

GENERAL INFORMATION | WOLLONGONG TOWN HALL

The following is general information regarding hiring the Wollongong Town Hall.

VENUE INFORMATION

Street Address	Cnr Kembla & Crown Streets Wollongong NSW 2500
Postal Address	PO Box 786 Wollongong NSW 2520
Admin Phone	02 4224 5959
Box Office Phone	02 4224 5999
Fax	02 4226 9696

VENUE SERVICES ADMINISTRATOR

For more information on hiring our venue, please contact Merrigong Theatre Company's Venue Services Administrator, **Sarah Knight**.

Phone	02 4221 0801
Email	sknight@merrigong.com.au

STAFFING CONDITIONS

GENERAL CONDITIONS

- All fees and charges are subject to other allowances and penalties as per the Live Performance Award.
- Overtime is payable after 8 hours
- Hourly rates are DOUBLE on Sundays
- Minimum call is
 - 3hrs for Front of House and Box Office staff,
 - 4hrs for Back of House staff; and
 - 4hrs for all staff on Sundays and Public Holidays.
- All staff who work in excess of 5 hours are entitled to a half hour meal break, otherwise penalties are incurred and are payable by the hirer
- All staff levels may be increased at the discretion of the CEO of the Centre

FRONT OF HOUSE STAFF

- Minimum front of house staff levels for ticketed events are:

FRONT OF HOUSE MANAGER x 1

BOX OFFICE

1 x staff member for all performances

2 x staff members for 3 or more performances

USHERS

Main Auditorium 3 x Ushers

The Music Lounge 1 x Ushers

TECHNICAL STAFF

- Minimum technical staff levels are:
 - DUTY TECHNICIAN x 1
- A Duty Technician is required for all hours of hirer occupancy.
- Further staff will be rostered as deemed appropriate by Theatre Management for the purposes of safety, security and the effective use of the venue's equipment.
- In addition to the venue's staff allocated to your event, hirers may provide their own technical staff at the discretion of the Production Manager. It is essential that these people have demonstrated knowledge of our equipment. This must be discussed with and agreed to by our Production Team at least two weeks prior to occupancy.

TICKETING

TICKET PRICING

- Total ticket price is inclusive of GST (where applicable) and includes the box office ticketing fees. All advertised prices will be at Total Ticket Prices.
- The IPAC box office acts solely as an agent when selling your tickets, the liability for all GST payable on ticket sales rests with the hirer, the principle. It is the hirer's responsibility to ensure that all GST is paid in accordance with taxation regulations.

SALES REPORTS

- Performance sales reports can be checked by the hirer online.
To have a login set up for this service please contact the Venue Services Administrator.

PRINT-AT-HOME TICKETS

- There is the functionality within Merrigong Theatre Company's (MTC) ticketing system for patrons to print their tickets at home.
- This functionality can be disabled for any production at MTC's discretion.
- If you have any concerns about print-at-home tickets please discuss them with the Venue Services Administrator at least one week prior to your tickets going on sale.

TECHNICAL CONDITIONS

EQUIPMENT

- Unless alternative arrangements are made, all hirer's equipment must be delivered on the day of occupancy and removed at the conclusion of the event.
- Any equipment brought into the venue must be approved and checked by a MTC technician and have a current test tag.
- Any non-standard equipment to be provided by MTC is at the hirer's expense.
- Availability of equipment is on a first come, first served basis. It is strongly recommended any equipment you require be booked in advance as MTC does not guarantee availability of equipment for hirers.

SOUND DESK

- Standard position of the sound desk is at the back of the auditorium on level 1.

LIGHTING

- Any form of lighting other than a full stage white light (e.g. a recital area, coloured lighting, areas outside the stage or a rig tailored to your presentation) requires careful planning and costing, therefore must be discussed in advance.
- A meeting to this effect must be arranged with the Production Team.

CLEANING

- General cleaning of the venue, not including the space hired, is included in the venue hire fees.
- At the end of occupancy the hirer must leave all areas in a clean state.
- Should the venue be left in an unclean state any additional cleaning charges are payable by the hirer.
- The spaces hired will be cleaned upon the hirer's exit from the venue with all charges payable by the hirer.

PARKING

- No parking is provided at the Wollongong Town Hall.
- There is street parking available around the venue.
Various restrictions apply; it is recommended to check signage before leaving your vehicle.
- Metered off-street parking is available in the Wollongong City Council car park with access from Stewart Street. A 2-hour limit applies from 9am–5pm weekdays with no limit at other times. Please note: this car park is locked between midnight and 6am.

ACCOMMODATION

- Adina Executive Wollongong have offered a special rate to hirers.
- These rates are subject to availability and blackout dates and can only be used by bona fide hirers.
- All bookings are to go through the Venue Services Administrator.

ACCESS

- The Music Lounge is available for loading and unloading for cars and trucks; no parking in the driveway is permitted.
- Please note: external doors to the building are alarmed.
Chocking or any other method preventing their closure for any extended period may result in alarms being set off. The Duty Technician is the only person authorised to override this alarm.
- Only Merrigong Theatre Company staff are permitted to access the technical office, the battery room, the technical workshop, cleaning cupboards, distribution/switch panels or any scenery or prop storage area.

SMOKING

- This venue is a non-smoking venue.
- Smoking is not permitted in any area of the building. In line with NSW legislation, smoking is only permitted at a minimum of 6 metres from any external door.

SECURITY

- The venue has a security system for the comfort, safety and security of all artists, staff and visitors to the venue. Please do not compromise this security by allowing unauthorised personnel backstage.
- All hirer's cast and crew are to wear a security pass in an obvious place at all times except when in costume.
- Please read Paragraph 14 – Control and Use of the venue in the Hire Agreement regarding security cameras.
- Please look after your valuables. Merrigong Theatre Company accepts no responsibility for any lost or stolen property.

CATERING

- All official catering is to be arranged through the Merrigong Theatre Company.

VIDEO RECORDING

- If you are capturing your show to video, consideration must be given to the use of a tripod. The operator or tripod cannot be allowed to block an egress route under any circumstances, either in a row of seating or an aisle way. If the operator needs to sit at a seat with the tripod, the seat in front of the operator must be removed to allow the tripod to be set in the freed space. The legs of the tripod must be set in such a way as to keep the passage way in both rows clear for movement - for normal use and in the event of an emergency. The Front of House Manager has the final say on whether the positioning of a tripod is appropriate and their direction must be adhered to.
- A Broadcast Allowance may be payable to employees involved in an event. Please request further information from the Venue Services Administrator.

PYROTECHNICS, FIREARMS AND NAKED FLAME

- Pyrotechnics, firearms and naked flame are allowed subject to testing and approval by relevant authorities.

For further information please contact the Venue Services Administrator.

SAFETY IN THE WORKPLACE

- The venue vigorously upholds legislation in regard to safety in the Workplace and will not allow any practices, which are considered unsafe.

For further information please contact the Venue Services Administrator.

ELECTRICAL TESTING AND TAGGING

- All portable electrical equipment, used in or brought into the venue is required to be tested and tagged as per the Occupational Health and Safety Act 2004.

For further information please contact the Technical Coordinator

PRODUCTION SERVICES UNIT CHARGES

- Each venue is hired complete with an allocation of equipment included in the rental.
- A charge is levied for the use of additional and specialist equipment provided to hirers.
- Charges will be set according to the market and it is requested that initial contact be made with the Technical Coordinator to ascertain rental costs.