

EST 1930

ROXY

COMMUNITY THEATRE

Venue Hire Agreement

Updated February 2019

Venue Coordinator:

Sam Webber
Phone Number: (02) 6953 2074
Mobile Number: 0431 312 629
Email Address: samw@leeton.nsw.gov.au

Venue Details:

Address: 114 Pine Avenue, Leeton, New South Wales 2705
Phone Number: (02) 6953 2074
Website: www.roxyleeton.com.au
Facebook: www.facebook.com/leetonroxycommunitytheatre



LEETON
SHIRE COUNCIL

Applicant Details

Name

Agency

ABN

Address

Postal Address

Email

Phone

Website

Production/Event Title:

Production Schedule

Proposed Date(s)	Purpose (Bump-in, Rehearsal, Performance, Bump-out)	Start Time	Finish Time



Services Required for Performance/Event

Facility	Date Required	Start Time	Finish Time
Auditorium			
Dressing Rooms			
Stage			
Stage Lighting*			
Screen/Projector			
Audio System			
Microphones*			
Yamaha CFIII Grand Piano			
Supper Room			

*Please refer to Roxy Theatre Technical Specifications for lists of available technical assets

Venue Staff	Date Required	Start Time	Finish Time
Box Office Attendant			
Duty Technician*			
Sound Operator			
Lighting Operator			
Stage Manager			
Follow-Spot Operator			
Stage Technician			

*Minimum venue staffing requirement for the duration of all hire bookings.

I, _____ of _____, declare that I am authorized to act on behalf of the above named hirer.

The hirer agrees that the hired premises shall be used for the production or event outlined above and for no other purpose. The sum of \$300.00 is now payable as a security deposit to confirm the hiring of this venue. The hirer agrees to promptly and punctually pay Leeton Shire Council all monies which may be payable in respect to this agreement, in accordance with Leeton Shire Council's Terms and Conditions of Hire and Schedule of Fees & Charges.

The hirer agrees to be bound by and shall observe, perform and fulfil the requirements of the Terms & Conditions of Hire.

Name of Applicant: _____ Signed: _____

Date: _____