ILLAWARRA PERFORMING ARTS CENTRE

Venue Hirer Kit



For enquiries

please fill in the <u>Venue Enquiry form</u>
Or email <u>venuehire@merrigong.com.au</u>

MERRIGONG THEATRE COMPANY ILLAWARRA PERFORMING ARTS CENTRE

WOLLONGONG TOWN HALL

Frequently asked questions

My event is next year – when can we confirm and contract my event?

Merrigong operates across multiple venues with numerous event types and will do our best to accommodate or work with you to find the right dates for your event. We can pencil in dates up to 12 months in advance, however, we are unable to confirm final dates and issue contracts for the upcoming year until October when the Merrigong Season is finalised.

What inside ticketing fees do you charge?

Ticketing fees do apply to shows and the total ticket price is inclusive of GST (where applicable) and includes the IPAC box office ticketing fees. All advertised prices will be at Total Ticket Price.

Can I use my own ticketing links and external system?

All events in our venues must be ticketed via IPAC's ticketing system. However in some circumstances, an allocation of tickets to be sold via a third party supplier may be made by arrangement.

How much does it cost to run my event in one of your theatres?

Venue costs are unique depending on specific requirements for your show or event. We will provide a cost estimate based on our standard hourly rates, and your unique requirements. We ask you to provide as much information as possible to enable this process.

Prices are updated annually and we benchmark against other venues and aim to keep hirer fees as low as possible.

What happens if I need to reschedule or cancel my event?

In the event of a cancellation, IPAC requires 90 days written notice or fees will apply. You will be charged for any costs occurred during the promotion/on-sale period and ticket charges refunded to the patrons.

Can I use my own employees or volunteers for FOH and tech duties to cut costs on using IPAC staff?

In some circumstances, your own staff can be used provided they have certain qualifications. There are minimum staffing requirements for each area, these will be reflected in your cost estimate. All staff and volunteers are expected to abide by IPAC's code of conduct and attend required inductions while on the premises.

Can I sell merchandise at my event?

Merchandise can be sold in connection with the Event, with prior approval. Commission fes apply. If the merchandise is to be managed and sold by IPAC staff, staffing fees apply for the time incurred.

How is the settlement managed?

Merrigong will render an account to the Hirer within 14 days of the end of the hire period and will deliver an invoice for hire costs.

Can I get patron data?

Merrigong can provide the opt-in patron data to the Hirer after the event. The Hirer needs to provide a copy of their Privacy Policy, and must comply with the <u>Privacy Act (Cth) 1988</u>, and the National Privacy Principles and the guidelines set by <u>Live Performance Australia</u>. Please email the Marketing Coordinator for further information.

Will I receive marketing and promotional assistance?

We offer a range of complimentary and paid advertising to help make your event a success. The Marketing Coordinator will be in contact when the show is confirmed to commence planning. Illawarra Performing Arts Centre (IPAC) was opened in 1988, and consists of three performance spaces: the IMB Theatre, Bruce Gordon Theatre and Bob Peet Studio.

In addition to being the home of Merrigong's annual artistic program, our venues also host a range of commercial and community performing arts events throughout the year, operating as venues for hire.

The venues are managed by Merrigong Theatre Company, a vibrant theatre company in its own right – producing, presenting and touring exciting contemporary theatre and supporting the development of a wide range of theatre makers.

Our company's name, 'Merrigong', reflects the Dharawal word for the Illawarra region's distinctive escarpment, a landmark of supreme cultural importance. The name serves as a constant reminder that our venues rest on unceded First Nations land. In all that we do, Merrigong Theatre Company seeks to acknowledge the traditional custodians of this land, and to show respect to all First Nations people who call our region home.



IPAC Venues

General Information

Accessibility	The IPAC is accessible with wheelchair access and seating. Live captioning, audio support and tactile tours can be facilitated.
Accommodation	Adina Executive Wollongong is the Accommodation partner for IPAC. For bookings: (02) 4250 5000 Address: 19 Market St, Wollongong NSW 2500
Access	All cast and crew are required to enter the building by stage door. Entry to the theatres via the foyers will not be permitted. Stage doors are located in Town Hall lane. The IMB stage door is located on the eastern side of the building at the top of the loading dock. The Bruce Gordon Theatre stage door is located on the northern side of the building. Please see venue map on page 15.
	Please note: external doors to the building are alarmed. Chocking doors or preventing the doors from closing 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.
Catering	All official catering is to be arranged through the Merrigong Theatre Company.
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.
COVID-19	IPAC is following all current COVID-Safe Plan Public Health Orders and managing hygiene and venue cleaning as a part of our Work Health and Safety. IPAC asks all visiting hiring companies to comply with our COVID-Safe Plan while on the premises.
	A full copy of our COVID-19 Safe Plan will be made available to you when confirming your event.
Dressing Rooms	Dressing rooms are included in theatre hire. Each theatre is equipped with a number of dressing rooms. Additional dressing rooms may be available on consultation with the Program Coordinator.
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 Production and Technical Manager.
Green Room	A green room is available. It is located upstairs and available to all hirers in the building. The green room is a shared space between hirers of the Bruce Gordon Theatre and the IMB Theatre + any other visitors. It also houses staff offices. Please note – there is to be no changing in the green room or bathrooms. There is a kitchen with hot water and fridge available.
Laundry Facilities	Basic laundry facilities are available with prior arrangement. 1 x industrial washing machine & 1 x industrial dryer are available. An iron, ironing board & clothes steamer are also available.

IPAC Venues

General Information

Loading Docks	The loading dock is located at Town Hall Place, off Burelli Street. The loading dock is available for loading and unloading only; no parking in the dock is permitted without prior arrangement with the Production & Technical Manager.
	The address to put into a GPS system is 8 Town Hall Place , Wollongong .
Parking	No parking is provided at the Illawarra Performing Arts Centre. There is street parking available around the venue. Various parking fees and/or restrictions apply; it is recommended to check signage before leaving your vehicle.
Pyrotechnic, Open Flames etc	Pyrotechnics, firearms and naked flame are allowed subject to testing and approval by relevant authorities. For further information please contact the Production and Technical Manager.
Risk Assessment	A risk assessment checklist and template must be completed and are provided when quoting your event.
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.
	Please look after your valuables. Merrigong Theatre Company accepts no responsibility for any lost or stolen property.
Smoking	The Arts Precinct (including IPAC, the Art Gallery and Wollongong Town Hall) is a smoke free zone. By law, smoking can only take place in designated smoking areas.
Video Recording	If you are capturing your show to video you can do so from; the control room, or in the theatre with designated seating. A Broadcast Allowance may be payable to employees involved in an event. Please request further information from the Program Coordinator.
WHS	The Hirer shall ensure safe work practices are adhered to by their staff/volunteers and defer to the venue staff if there is a question of safety and/or damage to the venue or equipment. All visiting Hirers must undergo a venue specific induction in regard to fire evacuation and workplace health and safety. A copy of the Fire Evacuation Safety Procedures are available on request. It is a requirement that closed shoes must be worn on stage during site inspections, bump in and bump out. As previously mentioned, all electrical equipment entering the building must carry the appropriate test and tag documentation. Every Hirer must provide Merrigong Theatre Company with appropriate risk assessment documentation.
Working With Children Policy	The Merrigong Theatre Company's Working With Children policy requires all events with cast members under 18 years to ensure any necessary Working with Children Checks are completed. Hirers must read and adhere to IPAC Working With Children Policy and complete a Working With Children Risk Assessment. If the children are under the age of 15, or under 16 if they will be modelling, contact the NSW Children's Guardian to find out if you require an employers' authority.
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Booking Process and Confirmation

When booking a show at Merrigong, the following process is required. Once an event goes to contract, the following documents are issued by Merrigong for completion and return by hirer before any ticket sales and advertising can commence:

- Agreement for Hire
- Schedules 1 5
- A deposit paid.
- Public Liability Insurance

The following are required 7 working days prior to on-sale date:

- Schedule 1 Premises hired, dates and times, including event description e.g. Bump in/out
- Schedule 2 Box Office requirements form
- Schedule 3 Front of House information
- Schedule 4 Publicity and marketing information
- Schedule 5 Technical Requirements form
- Deposit Paid EFT Receipt emailed to venuehire@merrigong.com.au
- Image/Blurb provided for marketing purposes

Cancellation Policy

If an event must be cancelled, the hirer must give written notice of any cancellation to the Company at least 90 days prior to the event. If the event is cancelled, then the initial ticketing fee and a ticket cancellation fee will be payable for all tickets sold and must be paid by the hirer within 7 days from receipt.

If the Event is cancelled less than 90 days in advance, the Hirer must pay to the Company all venue performance fees as specified, less the amount of the non-refundable deposit, plus any costs already occurred for marketing/promotions and staff costs incurred for rostered shifts.

Merrigong reserves the right to refund the price of any ticket purchased by any person in respect of a cancelled Event and is not responsible for any Costs incurred by the Hirer as a result of such a refund.

Full details of the cancellation policy are outlined in the **Agreement for Hire.**

Rates and Fees - General Information

Deposit	The deposit is 50% of venue performance/event access charge as outlined below or
	Bookings Sunday to Thursday are \$1,550 for IMB and/or \$785 for Bruce Gordon – whichever is greater.
	Bookings Friday to Saturday are \$1,650 for IMB and/or \$840 for Bruce Gordon – whichever is greater.
	NOTE: The deposit is non-refundable.
Extra Fees	Venue fees include GST and all charges for electricity and air conditioning.
Equipment	Fees apply for additional equipment.
	For a full estimate of production fees, a meeting with the Production and Technical Manager will be required.
Minimum Technical crew for performances in the IMB and Bruce Gordon Theatres	1 Duty Technician (DT) 1 Control Room Technician



In the classic tradition of the proscenium arch lyric theatre, the IMB Theatre's steeply raked auditorium ensures every seat is the best in the house. With excellent sight lines, the audience is immersed in the action on stage. Fully equipped with a fly tower, orchestra pit, thrust stage, T-switch hearing loop, captioning facilities and a modern PA, the IMB Theatre is the complete professional performance facility.

Our Production and Technical Manager will be in contact to discuss your event's technical requirements. Full technical specs available at time of contract. These are our most important specs to be aware of when booking your event or show.

IMB Theatre

Specs

Click here for full IMB Theatre Specs

Seating Plan

→ Click here for IMB Theatre Seating Plan

Indicative Fees and Charges

Please note, your fees will be show specific and depend on your individual requirements. The below is an overview of our standard rates. Fees apply for additional equipment used

Performance charges Sunday to Thursday	
Per performance/event (maximum access 5 hours)*	\$1,550
Additional performances same day* (additional 5 hours, i.e. total max. 10 hours)	\$995
Friday to Saturday	
Per performance/event (maximum access 5 hours)*	\$1,650
Additional performances same day* (additional 5 hours, i.e. total max. 10 hours)	\$1,100
OR Percentage of Gross Box Office, less ticketing fees and GST. WHICHEVER IS GREATER	10%
Access Charge Per Hour Sunday to Thursday	
Charged per hour outside or additional to Performance Access Charge*^	\$185
Friday to Saturday	
Charged per hour outside or additional to Performance Access Charge*^	\$200
Other Charges	
Industry Service Fee (ISF) – per performance (inclusive of G.S.T.) – Current to 31/12/2020 +	\$109
Standard Lighting, Sound & Stage Package per day	\$382
Lighting: standard rig with ETC Gio. Sound: 2 x radio handheld microphones, 2 x foldback monitors. Staging: standard masking and draping as per standard hang plot.	
Per Performance Day Clean	\$222
Large Group Surcharge Per Day Clean (use of upstairs dressing room 5 & 6 or any large space outside theatre hire inclusions)	\$82
Special Event Cleaning Surcharge	POA
Merchandising Fee - charged on all items priced over \$5	12.5%
Front of House Charges	
Front of House Staff – 120 minute show*	\$1,090
Each additional 30 minutes – 120 minute show*	\$205
Front of House Staff – 150 minute show – Sunday/Public Holiday*	\$2,320
Each additional 30 minutes – 150 minute show – Sunday/Public Holiday*	\$260
Shows with 3 or more performances/sessions in a day	POA
Merchandise Seller (minimum 3 hr call) per hour	\$49.50
Merchandise Seller (minimum 4 hr call) per hour – Sunday/Public Holiday**	\$87

IMB Theatre

- *Charges begin at Company Arrival and end at Company exit. Charges are continuous per day.
- ^Access hours may also include set up required prior to the hirer accessing the venue if there are extensive technical requirements to be pre-set.
- *This fee is subject to change at the discretion of Live Performance Australia. Exemptions may apply to your organisation. Contact the Program Coordinator for more information. If you already have a letter of exemption, please provide this with your signed contract.
- **Foyer Meet and Greets with cast, the sale of merchandise or signings may incur extra Front of House Charges.



An intimate alternative to the IMB Theatre, the stylish Bruce Gordon Theatre offers two levels, balcony seating, wheelchair and standing room only spaces. The theatre is also equipped with a T-switch hearing loop, a versatile lighting rig and PA. The venue is perfect for minimalist to full scale theatre productions, cabaret, comedy, intimate musical and dance productions, conferences and community events.

Our Production and Technical Manager will be in contact to discuss your event's technical requirements. Full technical specs available at time of contract. These are our most important specs to be aware of when booking your event or show.

Bruce Gordon Theatre

Specs

→ Click here for full Bruce Gordon Theatre Specs

Seating Plan

→ Click here for Bruce Gordon Theatre Seating Plan

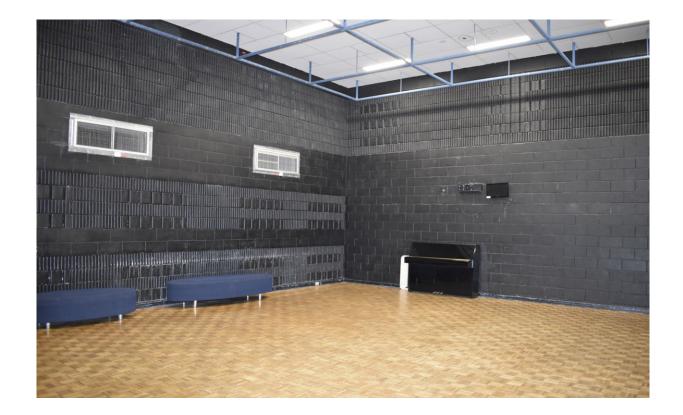
Indicative Fees and Charges

Please note, your fees will be show specific and depend on your individual requirements. The below is an overview of our standard rates. Fees apply for additional equipment used.

Performance charges Sunday to Thursday	
Per performance/event (maximum access 5 hours)*	\$785
Additional performances same day* (additional 5 hours, i.e. total max. 10 hours)	\$480
Friday to Saturday	
Per performance/event (maximum access 5 hours)*	\$840
Additional performances same day*	\$525
(additional 5 hours, i.e. total max. 10 hours)	
OR Percentage of Gross Box Office, less ticketing fees and GST. WHICHEVER IS GREATER	10%
Access Charge Per Hour Sunday to Thursday	
Charged per hour outside or additional to Performance Access Charge*^	\$143
Friday to Saturday	
Charged per hour outside or additional to Performance Access Charge*^	\$155
Other Charges	
Industry Service Fee (ISF) – per performance (inclusive of G.S.T.) – Current to 31/12/2020+	\$36
Standard Lighting, Sound & Stage Package per day Lighting: standard rig with ETC Gio @5. Sound: 2 x radio handheld microphones, 2 x foldback monitors. Staging: standard masking and draping as per standard hang plot.	\$221
Per Performance Day Clean	\$116
Large Group Surcharge Per Day Clean	\$82
(use of upstairs dressing room 5 & 6 or any large space outside theatre hire inclusions)	
Special Event Cleaning Surcharge	POA
Merchandising Fee – charged on all items priced over \$5	12.5%
Front of House Charges	
Front of House Staff – 120 minute show*	\$745
Each additional 30 minutes – 120 minute show*	\$120
Front of House Staff – 150 minute show – Sunday/Public Holiday*	\$1,600
Each additional 30 minutes – 150 minute show – Sunday/Public Holiday*	\$165
Shows with 3 or more performances/sessions in a day	POA
Merchandise Seller (minimum 3 hr call) per hour	\$49.50
Merchandise Seller (minimum 4 hr call) per hour – Sunday/Public Holiday**	\$87

Bruce Gordon Theatre

- *Charges begin at Company Arrival and end at Company exit. Charges are continuous per day.
- ^Access hours may also include set up required prior to the hirer accessing the venue if there are extensive technical requirements to be pre-set.
- *This fee is subject to change at the discretion of Live Performance Australia. Exemptions may apply to your organisation. Contact the Program Coordinator for more information. If you already have a letter of exemption, please provide this with your signed contract.
- **Foyer Meet and Greets with cast, the sale of merchandise or signings may incur extra Front of House Charges.



A multipurpose 'black box' studio for training, theatre or project development and shows with audiences up to 80 people, the Bob Peet Studio is a versatile space equipped with lighting grid, power and AV options.

The Bob Peet can also be used for storage of sets and props related to your show.

Specs

Capacity	Seats 80
Dimensions	8.4 metres by 10.45 metres with a high ceiling
Sound Desk	Standard Sound package. There are 2 upright pianos in the room.
Lighting	Standard Lighting
Furniture	Chairs and tables

Bob Peet Studio

Indicative Fees and Charges

Performance Access Charge Sunday to Thursday	
Per performance/event (maximum access 5 hours)*	\$390
Additional performances same day*	\$205
Performance Access Charge Friday to Saturday	
Per performance/event (maximum access 5 hours)*	\$400
Additional performances same day* (additional 5 hours, i.e. total max. 10 hours)	\$200
OR Percentage of Gross Box Office, less ticketing fees and GST	10%
Access Fees and Charges Per Hour	
Sunday to Thursday Charged per hour outside or additional to Performance Access Charge*^	\$72
Friday to Saturday	
Charged per hour outside or additional to Performance Access Charge*^	\$75
Other Fees	
Industry Service Fee (ISF) – per performance (inclusive of G.S.T.) – Current to 31/12/2020+	\$36
Per Performance Day Clean	\$94
Large Group Surcharge Per Day Clean (use of upstairs dressing room 5 & 6 or any large space outside theatre hire inclusions)	NA
Special Event Cleaning Surcharge	POA
Merchandising Fee - charged on all items priced over \$5	12.5%
Front of House Charges	
Front of House Staff – 120 minute show*	\$410
Each additional 30 minutes – 120 minute show*	\$56
Front of House Staff – 150 minute show – Sunday/Public Holiday*	\$865
Each additional 30 minutes – 150 minute show – Sunday/Public Holiday*	\$77
Shows with 3 or more performances/sessions in a day	POA
Merchandise Seller (minimum 3 hr call) per hour	\$49.50
Merchandise Seller (minimum 4 hr call) per hour – Sunday/Public Holiday*	\$87

Bob Peet Studio

- *Charges begin at Company Arrival and end at Company exit. Charges are continuous per day.
- ^Access hours may also include set up required prior to the hirer accessing the venue - if there are extensive technical requirements to be pre-set.
- *This fee is subject to change at the discretion of Live Performance Australia. Exemptions may apply to your organisation. Contact the Program Coordinator for more information. If you already have a letter of exemption, please provide this with your signed contract.
- **Foyer Meet and Greets with cast, the sale of merchandise or signings may incur extra Front of House Charges.

Foyers

IMB and Bruce Gordon foyers are equipped with full service bars – these foyers are a great place to host meet and greets, merchandise or cocktail parties for your VIPs. We recommend show intervals have a minimum time of 20 minutes to enable bar service.

The Arts Precinct

The green space between IPAC and Town hall, bordered by great restaurants and cafes, is usually home to *The Spiegeltent Wollongong* each year.

The Social Cafe

A not-for-profit café located in the IPAC. *The Social* is open Monday - Friday for coffee, breakfast and lunch. *The Social* is open for dinner on show nights, including weekends.

The Social is a commercial kitchen equipped to cater events and cocktail parties.

Other Event Spaces

General Staffing Requirements and Rates

Award Conditions	All technical staff at Merrigong Theatre Company work under the Live Performance Award 2010. The Duty Technician will ensure staff take adequate breaks and conditions are met. Extra charges will occur for missed meal breaks and overtime hours.
Duty Tech	The Duty Technician holds ultimate responsibility for all Hirers whilst in the venue. They cannot take a show role as they need to be available to attend to matters as they arise.
Technical Staff	Merrigong Theatre Company requires a minimum of 2 x technical staff members to be present when the Hirer is in the venue. Additional staff may be requested by the Hirer or as dependent on production requirements.
Minimum Staff	1 Duty Technician (DT) 1 Control Room Technician
Fees	Staffing fees are subject to change at the discretion of the Live Performance Australia Award.
Missed Meals	The Enterprise Agreement we work under stipulates that no crew member can work longer than 5 hours without a 30 minute meal break. Missed breaks incur a penalty of double time for the duration of the missed break. A break less than 30 minutes is not considered a break and the hirer will be charged the penalty. If the meal break is missed, the crew member is required to take a suitable break as soon as possible. It is considered a safety risk if crew do not take any break after 5 hours.
Duty Tech	Please note that the Duty Technician will arrive 30 minutes prior to the company and will leave 30 minutes after the last person.
Penalty Rates	After 8 hours: Time and a half (x1.5 the hourly rate) After 10 hours: Double time (x2 the hourly rate) Missed meals: Double time for the period of the meal break (x2 the hourly rate) Missed meals Sunday/Public Holiday: Double time and a half for the period of the missed meal break (x2.5 the hourly rate)

Staff Rates

Duty Tech per hour (minimum 4 hour call)	\$60
Technician per hour (minimum 4 hour call)	\$57
Duty Tech per hour (minimum 4 hour call) – Sunday/Public Holiday	\$106
Technician per hour (minimum 4 hour call) – Sunday/Public Holiday	\$100

Ticketing

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Ticket Pricing	Total ticket price is inclusive of GST (where applicable) and includes the IPAC box office ticketing fees. All advertised prices will be at Total Ticket Price.
GST	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	Hirers will be provided a login to track sales through our ticketing platform, sales reports will not be sent by Venue Hire.
Electronic Tickets	Patrons can access Electronic Tickets. This function can be disabled if necessary.
Ticketing Platform	IPAC uses Seat Advisor (SABO) Ticketing platform.
Processing Fees	As per Live Performance Australia's Code of Practice, on all marketing material, where ticket prices are listed, the following must be printed: "A per transaction fee of \$6.95 applies for phone and online bookings."
Price Guidelines	The Australian Consumer Law further prohibits 'bait advertising'. If listing ticket prices on advertising materials, ticket ranges cannot be used. Each ticket price should be listed. E.G. no Tickets From price.
Complimentary Tickets	Yes, complimentary tickets can be provided. \$2 fee per ticket applies
Unticketed Events	IPAC can accommodate unticketed events and general seating.
Ticket types	IPAC can accommodate ticketing tiers i.e. premium, reserve, GA,
	pensioner etc.

Ticket Fees

Total Ticket Price	Inside Fee
\$22.00 or less	\$2.00
\$22.01 - \$30.00	\$5.00
\$30.01 - \$40.00	\$6.00
\$40.01 - \$65.00	\$8.10
\$65.01 and above	\$8.50
Complimentary ticket fee	\$2.00
Companion card ticket fee	\$2.00
Event Build – Standard	No Charge
Event Build – Non Standard or with Subs – Per Package	\$45.00
On Sale Date at priority speed	\$100.00
Ticket Cancellation fee	Double the inside charge + any transaction fees
Transaction fee (Phone and Internet Bookings)	\$6.95 per transaction, payable by patron*
Transaction fee (Counter Sales)	No Charge
Ticket Exchange fee	\$4.80 per ticket, payable by patron



Catering

IPAC can offer catering services through *The Social Café* for events held onsite

A copy of our catering menu is available on request.

Marketing

Merrigong provides a range of marketing services – paid and complementary - to Hirers to support your event in addition to your own promotion activities. The Marketing Coordinator (Hirer and Venue) will be in touch to discuss marketing once the event is confirmed.

Event copy, images, posters and flyers are provided by the Hirer.

How to get to IPAC

Public transport

We are a 20 - 25 minute walk from Wollongong train station. Buses stop right outside the Arts Precinct.

Parking

Parking is available in the surrounding streets or Wollongong City Council parking tower on Stewart Street. Parking fees may apply.

On foot

The Arts precinct is located at the end of town, close to the Win Entertainment Centre and easy walking distance to shops and other areas in Wollongong.

Contacts

To place a booking, please fill out the **Venue Enquiry form** and allow 3-5 business days for a response.

For more information, please contact the Venue Hire team by emailing <u>venuehire@merrigong.com.au</u>

see you at the theatre