



KATOOMBA THEATRE COMPANY
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KTC Policy on Access, Equity and Bookings

The theatre would be made available to all theatre, dance and music groups, be they local, amateur, professional or touring. It will also be made available to community groups for meetings and seminars, town hall meetings and rallies, conferences, as well as specialty film screenings and performance art, and all other similar such gatherings of a community nature.

No hirer will be discriminated against on any basis, the policy of the theatre management being to make the space available to a wide and diverse variety of groups in the community so that all may share in this community resource.

While the theatre has published rates for community hires, in special circumstances such as extreme hardship or disadvantage, the theatre management would consider a reduction on its bottom rate, the amount of the reduction to be shared equally between the theatre management and the Council from its remittance.

Community meeting hires would be accepted for groups of 50 and over, that is for groups large enough to require a theatre for a meeting. For groups smaller than that, the management would assist in facilitating a booking in one of the meeting rooms in the Civic Centre.

Bookings would be taken as with any similar venue, on a first come-first served basis with the desired time penciled and a deposit payable to hold the booking. Bookings could be made as far out from the hire as desired, with incremental deposit rates payable as the booked date(s) approaches. All outstanding fees must be paid prior to the date(s) of hire.

Drawing upon Council's own policies, the theatre management would adhere to the following conditions:

A minimum of ten (10) working days notice is required to process a booking.

A bond is payable, of \$200 for community meetings, and \$500 for local and professional theatre group hires.

Twenty-five (25%) of community hire fees will be retained by theatre management if cancellation of the booking by the hirer is less than one week (5 working days) prior to the date of hire.

Fifty (50%) of local theatre, professional and conference hire fees will be retained by theatre management if cancellation of the booking by the hirer is less than one week (5 working days) prior to the date of hire.

The theatre management reserves the right to cancel any booking, but this right would only be exercised in extreme circumstances.

Hirer to pay for engagement of Security Guards who are licensed, when guards need to be at a function. The number of guards is dependent on the number of attendees.

Personal Public Liability Insurance cover is required.

Unless otherwise stated in the Conditions of Hire all noise must cease at 12 midnight and premises must be vacated by 12-12:30 p.m.

Hirers cannot use the in-house lighting, sound and other technical equipment unless they have paid for the hire rate that includes the in-house technician.

Any other electrical equipment brought into the venue must be tested and tagged prior to the hire date

Hirers must leave the premises clean and tidy.