



THEATRE AND VENUE HIRE POLICY

2014-2017

1. CONTEXT

Burrinja (the Dandenong Ranges Community Cultural Centre Inc) is a vibrant cultural centre offering a broad range of arts, cultural, performance, education and community related experiences that work toward its mission: ***Building community through arts.***

Burrinja encompasses arts activities and events, multiple gallery spaces, cultural education, 400 seat theatre, arts incubator studios, live music, community cultural development projects, black box performance and rehearsal, making and meeting spaces, and Burrinja Cafe + Bar.

2. PURPOSE

The Burrinja Theatre & Venue Hiring Policy is developed to provide clear, transparent and equitable guidelines and application of fees and charges at Burrinja's facilities and venues, and to achieve community, arts and cultural outcomes.

3. OBJECTIVES

The Key Objectives of the Policy are to:

- Ensure that activities within the Centre meet with the objectives of the Centre's Vision and values;
- Ensure fair and equitable access to the venues by the community within the Centre's and other regulatory guidelines, policies and permits;
- Increase access to facilities for a diverse range of local organisations;
- Implement a consistent approach to fees and charges both at Burrinja and within Yarra Ranges Council cultural facilities;
- Facilitate transparency in apportioning subsidies;
- Ensure the long term sustainability of services, operations and staffing at Burrinja; and,
- Ensure that activities within the Centre comply with relevant regulations including Yarra Ranges Council Planning Permit YR-2007/1679 and the Burrinja Site Management Plan. This includes compliance with a permitted capacity of no more than 517 persons on site at any one time, and not exceeding more than 300 auditorium patrons beyond 15 occasions during one calendar year.

4. POLICY STATEMENT

Burrinja's Theatre & Venue Hiring and Schedule of Fees policy has three (3) categories for applying fees and charges. The categories are based on the capacity of an individual, group, organisation or business to pay. Each category provides for a different level of subsidy by Burrinja for venue use. The categories are:

1. Standard Rate (100% of cost);
2. Community Rate (70% of full cost);
3. Not for Profit Rate (60% of full cost);



in partnership

5. FEES & CHARGES CATEGORIES

1. Standard Rate: full cost recovery (100% of cost)

Standard Rate applies to individuals, large businesses, government and profit making organisations with a capacity to pay or to receive a fee for use of the facility when delivering a service. The full cost as outlined in the annual schedule of fees and charges applies to groups and organisations such as:

- Businesses, corporations, political organisations;
- Private individuals for parties, functions and general hire;
- State and Federal government agencies (eg. DHS, Electoral Office).

2. Community Rate (70% of full cost)

Community rate applies to not for profit groups, organisations, the education sector and with a capacity to pay, but who make a community contribution through their activities. This includes organisations in receipt of state or federal operational funding. The organisation rate applies to groups and organisations such as:

- Primary and secondary schools;
- Tertiary & training institutions;
- Social Enterprises;
- Sporting clubs, Non Government Organisations, (eg, Anglicare),
- Yarra Ranges Council
- Arts and Cultural activities – for profit
- Community groups located outside Yarra Ranges Council district

3. Not for Profit Rate (60% of full cost)

Not for Profit rate applies to not for profit smaller groups and community based organisations. The not for profit rate applies to groups and organisations such as:

- Community Groups located in the Yarra Ranges Council district;
- Service Clubs and organised groups operating within the Yarra Ranges such as Lions, Rotary, Seniors groups, Advancement progress associations, Chambers of Commerce and traders and township associations;
- Arts and Cultural activities (not for profit);
- Social groups;
- Emergency services including CFA, SES, Police, Ambulance service.

6. GENERAL CONDITIONS

- Burrinja may, at their discretion, enter an annual agreement with regular community based, long term users of venues. This may attract a reduction in listed scheduled rates of a further 10%, to be negotiated.
- Burrinja will only take bookings by regular hirers two years' in advance. A regular booking does not guarantee an on-going commitment to future availability of dates and times.
- Burrinja reserves the right to offer regular hirers alternative dates to those previously booked so that it can maximize venue use.
- All groups will be charged their existing rate plus the staff cost for the booking. Minimum staffing levels are prescribed in the Schedule of Fees.
- Technical and other services have set fees for all users. These set fees are not subject to discounts.

- It is mandatory to use Burrinja's ticketing service for selling seats to any venue/ performance or event. Only patrons holding Burrinja tickets will be admitted to the theatre. Ticketing costs are included in the Schedule of Fees.
- Organisations and Community groups may use suitably qualified technical staff supplied by them, but only when working under the supervision and direction of Burrinja's head technician. Technical orientation and induction conditions apply.
- It is a condition of hire that Parking Marshals be provided for events exceeding 300 patrons. (Burrinja Site Management Plan 5.5 – 5.7). This cost shall be met by the hirer or volunteer marshals may be provided by the hirer for the event.
- Hirers are encouraged to consider and promote alternative transport for patrons to the venue. Information is provided by Burrinja via information packs, online and the ticketing system.
- The Schedule of Fees is attached to this policy. The Schedule will be reviewed and adjusted annually or at Burrinja's discretion.

7. THEATRE BOOKING LIMITATIONS PER ANNUM

- The number of 400 seat capacity venue bookings per annum is limited by Planning Permit conditions. These capacity venue bookings will be considered Premium Bookings when determining rates and fees payable.
- This booking limitations policy is designed to ensure fair and equitable access to capacity theatre venue bookings across a range of organisations and hirers.
- Within the allowed planning limitations all hirer organisations, groups or individuals will be limited to a *maximum* of two (2) full capacity theatre bookings (400 seats) within any single 12 month period. Burrinja will determine the allocation of these premium bookings based on demand.
- Thereafter hirer organisations, groups or individuals are limited to 300 seat bookings only.
- A higher venue hire rate will apply to those bookings that are allocated a premium venue booking.
- Technical and Staff fees are not affected by premium rate booking
- Within its allocation of premium venue bookings Burrinja will prioritize schools, community groups and other not-for-profit and/or cultural-based organisations in the allocation of 400 seat bookings in each calendar year.
- Burrinja may restrict the number of premium venue bookings in any one week if it deems that there may be an impact on the local amenity.
- Burrinja reserves the right to refuse or renegotiate the terms of a venue booking at the time of that booking in order to comply with the relevant Planning Permit: YR-2007/1679.

8. VENUE CAPACITY LIMITATION APPLIES

- Total venue capacity is limited by Planning Permit to 517 persons on site.
- If a hirer anticipates a full house auditorium (400) and in excess of 100 performers and support personnel, seating capacity may be capped in the Hire Agreement at lower than 400 to meet the 517 capacity requirement.
- Burrinja reserves the right to refuse or negotiate the terms of a venue booking at the time of that booking in order to comply with its Planning Permit conditions and obligations.

9. HIRE AGREEMENTS

- All groups wishing to hire any of Burrinja's venues will be required to enter into a written Hiring Agreement.
- The Burrinja Venue Manager or their representative shall determine all venue, staff, technical and other applicable rates and requirements for each hiring.
- Additional non-inclusive technical equipment requested by the hirer shall incur additional costs as set out in the Schedule of Fees.
- The Hiring Agreement will contain the venue's standard terms and conditions.
- A set deposit fee will be payable upon confirmation of all bookings.
- All hirers are required to hold Public Liability Insurance to the value of \$10,000,000, and must provide a *Certificate of Currency*, or otherwise pay an additional fee for temporary insurance cover to the Shire of Yarra Ranges for each booking. (\$14.20 as at 2013, subject to change).
- Hirers must comply with all rules and regulations of the Centre, the Burrinja Site Management Plan, local and other relevant authorities and the use of building as stated in the Centre's conditions of hire and use.
- The suitability of activities proposed for venues will be at the discretion of the Director and/or Board, within the guidelines of Burrinja's mission, aims and values.

10. RELATED POLICIES, STRATEGIES AND DOCUMENTS

This policy relates to the following Burrinja policies and plans:

- Burrinja Mission and Vision statements;
- Burrinja Theatre Strategic Plan, 2010-15;
- Burrinja Hire Rates Schedule;
- Burrinja Venue Technical Specifications; and,
- Burrinja Site Management Plan.

11. GRIEVANCE AND APPEALS

Any appeal against the implementation of rates, charges, booking limitations or conditions will be referred to the Director, Burrinja. Should the matter not be resolved, the appeal may be referred to the Board for resolution.

12. REVIEW

- This policy will apply for three years from Jan 2014 – Jan 2017, subject to changes following review.
- Fees and charges will be applicable on a calendar year basis.
- The policy and schedules will be reviewed annually.
- Burrinja reserves the right to make changes at other times if deemed necessary for policy, operational or budgetary reasons.