the National Art School and is dependent on the type of function.

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**Facilities and Services Additional Voluntary Cost**

- Additional Hours outside Standard Hours.

**Facilities and Services not included – To be arranged by Hirer**

- Catering / Alcohol
- Wait Staff
- After Event Cleaning
- Display Materials
- Set up/Removal (including all items and waste brought onto the premises).

**Fees and Payment**

- See the attached Schedule of Fees for current prices.
- Deposit must be paid at the time of signing the Contract and the balance on the day prior to the event.
- All fees must be paid by Bank Cheque (unless otherwise agreed).
- All fees are inclusive of Good and Services Tax, where applicable.

**Cancellation by the Hirer**

- If the cancellation occurs more than 8 weeks before the event, a full refund of the fees paid by the Hirer, **less an Administration charge of \$100.**
- If the cancellation occurs less than 8 weeks but more than 2 weeks before the event, a refund of One Half of the Deposit paid by the Hirer.
- If the cancellation occurs less than 2 weeks before the event, there will be **NO Refund** of the deposit.

**Cancellation by the National Art School**

If we are not able to provide previously organised facilities due to circumstances beyond our control, no further reclaim, other than a full refund of any money paid to us, is claimable.

**Insurance**

Prior to the commencement of the event, the Hirer must produce evidence of a Public Risk Insurance Policy covering injury to person or property on the premises for an amount of at least \$10,000,000.

**Security**

The National Art School requires its own security personnel to be present at all times. The number of guards required is determined by the National Art School and is dependent on the type of event and numbers. The Hirer may wish to employ additional private security at their own cost, however, the Hirer and any private security firm engaged by the Hirer must comply with all directions given by the security personnel of the National Art School.

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### **Deliveries**

During weekdays, goods may be delivered between 7:00 AM AND 5:00PM. In special circumstances, arrangements can be made for delivery outside these hours, provided at least two weeks' notice is given. In general, goods may only be delivered on the day of the function and must be removed at the end of the function.

All deliveries must be made through the Burton Street Entrance of the Campus. The Hirer will need to advise National Art School of the following:

- Name of company delivery/collecting goods
- Nature of the goods
- Approximate times
- Contact numbers

Please note: The National Art School will not sign for any goods or accept any responsibility for their safety.

### **Parking**

Up to 80 spaces may be available at a fee, however, parking is not guaranteed. When parking is available, we require:

- Vehicle Registration and/or
- Name of Driver

### **Access**

Access is by invitation only. A full guest list must be supplied prior to the event.

### **Failure to vacate Premises at the end of Term of Hire**

If the Hirer fails to vacate the premises at the agreed end of the term of hire, additional charges will occur for each hour or part thereof past the agreed end of hire. The Hirer will be liable for any damages that may occur during this period and any other additional costs relating to security or any other staff of the National Art School.

### **Hirer's Indemnity**

The National Art School will have no responsibility or liability for any death or injury to person or any loss of or damage to property of the Hirer or of any other persons within the premises and the Hirer indemnifies the National Art School from and against all such claims.

### **Additional Obligations**

The Hirer must:

- Keep the premises clean and tidy.
- Not interfere with any of the services that pass through, under or over the premises.
- Not bring any dangerous substances into the premises.
- Not breach any fire safety regulations.

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- Not obstruct fire doors and other points of egress.
- If alcohol is to be served, meet all licensing requirements for the provision of alcohol.
- Not bring onto the premises any ignitable gases or liquids.
- Not permit smoking in any indoor or enclosed areas on the premises.
- Not use nails, screws, staples, adhesive tape or other attachments on any wall or doors of the premises without the prior consent.
- Remove everything brought onto the premises, including waste.
- Not use any logo of the National Art School or any related entity.
- In accordance with council regulations, ensure that noise levels do not exceed 5 dba above background noise and cease at midnight.
- Ensure the National Art School approves all publicity associated with the use of the premises, including all signage. This approval may be exercised with absolute discretion.

To arrange an event or for further information please contact:

**National Art School**  
**Cell Block Theatre Enquiries**

Telephone: 02. 9339 8744  
Facsimile: 02. 9339 8740  
Email: [nas@det.nsw.edu.au](mailto:nas@det.nsw.edu.au)

**Cell Block Gallery**  
**Cnr Forbes & Burton Streets**  
**Darlinghurst 2010**

The National Art School reserves the right to refuse to hire any of its facilities to any person or body as it determines and such decision will be final.