



PEACOCK THEATRE

Conditions of Hire

SALAMANCA ARTS CENTRE

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SALAMANCA ARTS CENTRE, 77 Salamanca Place, Hobart, Tasmania

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ABOUT

Our Vision

Enriching Community through Contemporary Arts Practice

Our Strategic Priorities

Salamanca Arts Centre (SAC) has identified four Strategic Priorities:

Our Support of Art and Artists
Our Buildings and how we use them
Our Capacity to Connect with Communities
Our Governance, Sustainability and Viability

Our Purpose and Aims

To enrich creativity throughout Tasmania.

We support contemporary artists with resources and opportunities to make new work, to engage with other artists and to share their practice with the world.

We enliven our spaces with activities of creating, innovating, making, communicating and connecting, to ensure the continuing relevant and value of the nationally significant Salamanca warehouses.

We enable diverse communities of artists, producers, audiences and visitors to engage with the arts in ways that enrich their lives and expand their vision.

Our Aims

SAC's aims are to enable artists to create new works of national significance, to enable artistic entrepreneurship, to manage our buildings responsibly and ethically, and, through respect, guidance and inspiration, to foster connections between artists and audiences. Central to achieving our Purpose are the individual artist's studios, our art and design retailers and other arts organisations who choose to make their home within Salamanca Arts Centre's buildings and beyond, through our programs and support.

Our Core Values

In everything that SAC does, we adhere to the core organisational values of:
Stewardship
Diversity
Integrity
Excellence
Dynamism

What SAC is and does

Salamanca Arts Centre (SAC) is a not-for-profit Arts Centre formed in 1975 as an incorporated association and established in 1977 in buildings owned by the Government of Tasmania and leased to SAC to manage as a Community Arts Centre. In 2009 Salamanca Arts Centre became a Company Incorporated by Guarantee.

SAC will continuously strive to be locally valued and universally recognised for our support of artists and the development and presentation of new works of national significance.

SAC is the custodian of seven heritage buildings and manages these buildings on behalf of the people of Tasmania. SAC is home to studio artists in residence, numerous arts organisations working across the visual and performing arts, festivals & events, literature, writing & film, and to designers, makers, retailers of, and commercial galleries for contemporary art and design.

SAC also manages a suite of venues including the [Peacock Theatre](#), [Long Gallery](#), [the Founders Room](#), [Sidespace Gallery](#), [Kelly's Garden](#), [Courtyard](#), [Top Gallery](#) and the [Lightbox](#). Our venues showcase SAC's curated and programmed events as well as our Access Programs for community and independent performances, art exhibitions and other arts themed events and projects.

Operating parallel to the management of the buildings and venues, SAC works with local, interstate and international artists, working across all art forms, to conceive and develop new works, and to present those works to local and visiting audiences. We work to connect the local and the global.

The staff at SAC are a team of dedicated, passionate and committed arts administrators, whose collective skills, qualifications and experience are invested into supporting artists to realise their creative endeavours and to generate a livelihood from their art practice.

SAC's arts and public programs are supported by Arts Tasmania, City of Hobart, Australia Council for the Arts, and philanthropic trusts, donors and sponsors. An estimated 280,000+ visitors and locals pass through SAC's doors every year, visiting galleries, exhibitions, performances and community events.

Approximately 200 people are now directly employed by the 60 arts organisations based at SAC. These organisations, resident artists, retail galleries and their activities collectively contribute an estimated \$50M annually to the Tasmanian economy. An estimated 6000+ artists are represented across a year through the combined activities of all SAC's resident organisations, venues, events, exhibitions, projects, residencies and memberships.

An estimated 6000+ artists are represented across a year through the combined activities of all SAC's resident organisations, venues, events, exhibitions, projects, residencies and memberships.

PEACOCK THEATRE

The Peacock Theatre is housed within the Salamanca Arts Centre on Hobart's historic waterfront. The back wall of the stage area is a natural rock face, a unique backdrop. The theatre is used for theatrical and dance performances, music events, seminars, film screenings, fashion shows, cabaret, lectures and debates.

The Basics

- The Peacock Theatre has a maximum Fixed Seating Capacity of **133*** (unnumbered seats). Please refer to Seating Plan (**Page 17**) for more details.
The maximum number of seats available for sale for any performance is **131**.
**This includes 2 x Reserved SAC House Seats, which are not available for sale, and 3 x Seats which are unable to be used or sold if the 2nd Control Desk is in use (usually used for Audio)*
- The Place of Assembly Licence is for 165**
***This includes patrons, performers, technicians and other crew.*
- The Stage Area is 10m x 8m (approx.).
- Dance Surface (Tarkett) is available for stage (Custom Fit) at an additional cost.
- The Dressing Room with space for 12 (approx.).
Includes toilet, shower, washing machine and dryer.
- HD Projector (1920 x 1080) and Screen installed (additional cost).
- Basic workshop area / loading dock with direct laneway access (via Kelly's Lane).
- Level / Wheelchair access is available (through Stage Door in Courtyard).
- There is limited vehicle access for bump in / bump out (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).
- The Lady Bennett Bar is available to open for performances and events, serving beverages (alcoholic and non-alcoholic) and a limited range of snacks (different packages are available to suit the audience requirements). The Lady Bennett Bar is staffed by SAC Staff and all profits are retained by SAC.
- There is a live music event (Rektango) in the adjacent Courtyard every Friday evening between 5:30pm – 7:30pm. Due to the sound bleed between the two venues we advise Peacock Theatre Hirers to commence their performances no earlier than 8:00pm on Friday evenings.

VENUE HIRE RATES

Current as of 1 August 2019

Bump In / Bump Out / Rehearsal & Creative Development

	Per Day	Per Week
Independent Artists	\$150	\$675
Non Profit / Educational / Schools	\$170	\$765
Commercial / Government	\$320	\$1,440

Performance / Events

	Per Day	Per Week
Independent Artists	\$300	\$1,350
Non Profit / Educational / Schools	\$320	\$1,440
Commercial / Government	\$420	\$1,890

Venue Hire Rates include:

- Hire of the Peacock Theatre for the duration of the Hire Period;
- A 30 minute familiarization and induction with a SAC Technician (Monday – Friday ONLY);
- Daily Cleaning throughout the Hire Period (except for Sundays);
- Use of Lighting and Basic Audio Equipment (to be operated by approved / Qualified Technicians ONLY*) *Only approved / qualified personnel may operate the technical equipment in the Peacock Theatre.

Venue Hire Rates DO NOT include:

- Charges for Electricity Usage (heating and lighting). You will be invoiced for your electricity usage at the end of your hire period. Charges are approx. 33 cents per metered unit for lighting / \$5.50 per hour for heating.
- Additional Cleaning. Charged at \$35.00 per hour.
- SAC Technician. Charged at Award Rates \$40.00 per hour for a minimum 4 Hour call (plus penalty rates when applicable).
- Recording allowance of \$100.00 for each SAC Technician working on a show that is recorded for broadcast or distribution.
- Use of Projector and Screen (\$100 per day / \$300 per week)
- Use of Dance Surface (Tarkett), Charged at \$400 per hire, includes labour to lay, tape and removal.
- Hire of Additional Equipment (consult Technical Manager prior to your hire)

CONDITIONS OF HIRE

Hire Period

The minimum Hire Period is 1 x Day.

The BUMP IN and BUMP OUT of your performance must occur within the Hire Period. Please account for this when requesting your desired length of Hire Period.

Payment of Deposit

Upon approval of submitted application, the Hirer will be issued with an Agreement for Hire and invoiced for the deposit (generally half of the total Venue Hire). The hire is secured upon the return of the signed Agreement for Hire and payment of the deposit has been received.

Payment of Remainder of Venue Hire

The Hirer will be invoiced for the remainder of the Venue Hire in the month preceding the commencement of the Hire Period. Payment of the remaining Venue Hire must be received prior to the commencement of the Hire Period. Access to the venue will not be granted until payment has been granted.

Other Charges

The Hirer will be invoiced for any charges incurred during the course of their Hire Period (such as additional cleaning, hire of SAC equipment and SAC Technical Equipment, SAC Technician charges) at the end of the Hire Period.

Cancellation

Should the hire be cancelled less than six months (or as per the cancellation timeframe stated in your Agreement for Hire) prior to the commencement of the Hire Period, the deposit shall be retained by SAC. Should the hire be cancelled 30 days or less prior to the commencement of the Hire Period, an additional cancellation fee of \$300 will be charged to the Hirer. Postponements are pending availability and at the discretion of SAC.

Technical Equipment

All lighting equipment and basic audio equipment will be available to the Hirer upon arrival.

The Peacock Theatre has a standard rig and the HIRER MUST RETURN THE LIGHTING TO THE STANDARD RIG AT THE END OF THE HIRE PERIOD – failure to do so will result in the Hirer incurring all charges associated with returning lighting to the standard rig.

Additional audio equipment, such as microphones, will be signed over by the Technical Manager.

Any equipment on stage needs to be returned to storage after the event. Additional audio equipment should be returned to the Technical Manager.

All technical and electrical equipment brought onsite by the Hirer must have current tag and test certification and pass a visual inspection by the Technical Manager.

To request a current Peacock Theatre Technical Specifications & Equipment List, please email the Venues Manager (venues@sac.org.au) or the Technical Manager (technician@sac.org.au)

Projector & Screen

The Peacock Theatre has a HD Projector (1920 x 1080) and projection screen installed in the ceiling of the theatre.

The Projector and screen cannot be removed. Failure to abide by this condition will result in the Hirer being charged for any costs associated with the damage of the projector and/or screen and the re-installation of the projector and/or screen.

There is an additional charge for the use of the projector and screen of \$100 per day / \$300 per week.

Hire of External Equipment & Furniture

The Hire of external equipment and furniture through an external hire company is the responsibility of the Hirer. The Hirer is responsible for all charges associated with the hire of external equipment and furniture, and for ensuring that deliveries / collections occur within the Hire Period.

Technical Staff

THE TECHNICAL EQUIPMENT WITHIN THE PEACOCK THEATRE MAY ONLY BE OPERATED BY APPROVED / QUALIFIED PERSONEL.

A technician approved by Salamanca Arts Centre is to be in attendance throughout the bump in / bump out and performance/s. If you do not have a SAC Approved Technician, SAC will provide one for you and you will be charged for their time.

SALAMANCA ARTS CENTRE RESERVES THE RIGHT TO INSIST ON A TECHNICIAN OF ITS CHOICE TO OPERATE EQUIPMENT AT ALL PERFORMANCES.

All SAC Technicians are paid as per the SAC Enterprise Agreement, which directly correlates with the Live Performance Award Rates:

- **\$40.00 per hour** (single time applies for the first 8 hours worked, after this penalty rates apply. Penalty Rates apply to Sundays, double time).

There is a minimum 4 hour call for SAC Technicians.

Breakdown of Rates & Penalty Rates:

- **Single Time:** is defined as the first 8 hours of a shift worked within Monday – Saturday from 7:00am – 12:00midnight..
- **Time + Half:** applies to the 9th and 10th hours of a shift worked within Monday – Saturday from 7:00am – 12:00midnight.
- **Double Time:** applies to any hours worked after 10 hours OR between 12:00midnight and 7:00am OR on a Sunday.

SAC Technicians must receive a 10 hour break between finishing work one day and commencing work the next day. SAC Technicians are entitled to a meal break of at least 30 minutes after 5 continuous hours of work.

Security, Safety & WHS

The Technical Manager will conduct a Venue and WHS induction with the Hirer during office hours, **Monday to Friday**. Inductions outside of these times will be charged to the Hirer.

At the commencement of the hire period, the Hirer will be issued with a set of keys and instructed in security and safety procedures. All doors are to be secured at the end of each day and all lights are to be turned off. Fire exits and common passageways are to be kept clear at all times. See the Operations Manual for security details.

Insurance

The Hirer shall provide insurance cover for Public Liability and for all goods and effects brought on to the premises by the Hirer and the Hirer's representatives. Evidence of Public Liability Cover of a minimum of \$10 million is to be provided to SAC prior to the commencement of the hire period.

Ushers

The Hirer is responsible for organising ushers for all performances.

As the Peacock Theatre is general admission / non-numbered seating, ushers are usually essential for most performances however this is at the discretion of the Hirer.

FOH / Ticketing Staff

The Hirer is responsible for appointing a Front of House Coordinator for the Hire.

The Front of House Coordinator will be the key contact for all FOH matters prior and during the Hire Period for both SAC and Ticketing Enquiries, and is responsible for coordinating ushers, overseeing ticket and program sales, and providing duty of care to patrons at every performance.

If you do not have FOH or Ticketing Staff for your performance, SAC can provide them and the Hirer will be charged for their time.

A minimum 2 weeks notice is required to book in SAC FOH / Ticketing Staff.

All SAC FOH / Ticketing Staff are paid as per the SAC Enterprise Agreement.

- **\$35.00 per hour** (single time applies for the first 8 hours worked, after this penalty rates apply. Penalty Rates apply to Sundays, double time).

There is a minimum 4 hour call for SAC FOH / Ticketing Staff.

Breakdown of Rates & Penalty Rates:

- **Single Time:** is defined as the first 8 hours of a shift worked within Monday – Saturday from 7:00am – 12:00midnight..
- **Time + Half:** applies to the 9th and 10th hours of a shift worked within Monday – Saturday from 7:00am – 12:00midnight.
- **Double Time:** applies to any hours worked after 10 hours OR between 12:00midnight and 7:00am OR on a Sunday.

SAC FOH / Ticketing Staff must receive a 10 hour break between finishing work one day and commencing work the next day. SAC FOH / Ticketing Staff are entitled to a meal break of at least 30 minutes after 5 continuous hours of work.

Ticket Sales

Ticket Sales are the responsibility of the Hirer, including pre-sale tickets and the sale of tickets at the door.

This also includes events that are free.

The Hirer is responsible for supplying float / eftpos machine and any other equipment required to conduct ticket sales at the door.

Hirers must ensure that:

- Tickets are available for purchase online and at the door (unless sold out prior) as a minimum.
- The Hirer must use one of the following approved ticketing services:
 - Eventbrite
 - TryBooking
- A Concession Ticket Price is available at all performances.
- A SAC Associate Members Ticket Price is available at all performances. This ticket price must be less expensive than the Concession Ticket Price.
- Companion Cards will be accepted at all performances. A Companion Card is issued to residents of Tasmania with a significant and permanent disability that are unable to participate in most community based activities with significant assistance. The Companion Card admits carers to performances as complimentary guests.

Seating

The Peacock Theatre has a maximum Fixed Seating Capacity of 133* (unnumbered seats).

The maximum number of seats **available for sale** for any performance is **131**.

Please refer to the Seating Plan (Page 17) for more details.

Reserved SAC House Seats

SAC reserves the right to 2 x House Seats at **every** Public Performance / Event during the Hirer's season. These seats are located in the back row of the theatre and cannot be sold by the Hirer. These seats are **not** included in the seats available for sale.

SAC must advise the Hirer at least 1 week prior to the commencement of the Hire Period if SAC wishes to utilise the Reserved SAC House Seats for any Public Performance / Event.

Please refer to the Seating Plan (Page 17) for more details.

Peacock Theatre Foyer

The Peacock Theatre Foyer is utilised by Tricycle Café from 8:00am – 4:00pm Monday – Saturday. During the Café opening hours, please ensure that the location of ticketing booths etc. do not obstruct access and activities of the Café.

The Peacock Theatre must be cleaned and returned to its original condition directly after the completion of every evening performance / event. Any furniture from the Café must be returned to its original position and is not to be removed from the Peacock Theatre Foyer.

Access & Level Access

For loading / Bump In / Bump Out, the Peacock Theatre can be accessed via the Workshop doors in Kelly's Lane or via the Stage Doors in the Courtyard (accessed via Wooby's Lane Courtyard Entrance).

The primary access for guests is via the main entrance on Salamanca Place. The Front Doors to the theatre are located in the Peacock Theatre Foyer.

NOTE: There are numerous stairs located in the Peacock Theatre Foyer and then also inside the Peacock Theatre itself.

For Level Access, guests can be escorted from the Peacock Theatre foyer, through to the Courtyard, and enter via the Stage Doors in the Courtyard.

Friday Evening Events

There is a weekly live music event (Rektango) in the SAC Courtyard adjacent to the Peacock Theatre **every** Friday evening between 5:30pm – 7:30pm.

Due to the sound bleed between the two venues we advise Peacock Theatre Hirers to commence their performances no earlier than 8:00pm on Friday evenings.

Bar Operation : Lady Bennett Bar

The Lady Bennett Bar is available to open for performances and events at the Peacock Theatre, serving beverages (alcoholic and nonalcoholic) and a limited range of snacks for sale to guests.

The Lady Bennett Bar is staffed by SAC Staff and all profits are retained by SAC. There is no additional charge to the Hirer for the Lady Bennett Bar to operate.

The Hirer must confirm in writing 2 weeks prior to the commencement of the hire period, which performances they wish the Lady Bennett Bar to be open for.

Hirers cannot operate their own bar service.

Smoking

SAC is a non-smoking complex and so smoking is prohibited in all SAC Venues / spaces – **including the Courtyard.**

The Hirer shall ensure that all those associated with the performance / event and all members of the public comply with this condition.

Heating & Cooling

The auditorium of the Peacock Theatre has both under-seat heating and stage blackheat, as well as ceiling fans for cooling.

Hirers will be invoiced for electricity charges associated with heating usage at the end of the Hire Period (approx. \$5.50 per hour for heating).

Fire & Candles

Fire and / or candles are not permitted in the Peacock Theatre or associated areas without the separate and explicit written authorisation from the Venues Manager AND Technical Manager is required prior to the commencement of the Hire Period.

Theatrical Effects

If you are intending to use any smoke effects, strobe etc. then separate and explicit written authorisation from the Venues Manager AND Technical Manager is required prior to the commencement of the Hire Period.

Noise

Salamanca Arts Centre reserves the right to cancel any performance causing excessive noise or showing lack of consideration for the general public or tenants of the Centre.

Painting

It is possible to negotiate the painting of **certain** areas of the theatre and such negotiations may incur payment of an additional bond. Separate and explicit written authorisation from the Venues Manager AND Technical Manager is required prior to the commencement of the Hire Period for any painting to occur. All painted areas are to be returned to their original conditional as part of the bump out and the Hirer shall be responsible for both the painting and the cost thereof. The Hirer shall ensure that the rock, the auditorium seating and all other fixtures and fittings are covered during the painting.

Painting of the rock is not permitted.

Cleaning

The Peacock Theatre and associated areas are cleaned by SAC Staff on a daily basis, Monday – Saturday.

Any further cleaning is the responsibility of the Hirer. Cleaning equipment is provided and cleaning must be completed to the satisfactory of SAC. If additional cleaning is required by SAC the Hirer will be charged \$35.00 per hour for the additional cleaning.

The stage area, auditorium, dressing room, toilet, shower, technical box, entrances, passageways and foyer need to be kept clean and free of refuse at all times.

The Hirer shall remove all refuse at the end of the Hire Period.

Performing Rights

The Hirer shall take total responsibility for the securing and payment of all rights, including but not limited to, Writers Royalties, Musicians Royalties, screening fees, image licensing, and licensing fees to the Australasian Performing Rights Association.

Promotional Material

The Hirer will be contacted by the Venues Manager prior to the commencement of the Hire Period in regards to providing publicity information for the SAC website, enews and Social Media.

The Hirer must include the correct name and address of the Peacock Theatre on all printed and digital promotional material.

The correct name and address of the Peacock Theatre is:

**Peacock Theatre
Salamanca Arts Centre
77 Salamanca Place
Hobart Tasmania**

All costs associated with the design, printing and distribution of promotional material are the responsibility of the Hirer.

Hirers must lodge 4 copies of posters, programs, fliers and other relevant promotional material with the Venues Manager prior to the commencement of the Hire Period for archiving purposes.

Use of SAC Logo

The use of the SAC Logo is only for SAC Performances / Events or SAC Supported Performances / Events. All use of the SAC Logo must be approved by SAC prior to print and distribution.

Posters throughout SAC

No promotional materials / posters may be fastened to any stonework or the facade of the buildings.

The Hirer will have access to at least 1 x A0 Poster Box located in the Peacock Theatre Foyer for the duration of their Hire Period (the secondary Poster Box may be available pending availability).

The Hirer will have access to 1 x A2 Poster Box located at the main entrance to SAC on Salamanca Place for the duration of their Hire Period.

The Hirer will have access to 1 x A1 A-Frame Sandwich Board, to be positioned at the main entrance to SAC on Salamanca Place for the duration of their Hire Period.

A-Frame

1 x A-Frame sandwich board is available for Peacock Theatre Hirers to position at the entrance on Salamanca Place.

The Hirer is responsible for putting the A-Frame sandwich board out for each performance, and bringing it back in.

The A-Frame sandwich board is A1 size. Posters attached to the A-Frame sandwich board **MUST** be A1 size and **laminated**; No signs, notes, posters smaller than A1 may be placed on the A-Frame sandwich board. The Hirer must not write on the A-Frame sandwich board.

The Hirer is responsible for supplying the A1 laminated poster to the Venues Manager at the commencement of the Hire Period. The poster will be affixed to the A-Frame sandwich board by SAC Staff.

Banners at SAC

There is one banner hanging location available to SAC Venue Hirers on the front façade of SAC, overlooking Salamanca Place. This banner hanging location is highly sought after and therefore must be booked via the Communications & Marketing Manager.

All banners must relate to events / exhibitions occurring at SAC. All costs associated with the design, printing and delivery of the banner are the responsibility of the Hirer. Banners must be designed and printed as per SAC specifications, and must be approved by the Communications & Marketing Manager prior to printing. Any unapproved banners or banners not meeting SAC specifications will not be hung.

Due to the position of the banner hanging location, SAC Staff are responsible for the hanging of all banners. The Hirer will be invoiced for an installation charge for the banner.

For more information, please contact the Communications & Marketing Manager via email: communications@sac.org.au

Statistics Reporting

Hirers are required to provide SAC with statistics at the end of their hire, including the number of paid and free attendees to their performances / events, and the number of artists involved.

Hirers will be issued with a Statistics Request form to complete at the end of their hire period.

All statistics are collated annually in the SAC Annual Report and used for various purposes by SAC.

Use of Spaces

SAC reserves the right to use the Peacock Theatre and associated areas for other purposes at such times as the Hirer shall not be using the spaces and by mutual agreement, in such a manner that secondary use shall not interfere with the Hirers use.

APPLICATION & ASSESSMENT

For all initial enquiries please contact the Venues Manager via email:
venues@sac.org.au

Or consult the SAC website for more information:
<https://www.salarts.org.au/venue/peacock-theatre/>

Application

All applications for the Peacock Theatre must be submitted online via the SAC website. Applications by any other means will not be accepted.

Please refer to the SAC website for the full application requirements.

Assessment

All applications will be assessed by the SAC Assessment Panel.

The application process is very competitive. SAC receives more applications than dates available; approximately 60% of applicants were successful in the previous round.

All applicants will be notified of the outcome of their application by email in due course. All decisions are final and no further correspondence will be entered into.

Dates are not confirmed until an application is approved by SAC, the Agreement for Hire has been signed / returned by the Hirer and the deposit paid.

Submission Dates

Applications for the Peacock Theatre are assessed twice annually as a minimum, with SPECIAL Submission Rounds as required.

The annual submission dates are:

- **midnight 30 April**
- **midnight 30 September**

Please note: SPECIAL Submission Rounds may be called as and if required. In this case, please refer to the SAC website for Submission Dates for SPECIAL ROUNDS.

SEATING PLAN

The Peacock Theatre has a maximum Fixed Seating Capacity of **133*** (unnumbered seats).

The maximum number of seats **available for sale** for any event / performance is **131**.

If the 2nd Control Desk is in use for Audio, the maximum number of **seats available for sale** for any event / performance is reduced to **129**

*This includes 2 x Reserved House Seats, which are not available for sale (marked on the Seating Plan in BLUE), and 3 x Seats which are unable to be used or sold if the 2nd Control Desk is in use (usually used for Audio) (marked on the Seating Plan in Yellow)

