



ALL SAINTS'
COLLEGE

Ewing Avenue,
Bull Creek, WA 6149
(08) 9313 9333

Postal Address:
PO Box 165 Willetton, WA 6955

Centre for Performing Arts

Schedule of Fees, Facility Guide and Terms of Hire 2026



For event enquiries please contact

David Spooner

Centre for Performing Arts Manager

david.spooner@allsaints.wa.edu.au

t.(08) 9313 9333 m.0466 342 052

To Serve with Wisdom and Courage

Welcome to

The Centre for Performing Arts at All Saints' College

Nestled in the heart of Bull Creek, the Centre for Performing Arts at All Saints' College is a premier venue designed to inspire creativity, showcase talent and bring performances to life.

Built in 2012 to support the College's vibrant arts program, the CPA boasts state-of-the-art facilities, exceptional acoustics and a professional-grade 420-seat theatre space. The Centre is the ideal location for concerts, theatre productions, dance performances, presentations and community events.

Whether you're planning a school production, a corporate function or a touring show, the Centre offers a dynamic and flexible environment to meet your needs.

Supported by dedicated technical staff and conveniently located at the edge of the vibrant All Saints' College campus, our venue combines professionalism with accessibility — making your event not only successful but also truly memorable.

Amenities include a welcoming foyer, box office, meeting room, the Wanju Cafe by Little Parry, green rooms, practice and holding areas, dressing rooms and an easily accessible loading dock.

While the CPA primarily hosts College activities, it is available for hire by community groups and external providers on a limited basis. The College reserves the right to refuse or cancel bookings if the facility becomes required for College events.



**Explore what's possible at the Centre for Performing Arts,
where stories are told and experiences are shared.**

Venue Facilities and Equipment

CPA standard hire includes use of the standard lighting rig, sound system and a lectern with corded microphone at no extra charge.

Facilities included with the standard hire are: Theatre Auditorium (420 seats) and Stage, Dressing Rooms, Music Warm up Room, (CPA 2), Green Room, (CPA 1) Upper and Lower Foyer and Box Office.

The use of the kitchen and servery is not included. Opening the cafe is in negotiation with *Wanju Cafe by Little Parry*.

Additions to the standard hire are in negotiation with the Theatre Manager. Items marked with an astrisk will incur extra fees. All consumables such as batteries and gaffer tape will be added to the final account.

Contact venue management for equipment hire rates, which are negotiable based on show and venue set up required.

CPA Spaces

AREA	SIZE	FUNCTION
Auditorium	22m x 30m	420 Fixed Seating with access for four wheel chairs
Stage	18m x 12m	Performance area with fully sprung wooden floor and adjustable hard sided acoustic masking panels and false proscenium.
Dressing Room (Female)	6m x 12m	Dressing and makeup room with attached toilet and shower facilities.
Dressing Room (Male)	6m x 12m	Dressing and makeup room with attached toilet and shower facilities.
Green Room (CPA1)	8m x 14m	Performers' rehearsal area; may double as an extra dressing room space for larger productions.
Foyers		Upper and Lower Foyers with box office facilities and cafe area located in the Lower Foyer
Laundry / Make up / VIP Room	3m x 7m	Makeup Room, doubles as laundry room
Music Warm-Up Room (CPA2)		Music Rehearsal Room
Meeting Room	8m x 6m	VIP Reception, Boardroom set up.

CPA Stage Facilities and Equipment

Item	
2 x Dressing Rooms	40 person capacity, wall to wall mirrors c/w makeup lighting, full length benches, hand basins with hot and cold water. 3 toilets (male/female) 2 Showers (male/female)
Auditorium Specifications	Stage to FOH distance - 22 meters Raked seating, Stage to FOH back wall @ 10° FOH lighting, distance from stage 8m FOH perches - distance from stage 9m Stage height 60cm to boarder edge Fly height 13m to grid.
Auditorium Seating	Fixed 420 seats (Row A removable to allow orchestra pit / stage thrust lift operation)
Stage Dimensions	Width 16m wall to wall (Music Mode) 12m between tormentors (Theatre mode with hard legs) Depth 12m curtain line to back wall 8.5m curtain line to cyclorama
Stage Extension (hydraulic apron)	3m x 5m
Loading Dock	Entry on western side of stage (Gate 2, Ewing Ave.) doors 2.8m x 2.4m No hoist available, 2 x stage flatbed trolley, 1 x sack trolley
Fly System Height from stage floor to grid - 13m	18 Motorised Jands Pile Wind Hoists with pendant control, lines as listed. House Curtain (Purple Wool Austrian Action) House border 4 x black borders 1 x cyclorama 4 x LX bars 4 x acoustic audio roof panel pickups (2 Panels) 1 x hard timber finished projection screen 2 x spare scenic bars
Stage Drapes	4 x black wool borders 4 x hard legs 1 x set black reveal tabs upstage rear track 1 x white cotton cyclorama 1 x wool proscenium house curtain with height adjustable border and foldout hard false proscenium sides.
Stage Coverings	stage floor - timber sacrificial <i>Masonite</i> floor cover* 12m x 12m <i>Rosco</i> dance floor surface*
Lectern	1 x black metal <i>Lectrum</i> lectern c/w 1 pair condenser goose-neck microphones
Musical Instruments and Furniture	
Fazioli Forte 7ft Grand Piano*	Use and hire cost for the grand piano is in negotiation with the Director of Business and Administration and Director of Music. Tuning of the piano will be at the hirer's cost and must be performed by Mr Paul Tunzi. 
Musical Furniture	3 x tip-up 3-step <i>Wenger</i> choir risers * 60 x black <i>Sebel</i> musician's chairs* 60 x <i>Classic 50 Wenger</i> music stands* 2 x level <i>Wenger Plus</i> conductor's stand*

CPA Lighting & Effects

Item	
Lighting Control	Jands Vista S3 lighting board, (8 x DMX universes of 4096 channels. Quad core PC with touch screen lighting system, (control/screen-share through iPad to stage.)
DMX networking	PathPort DMX reticulated to all lighting positions through ethernet.
Dimming	6 x Jands HPC 12-channel each, 2.4K dimmers/switch packs, 72 channels total 1 x Jands Power Distribution PDS12R 12 circuit.
Lighting Access - Front of House	• Full carpeted catwalk access above stage and auditorium (via control room) • 1 x auditorium LX lighting front gantry/coffer - 12 circuits • 1 x auditorium LX lighting mid gantry/coffer - 12 circuits • 1 x auditorium LX lighting rear gantry/coffer - 8 circuits • 2 x auditorium side LX positions with secure safe access with 4 circuits
Lighting Access - Stage	• floor traps downstage with 4 circuits • LX 1 – 8 circuits and 8 patches at sub patch • LX 2 – 12 circuits and 12 patches at sub patch • LX 3 - 8 circuits and 8 patches at sub patch • LX 4 – 24 circuits and 12 patches at sub patch
Lighting Access - Side Lighting	• 12 x side light booms with 5 dub patches PS & OP at stage level. • side light sub patch on OP Fly Floor – 16 patches • side light sub patch on PS Fly Floor – 8 & 6 patches
Fixture Inventory - Moving Heads	12 x Martin Aura LED moving head wash lights (MAC's) 10 x Martin Entour 350 LED moving head profile lights (MAC's) 4 x Acme profile movers with twin gobo wheels 8 x MAC101 (clone) LED narrow beam moving head 5 degrees
Fixture Inventory - Generic Fixtures	24 x Selecon SPX profile medium 8 x Prolite Profile 15/25 800 watt 8 x Source 4 Junior Profile 23/50 600 watt 2 x Prolite Medium Profiles 16/28 650w 4 x Prolite Medium Profiles 18/24 1.2Kw 1 x Selecon Red Base Pacific 18/24 & 45/75 2 x Selecon Red Base Pacific Follow Spots (in spot rooms) 20 x Selecon Rama Fresnel 1.2Kw with Barn Doors 2 x Strand Harmony Fresnel 1Kw 4 x Prolite Fresnel 650w with Barn Doors 1 x Prolite Fresnel 1.2kw with Barn Doors 4 x Prolite PC 650w with Barn Doors 2 x Strand Harmony PC 1Kw 2 x Strand PC 818 1000w with Barn Doors 1 x Prolite PC 1.2kw with Barn Doors 2 x Strand Minim Fresnel 500w 8 x Par 56s 300w 12 x Par 16 Birdies 12v 50w
Fixture Inventory - LED Fixtures	12 x LED Chauvet COLORADO 144tour batons for cyclorama, creates (continuous colour mix/wash over 12m wide, 6m high Cyclorama). 4 x Event PAN4X1X15 COB RGB 15W LED Pixel Control Panel 24 x Litecraft Multi Pars LED RGBW with Barn Doors 16 x Beamz LED RGBWAUV
Work Lighting	6 x high power LED work wash lamps (overhead) stage
Effects	2 x Look Solutions Unique 2.1 Hazers
Any changes to standard rig layout will incur extra charges.- This includes costs to readdress and refocus fixtures as required at the hourly technicians rate.	

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CPA Audio & Visual

PA & Mixing

Front of House Public Address	12 x QSC LA108 two-way Active Flown Line Array 2 x JBL PRX718 XLF Active Flown Subs Ampertronic Induction Loop Driver ICD500
Mixing Console	Allen & Heath Avantis c/w 2 x Dante IO + Deep & Dyn8 plug-in pack
Stage Boxes	4 x Allen & Heath DT168 Stage Boxes 1. Prompt Corner (rack mounted input for radio receivers) 2. Prompt Corner (rack mounted accessory inputs) 3. BioBox (rack mounted playback and tie-lines) 4. portable stage box
Ancillary Powered Speakers	• 2 x JBL PRX615M active monitors • 2 x Alto TX8 active monitors • 1 x Alto TX208 active monitor • 3 x Alto TX308 active monitors • 2 x Behringer Eurolive B112D active monitors • 1 x EV30M Powered Column PA speaker

Microphones

Wireless Receivers / Transmitters	9 x Senheiser EW500-G3 receivers* 7 x Senheiser EW300-G3 receivers* 16 x Senheiser belt packs to suit receivers* 9 x Senheiser wireless hand-held microphones*
Headsets / Lavalier	6 x DPA 4066 F Omni Headset - Microdot microphone c/w Senheiser adapter* 10 x DPA 4061 Core Omni Loud - c/w Rode Lav headset mounts & Senheiser adapters* 10 x Hixman 4019 Headset microphones with senheiser connection fixed* 2 x Hixman M100 Instrument cardioid microphone c/w Senheiser connection fixed*
Corded Microphones	5 x Shure SM58 dynamic vocal microphones 11 x Shure SM57 dynamic instrumental microphones 5 x Shure Centriwise overhead drop microphones 6 x Rode NT3 condenser microphones 2 x Rode M5 compact condenser microphone matched pairs 1 x Audio Technica AT2035 large diaphragm condenser 1 x sE BL8 boundary microphone
Microphone Stands	12 black K&M boom mic stands 12 x straight microphone stands (heavy base) 4 x short boom microphone stands 5 x table microphone stands

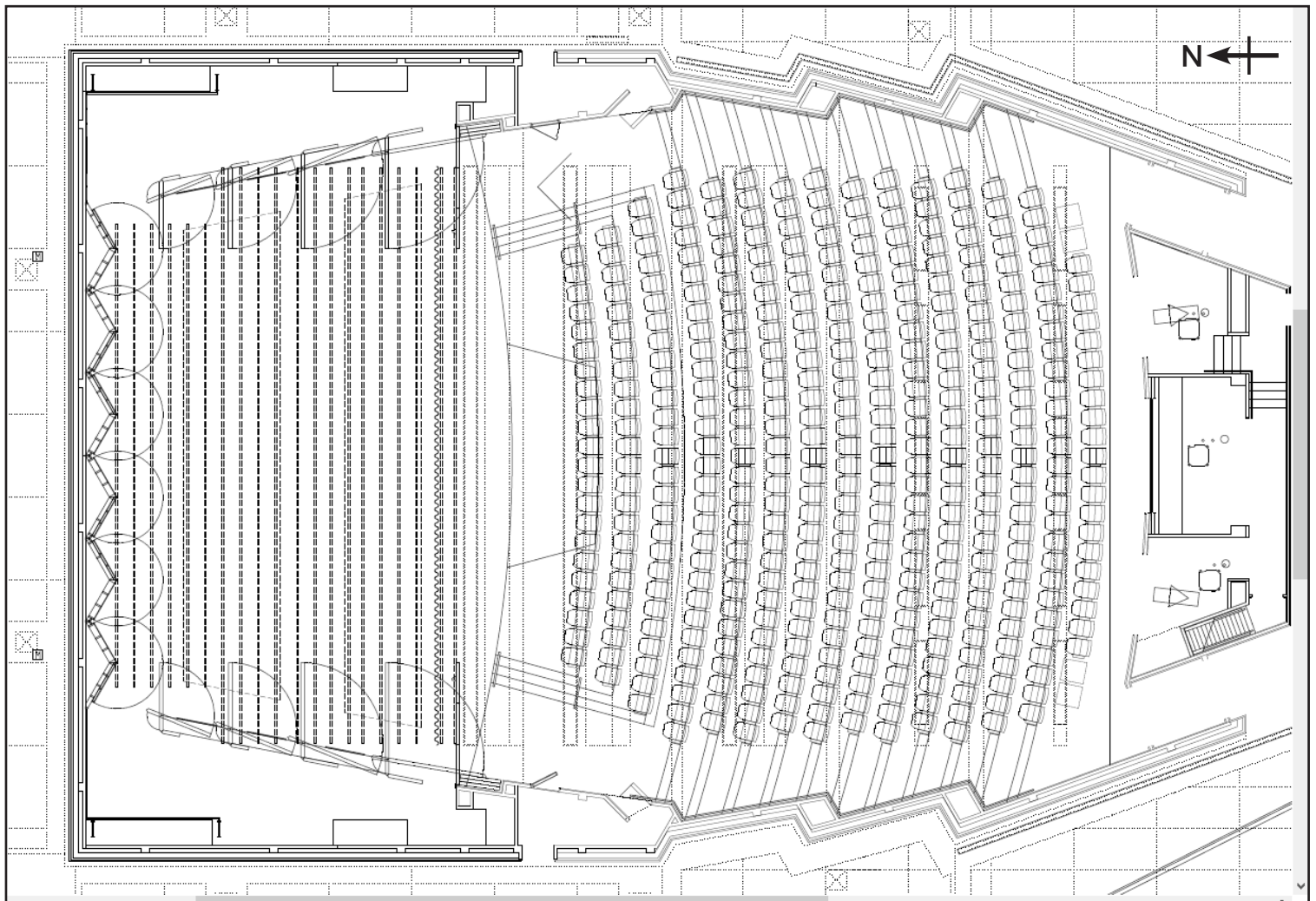
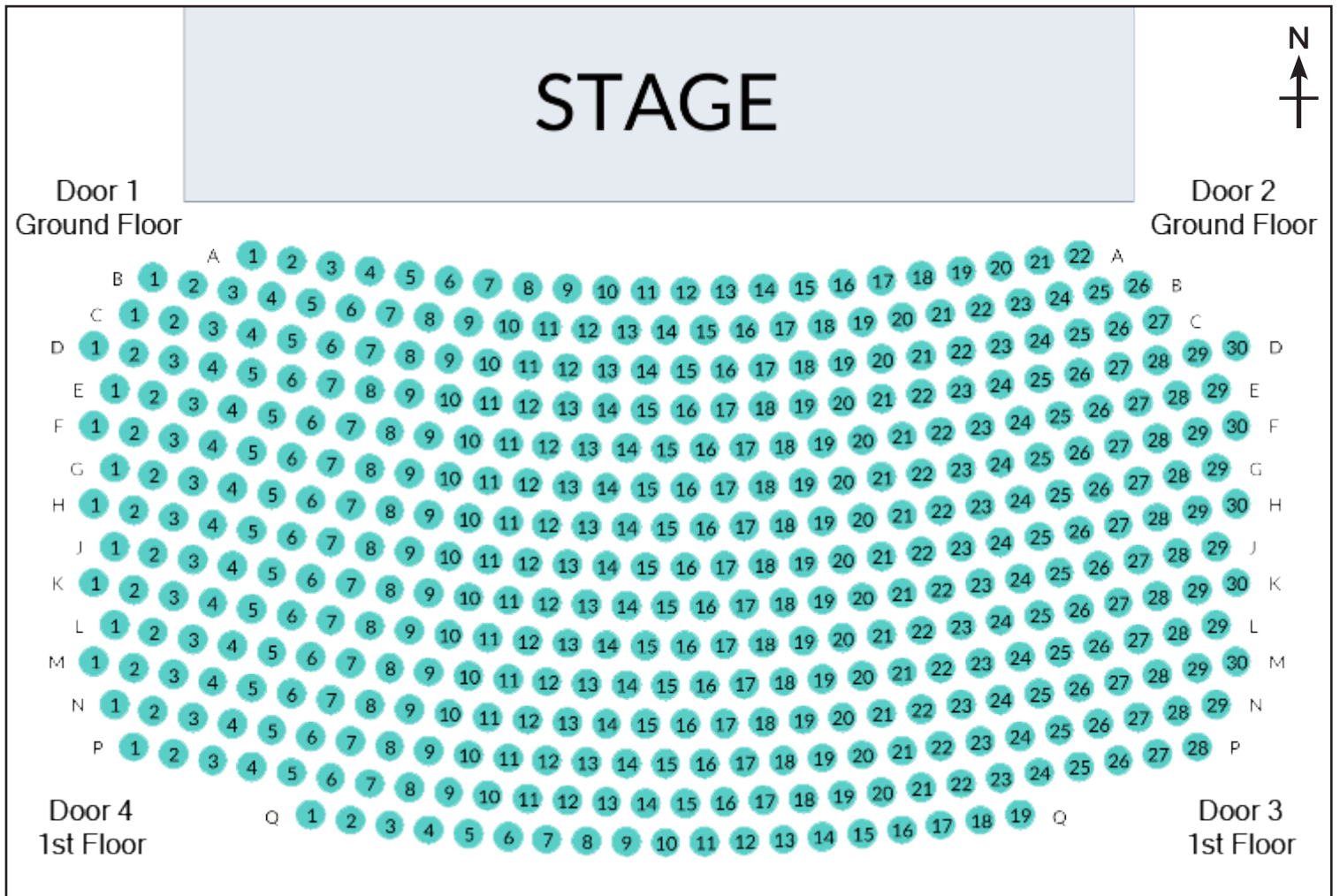
Media

Projection	Epson EBL1505UH 12k laser projector - adjustable lens to suit screen / cyc projection 6.8 x 3.8m flown projection screen hung mid-stage
AV Input	Mac Book Pro 16" M1 64Gb c/w Qlab 5 full license HP z230T Media Work Station HP z230T Audio Work Station
Conferencing	1x 60" Sharp TV on AV trolley suitable for Foyer presentations

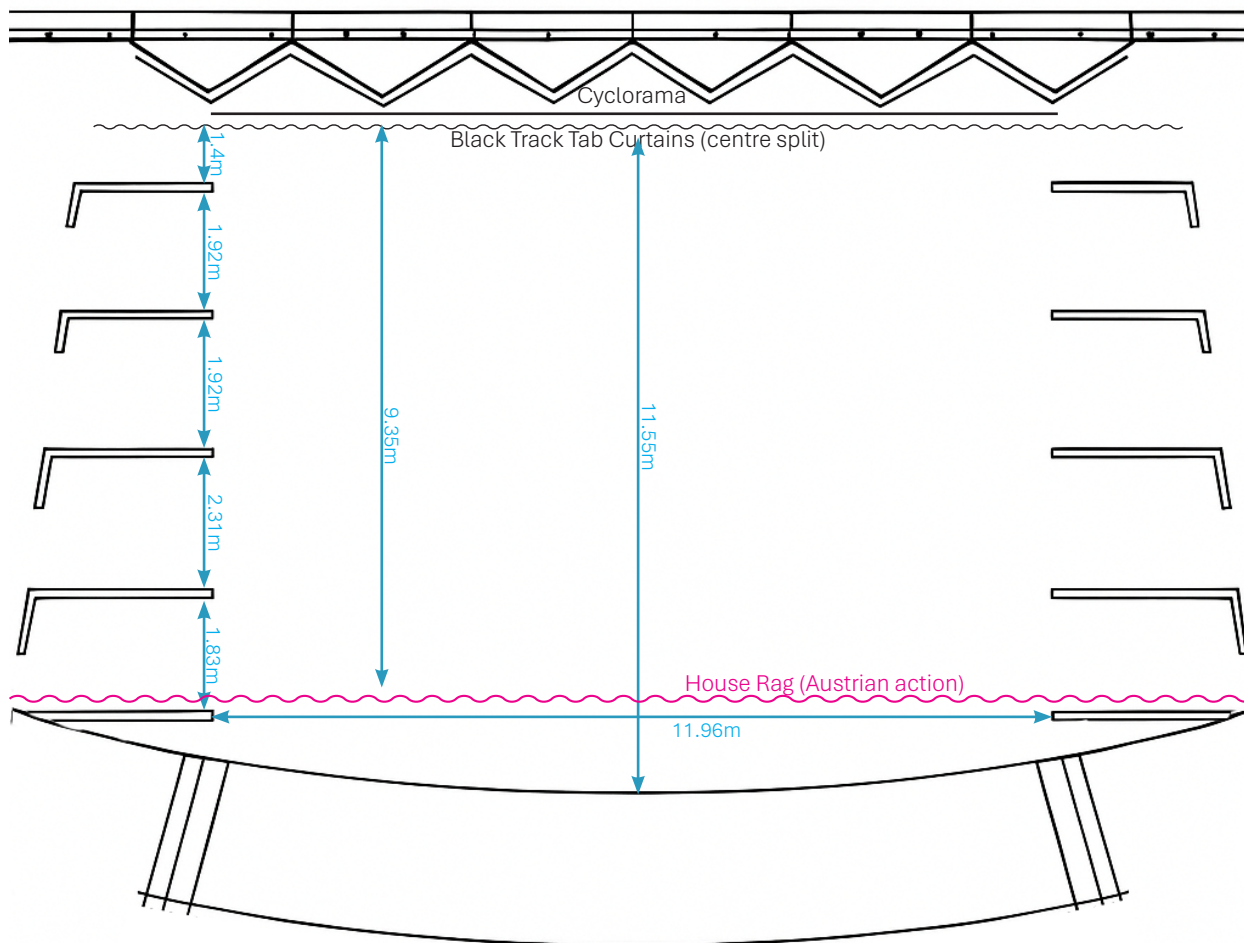
Communications

Production	1 x JANDS Talk-back Master Station 3 x Jands Fixed Talk-back (Lighting, Audio, Stage Manager) 8 x Wireless Eartech crew headsets and base station (Linked)*
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CPA Theatre & Seating Plan

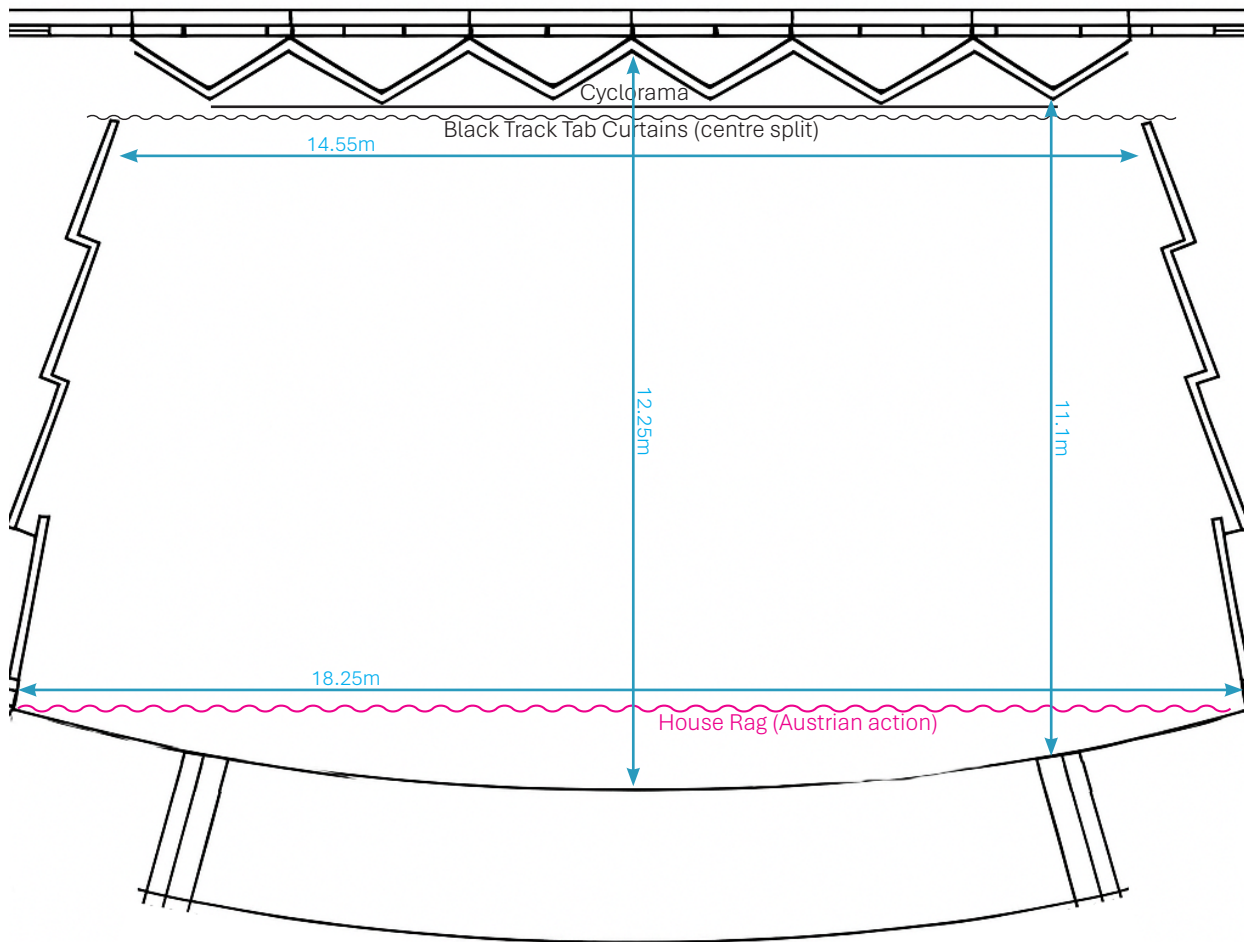


CPA Stage Drama / Dance Mode



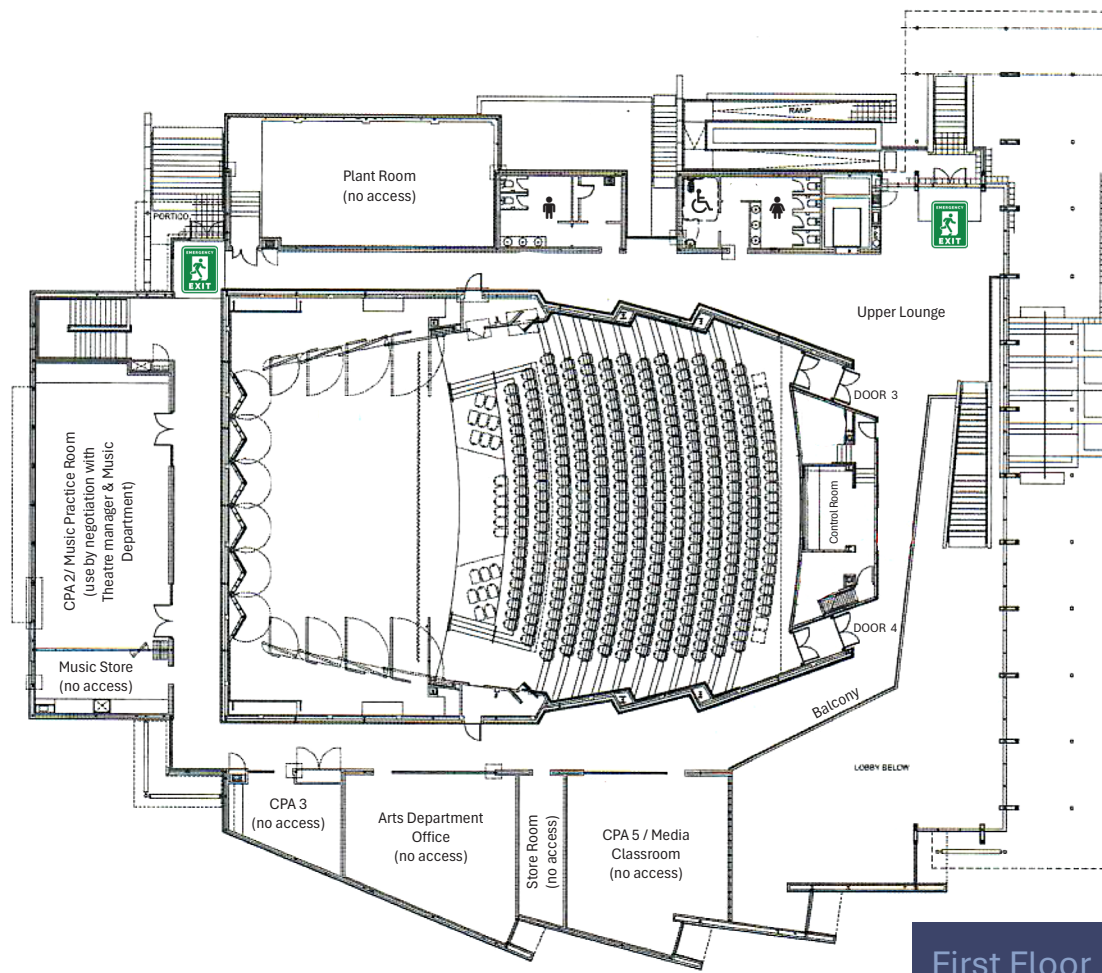
Wings are fixed length and cannot be adjusted. Leg returns can be folded in to give more wing access if required.

CPA Stage Music Mode

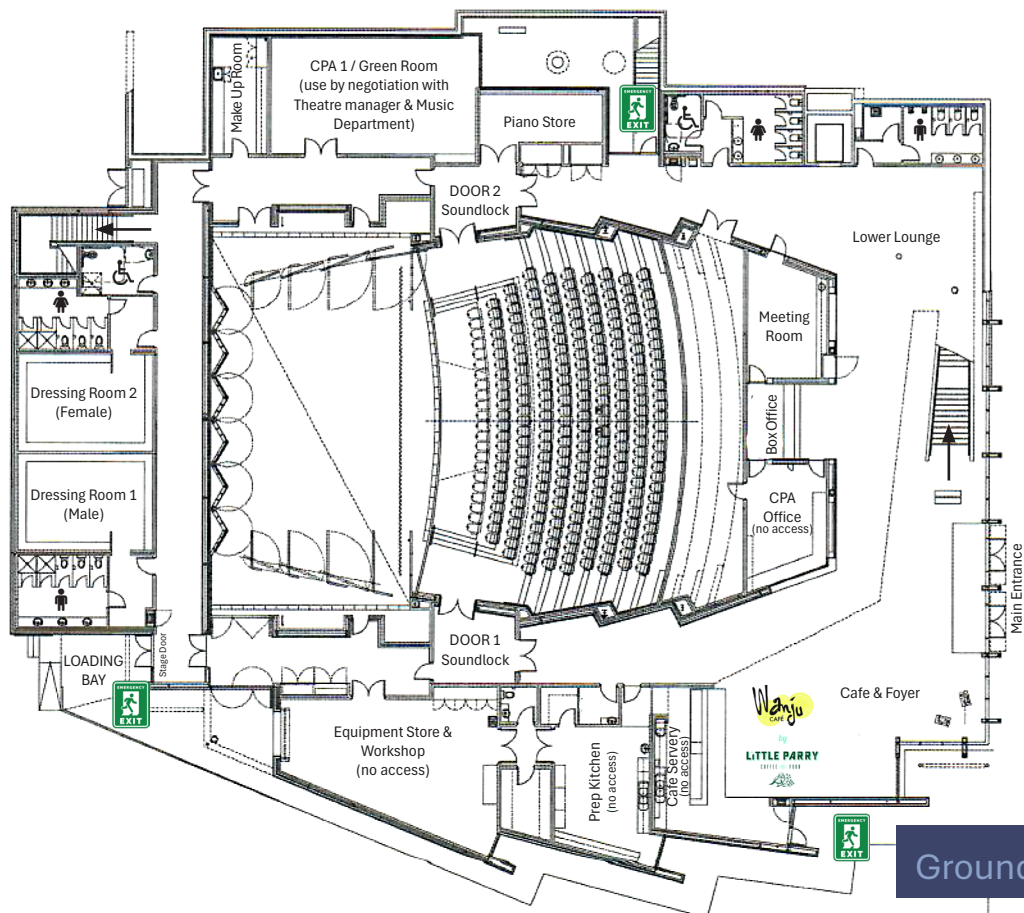


During music mode, acoustic roof panels are in place and LX Bars 2 + 3 are unused.

Centre for Performing Arts Floor Plan



First Floor



Ground Floor

The All Saints' College Upper Theatre

Welcome to

The Upper Theatre

at All Saints' College

The All Saints' College Upper Theatre is a refined black box performance and presentation space designed to support excellence in the performing arts and professional communication. With seating for up to 100 patrons and a fully retractable seating system, the venue offers exceptional flexibility for a variety of configurations and event styles.

Equipped with a comprehensive lighting rig and modern technical infrastructure, the Upper Theatre provides an environment of the highest standard for intimate dramatic theatre productions, small-scale performances, and creative exploration.

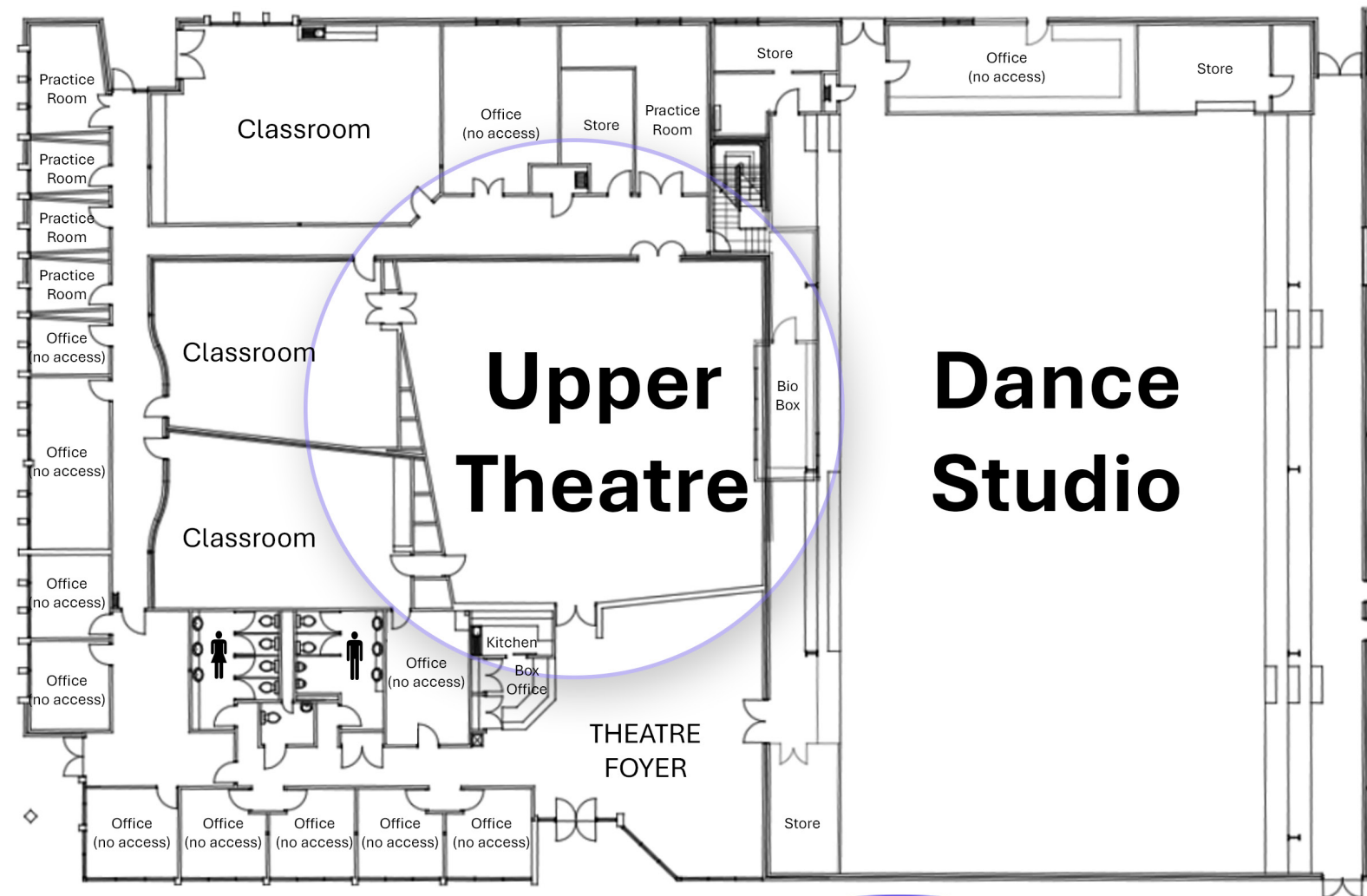
Beyond performance, the venue is equally suited to hosting intimate presentations, workshops, lectures and guest speaker events, offering a professional setting that encourages engagement and connection between presenter and audience.

The Upper Theatre stands as a testament to All Saint's College's commitment to quality facilities that inspire creativity, confidence and community participation.

“The Upper Theatre offers an intimate and versatile environment, combining professional technical facilities with flexible seating to support both performance and presentation at the highest standard.”



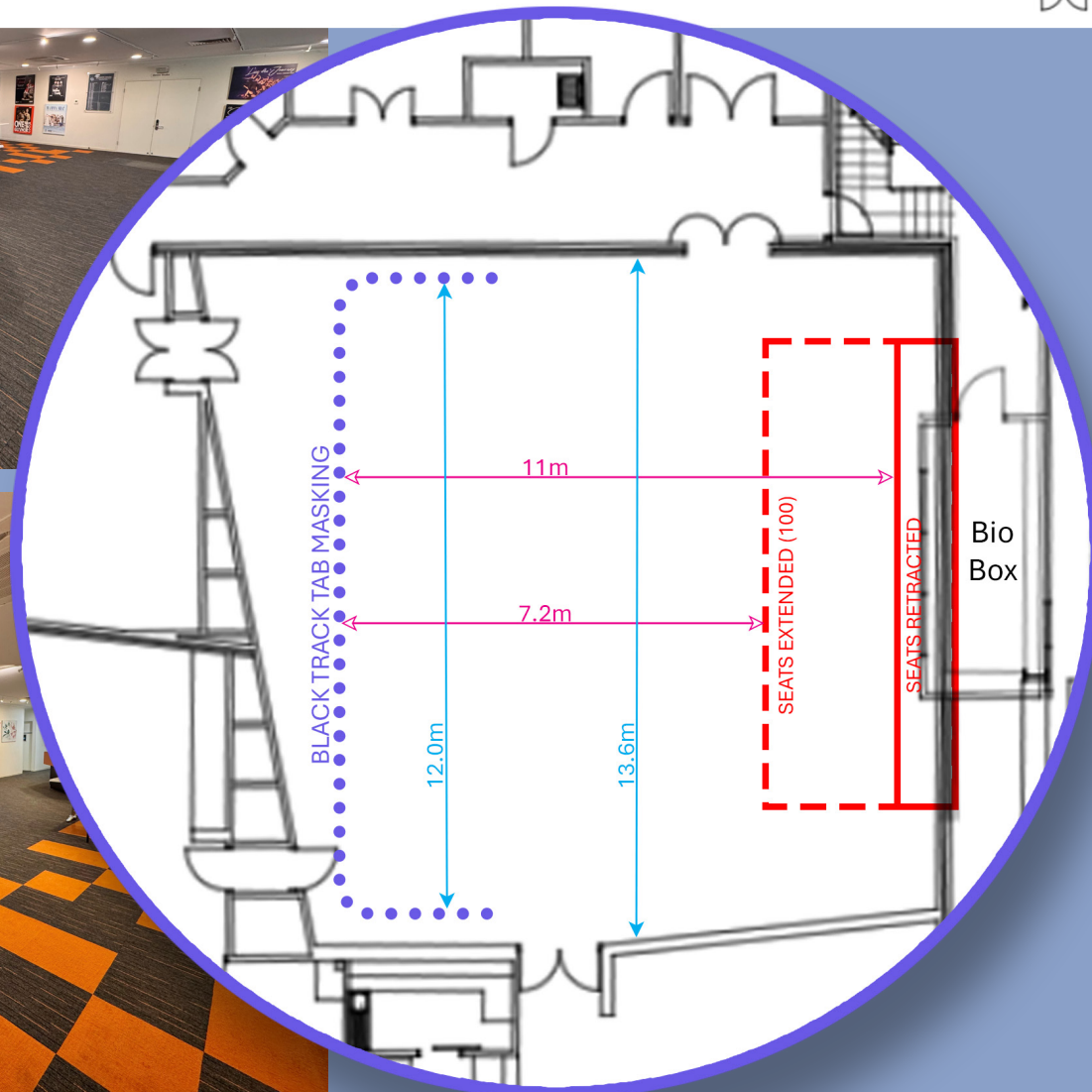
The All Saints' College Upper Theatre



Upper Theatre Box Office



Upper Theatre Foyer





ALL SAINTS'
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Campus Map

Ewing Avenue, Bull Creek, WA 6149
Phone: +61 8 9313 9333
Email: info@allsaints.wa.edu.au
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COLLEGE BUILDINGS	
Aquatic Centre	C4
Caretaker's Residence	J4
Centre for Performing Arts	G6
Chapel	H6
Indoor Sports Centre	G2
Little Saints Childcare	D3
Uniform Shop & Wellbeing	J5
Wanju Café by The Little Parry	F6
Community Relations	I6
The Hangar	E3
Facilities Operations Centre	B4

JUNIOR SCHOOL	
BUILDING 1	D5
Year 2	D5
Out of School Hours Care	E5
BUILDING 2	E4
Year 3	
Year 4	
BUILDING 3	E5
Nexus-J (Junior School Library)	
Music	
BUILDING 4	F5
Art	
BUILDING 5	E6
Health Centre	
BUILDING 6	D5
JS Reception	
BUILDING 7	E5
Lower Theatre	
Music Practice Rooms	F4
BUILDING 8	F4
Year 5	
Year 6	
BUILDING 9	C5
Early Learning Centre	
Kindergarten - Year 1	
Colour Room	



SENIOR SCHOOL		BUILDING A	BUILDING D	BUILDING G	BUILDING R	I5
BUILDING A	I5	Senior School Reception	English Staff Office	Heads of House Offices	Nexus-S (Senior School Library / Technology Support Centre)	I5
Student Services		HASS Staff Office		Music Practice Rooms & Offices		
Boardroom		Year 8		Languages		I3
BUILDING B	G5		BUILDING E	Upper Theatre	Science	G6
Canteen			Design & Technologies		Centre for Performing Arts	
Dance Studio			BUILDING F	Year 12 Learning Centre	Arts Staff Office	G2
Languages Office			Computing	R & P Staff Office	Indoor Sports Centre	
BUILDING C	H4		Mathematics	Science Staff Office	Physical Education Office	
Year 7					Ergo Room / Gymnasium	
Transition Staff Office					Photography Building	J4
					Classroom & Studio	

Hire Fees and Charges 2026

VENUE HIRE CHARGES			
	Daily Rate	+ Service Charges per hour or part thereof	
		Rehearsals	Performances
CPA Theatre (Monday - Friday)	\$1250	\$95	\$125
CPA Theatre (Saturday - Sunday)	\$1500	\$95	\$125
CPA Foyer (standalone)	\$400	\$55	\$55
Upper Theatre	No Charge	\$115	\$160
STAFF CHARGES (3 hour minimum call)			
		Monday - Saturday	Sunday & Public Holidays
Theatre Manager / Technical (minimum requirement)		\$94.50	\$162.75
Technical Operator (audio, Lighting and AV)		\$78.75	\$136.50
Junior Stage Hand / Tech		\$65	\$99.75
Stage Manager		\$65	\$99.75
Front of House Manager (minimum 1 required per performance)		\$65	\$99.75
Front of House Ushers (minimum 4 required per performance)		\$47.25	\$78.75
Security Officer as required		\$63	\$99.75
Parking Attendant as required		\$47.25	\$78.75
CLEANING CHARGES			
	Rehearsals	Performance	Sunday & Public Holidays
CPA Theatre	\$210	\$365	\$525
Dressing Rooms & Backstage	\$160	\$160	\$210
Foyer Only Cleaning	\$210	\$210	\$260
Upper Theatre	\$210	\$210	\$260

All work must be carried out between the hours 8.00am and 11pm. Work continuing after 11pm is charged at 225%.

Venue hire charges are continuous, including breaks.

Service charges include basic in-house loose technical items such as power boards.

Consumables (batteries, haze fluid, spike tape, etc.) will be charged to the client as an ancillary cost.

Minimum mandatory staff (employed by All Saints' College at the hirer's expense)

- **Blocking, rehearsals:** Technical Manager
- **Technical Rehearsals:** Technical Manager and Technical Operators as required. 1 back of house usher.
- **Performance:** Technical manager, Technical Operators, FOH Manager/Steward, 2 x Ushers (0 to 200 patrons) 4 x Ushers (200 to 420 patrons),

Facilities included in Hire Schedule:

Blocking rehearsals:

- Stage, Auditorium/Tech systems, Dock, Dressing rooms, CPA 1, CPA2 and CPA3.

Technical/Rehearsals:

- Stage, Auditorium/Tech systems, Dock, Dressing rooms, CPA 1, CPA2 and CPA3.

Performances

- Foyer/Stage, Auditorium/Tech systems, Dock, Dressing rooms, CPA 1, CPA2 and CPA3

Rehearsal times are deemed to commence on the arrival of the first representative of the hirer and conclude with the departure of the last representative of the hirer; this includes bump in and out, plotting, rehearsal time and breaks.

Performance times are deemed to commence one hour prior to the scheduled start of the presentation, and to finish 30 minutes after the conclusion of the presentation.

Bump Out Time: concludes once the last representative of the hirer exits the CPA and the venue is secured.

These charges are subject to changes without notice.

All charges are exclusive of GST.

All event call times are based on a minimum 3 hour hire period

Ancillary Item Charges 2026

MUSICAL EQUIPMENT		
Fazioli Forte grand piano	\$1000 per event	Cannot be used when stage is in <i>dance mode</i> due to tarkett
Fazioli piano tune by Paul Tunzi at cost	\$300 per event	
3 x 3 step Wenger choir risers	\$75 ea per event	
60 x <i>Wenger Classic 50</i> music stands	\$10 ea per event	
60 x <i>Sebel</i> black plastic musician's chair	\$5 ea per event	
2 tier conductor's stand	\$150 per event	
WIRELESS MICROPHONE SYSTEMS		
up to 8 wireless hand-held microphones	\$50 ea per event	
up to 16 wireless belt-pack systems	\$70 ea per event	Various headset / lavalier / connectors available
+ wireless receivers, maximum channels 16	\$10 ea per event	1 receiver required per microphone or belt pack
production wireless comms up to 8 channels	\$40 ea per event	
OUT OF SEASON EVENTS		
change of venue mode for out of season events	\$2000 per event	- In Dance Mode the wings are reinstated and the tarkett flooring is laid. The grand piano cannot be used on tarkett flooring. - In Music Mode, the wings are retracted and the acoustic panels are flown in. - when an event request is received the Theatre Manager will advise if your event falls withing the ASC Dance or Music Season.

LIGHTING DESIGN / SHOW CONTROL PROGRAMMING COST

Due to the complexity of some events, such as dance concerts and theatrical productions, it is necessary to pre-program sound and lighting prior to the venue hire.

For events that require show control (qlab) or lighting design programming, a cost of \$3 per cue or \$90 per hour (whichever is greater) will be charged. The Theatre Manager will give estimates of costs in these instances.

Example 1: Three four-minute dance items, containing 10 lighting cues each, takes about 20 minutes to programme - Cost \$90

Example 2: A theatrical performance containing 125 lighting cues and 30 sound cues takes 8 hours to program - Cost \$720

DISCOUNT POLICY

Upon application, the College may apply a discount to the venue and equipment hire charges.

Discounts are not applied to staffing costs, consumable items or cleaning charges.

Organisations operating on a not-for-profit basis may apply for a discount of up to 10%

This discount is applied at the discretion of the College and is assessed on individual merit by the Director of Business and Administration.

Not-for-profit and charitable organisations registered with the Australian Charities and Not for Profit Commission will receive a discount of 25% on hire charges.

Event Application Questionnaire

This questionnaire is to assist the Theatre Manager to create an estimate for the cost of your event. **COMPLETING AND RETURNING THIS FORM IS NOT A CONFIRMATION THAT THE DATE IS HELD, A PENCILLED-IN DATE, OR A TENTATIVE BOOKING.** Booking the Centre for Performing Arts at All Saints College is a multi staged process.

- On the return of this questionnaire, your event will be vetted for its suitability by the Principal, Director of Business and Administration and the Theatre Manager. If the dates are available, the Theatre Manager will create an ESTIMATED COST for ther event. This will be sent along with a Terms of Hire Agreement Form.
- If you wish to proceed with the booking, you will need to return a completed and signed Terms of Hire Agreement. The Theatre Manager will approve, date and sign the agreement, and place the event onto the CPA Calendar.
- A date is not considered booked, fixed or guarenteed until the required deposit has been made.
- The agreed deposit must be paid a minimum of 60 days prior to your event, or the event will be removed from the calendar.

Name of Event:	
Company/Organisation Name	
Name of Contact 1	
Email:	Telephone
Name of Contact 2	
Email:	Telephone
Event Date 1:	
Start Time (bump-in / rehearsals or setup general staff access)	
Public access required from / show start time:	
Public leave venue / show completion time:	
Finish time (ALL staff, performers and organisers leave venue)	
Event Date 2	
Start time (bump-in / rehearsals or setup general staff access)	
Public access required from / show start time:	
Public leave venue / show completion time	
Finish time (ALL staff, performers and organisers leave venue)	

If further dates are required please complete a second form.

Please give an overview of your event. e.g. dance show, music concert, charity presentation, competition, etc.

Approximately how many performers do you have?

How many guests do you estimate will attend the show or presentation?

Do you plan on serving food or refreshments to your guests? Yes / No

Do you plan on serving alcohol? Yes / No

Do you require projection? Yes / No

Do you require an audio technician? Yes / No

(Sound Technician not required for single microphone presentations, or playback-only events)

Do you require a theatrical lighting technician? Yes / No

(Not required for basic wash / white stage lighting)

Will you be providing your own stage manager, crew for sound and lighting or a third party entertainments team to produce or light your event? If so, please provide further details Yes /No

Do you require video recording or live streaming of your event? Yes / No

Have you hosted a similar event elsewhere or had past experience in hosting events in theatres? Yes/No If yes, please provide details and a contact. References will be sought.

Please give any other details that will assist the Theatre Manager in preparing an accurate estimate for your event.

Terms of Hire Agreement

The hirer (individual or organization) that has been granted approval for the use of All Saints' College Centre For Performing Arts and facilities (CPA) must:

- Use the CPA only during the approved dates and hours of use only.
- Return the CPA and every part thereof in the same condition as was found, properly cleaned and tidied, all refuse removed and all appurtenances in good repair.
- The hirer must observe and follow all security and emergency evacuation procedures whilst in occupation of the building.
- The hirer shall comply with the provisions and regulations of the College and with the provision of all Acts and Regulations applicable to the hirer, including the Health Act, the Local Government Act, Sunday Entertainment Act, The Live Performance award and any Regulations made thereunder and shall indemnify and keep indemnified the College against all losses, expenses, liabilities, claims and damages incurred as a result of the hirer's breach of any such Act, By-law, Statutes or Regulations.
- The hirer is responsible for any infringement of copyright. The hirer shall indemnify and keep indemnified the College against all losses, expenses, liabilities, claims and damages incurred by the College for infringement of copyright arising from the hirer's use of the CPA. The College is under no obligation to ensure, prior to the use of the CPA, that the activity for which the CPA are hired does not infringe copyright.
- Pay promptly for any loss, damage, cost of repairs or replacement of any items damaged during or as a result of the individual's organisation's or its guest's use of the CPA.
- Comply with all directions given by the College or its authorised representative regarding the use of the facilities.
- Pay on demand any reasonable expenses for any breach of conditions of hire.
- "Centre for Performing Arts and facilities" means any associated building/space that falls within the Arts portfolio.

Legal Costs

- The College reserves the right to take legal action for recovery of outstanding debts. Any expenses, costs or disbursements incurred by the College in recovering any outstanding debts and charges, including debt collection agency fees and solicitor costs, shall be recoverable by the College.

Interest

- The College reserves the right to charge interest at the College's bank overdraft rate plus 2% on all invoices unpaid by the due dates.

The individual/organisation must not, and must not permit anyone else to:

- Use the CPA except for the permitted use and purpose that approval was granted for.
- Use any area indicated as non-accessible by the College.
- Sell any alcohol in the CPA.
- Allow any alcohol to be brought onto the College grounds without express written permission from the Principal; whether such permission is granted is at the College's absolute discretion.
- Carry on any illegal, noxious or offensive activity at the College.
- Do anything which might cause nuisance, damage, disturbance to any other person, occupier or owner of any adjacent or neighboring property.
- Interfere with or remove any of the services or equipment in the CPA.
- Bring onto the campus any hazardous chemical or any object which by its nature or weight might cause damage to the College campus and its facilities.
- Use any sound-producing equipment at volume that interferes with the enjoyment of the Facilities by another person. The College does not warrant that the facility is suitable for the purpose of the CPA Hire by the individual/organisation.

Indemnity

- The individual/organisation acknowledges and agrees that the individual/organisation uses and occupies the Facilities at their own risk. The individual/organisation releases the College from all claims resulting from any damage, loss, death or injury suffered by an event attendee in connection with the Facilities, except to the extent that the College is negligent.
- The hirer shall indemnify and hold the College indemnified from and against all actions, suits, proceedings, costs, claims, expenses, damages and demands whatsoever which may be taken, prosecuted or made against the College or incurred or become payable by the College for or on account of loss of life, injury or damage to persons or property suffered or sustained by any person or body howsoever caused whilst on the premises on behalf of the hirer or otherwise incidental to the use of the premises by the hirer.

Insurance

- The individual/organisation must take out and keep current an insurance cover noting the interest of the College for public risk for any single event for \$10,000,000 and provide evidence of insurance cover to the College at least fourteen (14) days prior to the event.

Permits

- The College is not liable to obtain any permit, including Liquor Permits, for the activities of the individual/organisation. Should a permit be required, the individual/organisation must obtain such permit and provide a copy to the College at least fourteen (14) days prior to the hire.

Food Service

- The college does not permit the engagement or operation of external food vendors, including but not limited to food trucks, mobile food services, coffee vans, or any form of outside catering requiring on-site preparation or service from vehicles or temporary structures.
- The CPA Wanju Cafe is operated and managed by Little Parry cafe, as such the cafe and kitchen are not available for use by external hires. The cafe may be requested to open for events. Opening is at the discretion of the Little Parry management.

Provision of self service tea, coffee and biscuits can be requested and is charged to the hirer. Extra front of house staff will be required to operate this service.

College Access

- The College and/or its representatives may enter the CPA at any time and remain in the CPA for the purpose of viewing the CPA and the arrangement made to keep the CPA in accordance with this agreement.

Payments

To confirm a booking the individual/organisation must pay:

- Booking deposit of 30% of the estimate, within 14 days of the invoice being issued.
- The remaining 70% of the estimate is to be paid within 14 days of the event start date.
- The final cost of the event will be reconciled by the Theatre Manager within 3 days of the event. The balance of the event is to be paid within 14 days. Should the estimate be greater than the final cost of the hire, the College will refund the amount within 14 days.
- In special circumstances an application for payment of less than 100% of the estimate prior to the event can be made to the Theatre Manager, in writing, listing any reasons why this will be required.

Cancellations

- Hirer cancellations shall be made in writing to the Theatre Manager, giving not less than four weeks' notice.
- If a hirer gives less than 4 weeks' cancellation notice, any deposits paid will be retained in full.
- If a hirer cancels a booking less than 72 hours (3 days) before the event date, all amounts paid by the hirer will be retained in full.
- The College shall not be held liable for interference or disruption or enforced cancellation caused by industrial action, an Act of God or any other circumstance which is beyond the control of the College.
- The College may cancel a confirmed booking or relocate a confirmed booking to an alternative Facility without notice, if extraordinary or unusual circumstances warrant such action. No compensation is payable in respect of such termination, except that the hirer individual organisation is entitled to receive a credit or refund of any part of the hire fee that has been pre-paid.
- The College, at its discretion, may prohibit any performance or function for the following reasons:
 - It is considered objectionable or dangerous.
 - It is an infringement of copyright.
 - It is prohibited by law.
 - It would be detrimental to the good standing and reputation of the College.
 - Failure to supply proof of public liability insurance prior to the function.
- In any such case, the hirer shall be deemed to have consented to the prohibition and the College shall not be liable for any loss or damage suffered by the hirer as a direct or indirect consequence of the College's prohibition of any performance or function of the hirer.

Publicity

- The hirer shall not issue any advance publicity or make any statement to the use of the premises before receipt of written acceptance of the hiring by the College. Any publicity, whether in poster form on tickets or in the media, shall correctly refer to the venue and require approval from the College's Community Relations Department.
- The hirer shall not make any statement in any advertisement which directly or indirectly falsely implies that the use for which the premises are hired is conducted or promoted by the College.
- The hirer shall not display any poster or advertisement within any part of the College or grounds of the College without approval from the College's Community Relations Department.

Staff

- All use of the venue must comply with the minimal staff requirements as set out in the Theatre Operations Manual guidelines. The College may employ additional staff, such as car parking attendants, stagehands, etc as necessary, at the hirer's expense, to achieve these requirements.

Neighbours

- All Saints' College is located within a residential area, and due consideration must be given to its neighbours, staff and residents at all times. No parking is allowed outside designated and agreed parking areas.

Ticketing

- All ticketing will be organised by the hirer.

College Smoking Policy

- All Saints' College is a smoke-free campus. Smoking is not permitted on the College property at any time.

Special Consideration

- The maximum auditorium capacity for the All Saints' Centre for Performing Arts is 420 people. However, this can change depending on the type of the event. The hirer shall not admit patrons to the premises more than the number of seats available. This does not include an allowance for the placements of wheelchairs.
- All decorations, including flowers, are to be removed as soon as practicable after the function.
- The use of glitter and sequins is not permitted on stage or in the venues, unless authorised in advance in writing by the venue manager.
- Performers in costume with make up are not permitted to use the auditorium seating.
- Nails, pins, blue tack, drawing pins or other fastenings are not to be driven into or affixed to walls or woodwork, and adhesive tape is not to be used to fasten or affix items to any wall, window, woodwork or curtains unless authorised by the Theatre Manager.
- The hirer shall not make any alteration to seating or stage setting unless with written permission of the Theatre Manager.
- The hirer agrees that no setting up or dismantling of scenery or lighting is permitted except in the presence of a member of the

Centre for Performing Arts Management Team.

- The hirer shall not bring any liquor and food into the premises unless approved by the Theatre Manager.
- Only water contained in proper “non-spill” bottles may be brought into the CPA auditorium area by request.

Event Noise

- It is the responsibility of the event organiser to comply with all regulatory requirements regarding noise. The event organiser is obliged to inform in advance the residents surrounding the College that may be affected by noise from the event.

End of Event

- The hirer will vacate the premises by the agreed time. College policy is that events are to end by 11:00 pm.

Assignment

- The hirer agrees not to assign, transfer this agreement, grant a sub-agreement or allow any other person to use the premises as part of their hire.

Disputes

- Any disputes between the hirer and the College arising from or in relation to hiring of premises or from the terms of the Conditions of Hire shall be submitted to arbitration by a person appointed by the Principal, and the decision of the arbitrator shall be binding on the hirer and the College.

Termination

- The College may terminate the agreement at any time if the hirer (individual/organisation) has failed to comply with any terms or conditions of the agreement.

Venue Etiquette

It is the responsibility of the hirer to ensure that all guests and participants of an event follow the requirements below.

Stairs, Exits and Entries

Patrons must be clear of stairs or exits during performances for safety. As a courtesy to other ticket holders they must only enter or leave the auditorium during performance breaks or event changes.

Aisles

For safety and as a courtesy to other ticket holders, sitting or standing in the aisles is not permitted. Aisles must be kept clear at all times.

Animals

The CPA has a strict policy regarding animals on the premises and which does not allow animals or pets in the CPA, except for service animals such as guide dogs.

Bag Check

Backpacks and other large bags are not permitted into the auditorium. For the comfort, safety and security of all patrons, such items should be checked into the Box office.

Box Office

The CPA Theatre Box Office is located in the main foyer lower level.

Cameras

Video cameras, mobile phones, mono-pods, tripods, audio recording devices and cameras with telephoto or zoom lenses, including SLR's, are not permitted inside the CPA without permission of the CPA Management.

Flash Photography

Flash photography inside the CPA auditorium is prohibited at all times. Flash photography is distracting not only to the performers but to fellow patrons as well.

Children

All children over the age of 2 require a ticket to gain admittance to the CPA Auditorium. Any child under the age of 2 does not require a ticket; however, they may not occupy their own seat and must sit on a parent's or guardian's lap. Please note, no booster seats are available in the venue.

Code of Conduct

We ask all guests to be respectful of others around them. Any guest who interferes with the enjoyment of another individual during an event is subject to removal from the building. During performances guests are to remain seated for the duration. There is a very strict no standing or dancing policy; any patron not complying with this will be subject to removal. Some entertainers may instruct the CPA patrons to get up and dance, this does not override the Venue policy of no standing or dancing, which will be enforced. Standing on seats or any other building structure is not permitted, and may result in removal from the venue.

Theatre Opening Times

Entry doors for events held in the CPA open 45 minutes prior to event start time. House doors open 20 minutes prior to start.

Dress Code

Unless otherwise noted, the CPA does not have a formal dress code. We do ask, however, that patrons use their best personal judgment when dressing for an event.

First Aid

All clients are required to have a person qualified in basic first aid on site for their event for medical emergencies. The venue has a first aid station.

Guest Services

The CPA is committed to providing a safe and enjoyable atmosphere. Any guest in need of assistance during an event may seek assistance from an usher.

Handouts/Leaflets/Vending

The distribution of promotional items, flyers, handbills or printed materials is not permitted without written permission of the CPA Management. In addition, vending, peddling or product sampling is not allowed.

Lost Property

If you have misplaced an item while you're still at the theatre, please ask an usher. If you have already left the theatre, please contact the CPA Manager

Parking

Parking areas are located within the grounds as shown on the All Saints' College map.

Prohibited Items

We ask all guests to arrive early and travel light as you may be subject to search. We ask that our guests avoid bringing unnecessary items. Amongst items that are prohibited from Theatre are: weapons, oversized bags, outside food and beverages, cans, bottles, alcohol, drugs, laser pens, balloons, video cameras, mono-pods, tripods, audio recording devices and cameras with telephoto or zoom lenses. You may bring in a digital, disposable or 35mm camera (with no zoom or telephoto lens); however, for some events, cameras of any type and/or flash photography may be prohibited.

Ticketing

Your ticket is proof that you are in possession of a valid ticket for the event that you are attending and designates your correct seat location. This information will also help our staff locate your party if you become separated. The CPA staff may ask to see your ticket, either physical or digital at any time during the event. You will also need to keep your ticket to readmit the building should you leave during breaks.

If you have lost your tickets or they have been stolen before your event takes place, please return to your point of purchase for further assistance.

We ask that you and your guests comply with all these policies. Any patron not in compliance is subject to removal.

I / we have read the ASC conditions of hire requirements, and accept and agree to them.

Print Name _____

Signature _____

On behalf of _____ (Organisation)

Date _____ Email: _____

This event has been approved and placed on the CPA Calendar for the following dates

Deposit Required _____

Deposit Due Date _____

Signed _____

Dated _____

David Spooner - Theatre Manager