

THE INDEPENDENT THEATRE CONDITIONS OF HIRE SUMMARY

To assist with the success of your function all hires of the Theatre are subject to a written agreement with The Independent Sydney Pty Limited, managers of The Independent Theatre, which will include the following: .

Confirmation

A deposit representing 20% of the room hire and a copy of the Standard Conditions of Hire must be signed and returned to the Independent to secure your booking.

Final Payments

The room hire must be paid in full 7 days before the event and an invoice will be forwarded in time for this payment to be made. Equipment and catering costs will be charged when final numbers have been received which should be no later than 48 hours prior to the function. All final payments are required on the day of the function.

Function Schedule

14 Days Prior to the Function

- we request 14 days notice to ensure all technical equipment, staging and lighting service is supplied to your requirements including provision of floor plan layouts, if applicable.
- Menu selection is also required at this time.

2 Days Prior to the Function

- Final numbers for catering and subsequent invoicing.

Food & Beverage

No food and beverage is permitted to be brought onto the premises.

Advertising and Endorsement

The Independent request that written permission be obtained before using The name or trademark of the Theatre in any manner.

Surcharges

Sunday & Public Holidays attract staff surcharges.

Cancellation

In the event of a function being cancelled the following terms apply:

- The deposit on room hire will be forfeited;
- events cancelled 30 days or more before the event will not incur a cancellation fee except for the deposit; and,
- notice given less than 30 days will incur a cancellation fee of 100% of the estimated value of the function.

Commencement and Conclusion of the Function

The organiser agrees to begin the function and vacate the room at the scheduled times as contracted. In the event that the function continues beyond the agreed finishing time and an incoming client is inconvenienced, the Independent reserves the right to charge any costs incurred as well as any resultant loss in revenue.

Other Functions

The Independent reserves the right to book other functions up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time of your function.

Insurance

The Independent accepts no responsibility or liability for the loss or damage of items left in the Theatre prior to, during, or after the function. We take all reasonable care to protect the property of guests but we suggest that organisers arrange their own insurance.

It is a condition of hire that you have a current public liability insurance at the time of your event at a value of no less than \$10,000,000.00.

Loss or Damage

Any loss or damage to the Theatre or its equipment will be your responsibility Nothing is to be adhered to any wall, door, window, or other part of the building. Display equipment or banners may be erected under the direction of our Technical Supervisor.

Menu and Liquor Package Prices

Every effort will be made to maintain the price quoted on menus, however they are subject to change. The client will be notified of any changes immediately to ensure minimum inconvenience.

Special Effects

Smoke machines, special balloon effects and/or pyrotechnics may not be operated in the absence of written authority, requested at least three days in advance, from the Theatre management, due to the effect on the Theatre smoke detectors. Should the fire brigade respond to an alarm set off by the unauthorised use of special effects, the Client will be liable for any charges incurred by The Independent.

Content of the Event

The Independent reserves the right to cancel, at its discretion and without notice or liability any function, which is in breach of the law or will bring discredit on the Theatre, its business, security or reputation.

Deliveries

The Conference Sales Executive must be notified in advance of any deliveries to the Theatre. All items should be marked for the attention of the Conference Sales Executive with the function name, date and number of items being delivered. The Theatre will not accept responsibility for any items left in the Theatre longer than 48 hours prior to, or at the conclusion of an event.

Compliance

Clients are responsible for the behaviour of their guests and the Independent reserves the right to intervene where it sees fit, to ensure legal compliance, public safety, good order and protection of the Theatre.

Responsible Service of Alcohol

In accordance with the *Liquor Licensing Act 1982* Theatre staff are under an obligation to ensure your guests do not become intoxicated or disturb the immediate neighbourhood. It is your responsibility to ensure that all attendees behave in an orderly manner during an event and do not breach licence laws and regulations. Age restrictions apply to the sale and provision of alcohol.

Cleaning

General and normal cleaning is included in the cost of the room hire, but your company may incur additional charges in instances where additional cleaning is required.

Further Arrangements

In order to prepare our written agreement we would be grateful if you would supply the following information for inclusion in the contract:

1. _____
Full company name as registered with the ASIC;
2. _____
Full company address as registered with the ASIC;
3. _____
The ABN of the company; and
4. _____
The name of the person authorised to sign the contract

Please fax this information back to 02 99296964 or email to wdross@aett.com.au

There is no on site parking. However, in Ridge Street adjacent to the Theatre there are 8 hour meters which operate during business hours. A Council Car Park in Ridge Street currently offers early bird parking for entry by 9.30am and departure after 3.30pm.