

Broken Hill Civic Centre



Technical Specifications

Updated 1/12/2023.

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The Broken Hill Civic Centre (the Centre) is a multipurpose venue with theatre style seating for 548 people. It is Broken Hill's premier venue for performing arts, seminars and conferences, trade shows, weddings, receptions, and awards nights.

The Centre has the capacity to host from 20 to 700 people for conferences and functions with its various function spaces.

The acoustically designed auditorium features a hydraulic orchestra pit, raised stage, disability access lift to the stage via prompt side, and capacity to seat 548 people theatre style.

The Chips Rafferty Room, or Function Room 1, is available for hire on its own as a smaller function room, or as a seminar/meeting space.

For small trade displays, and event registrations, the main foyer is an ideal location for hire.

The upper level of the Civic Centre has two function rooms, which can be opened into one large space, and a lounge area, and are also available for breakout sessions and workshops of up to 150 people. The upper-level facilities include access via the lift, men and women's toilets with disability access, and a plate up kitchen.

The Civic Centre is equipped with a full commercial kitchen, bar facilities, lift access from ground level outside, and Box Office.

The venue is located in the heart of the city within easy walking distance of cafés and restaurants, and with three supermarkets within a 10-minute drive.

STAGE

Brief Stage Description:

Unraked stage with grey painted wooden floor. Screwing into surface is permitted but larger holes are to be authorised by the technical manager. Stage crossover behind upstage (Cyc) fly line.

Stage distributed load limit **10 tonne over entire stage area.**

Stage rake **No**

Stage Dimensions:

Proscenium

Width **11.5m**

Height **4m**

Setting Line

60cm Upstage of rear side of proscenium arch.

Distance From (*SL = Setting Line, CL = Centre Line*)

SL to DS edge of apron **2.73m**

SL to DS edge of Orchestra Lift/Pit **5960mm in centre**

SL to first fly line (Front Curtain) **0mm**

SL to last upstage fly line **7.4m**

SL to rear wall **8m**

Set line to Cyclorama	6.95m
CL to OP wall (or obstruction)	7.85 m to fly cage.
CL to PS wall (or obstruction)	10m to wall
Stage to underside of grid or roof	10.5m

Overhead obstructions: Gallery and overhead cables on PS wing

Auditorium:

Auditorium consists of moveable rows of chairs on a flat surface.

Seating capacity	548
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Orchestra Lift / Pit:

Orchestra Pit

A motorised pit lift is available.

Set positions for orchestra lift where lift at auditorium level is 0cm.

Stage level at **110cm above auditorium.**

Orchestra pit level at **-162cm below auditorium.**

Lift can be set at any height **Yes – any between floor / stage levels.**

WWL of orchestra lift **8000Kg**

Area of the orchestra pit **26m²**

Flying Facilities:

Fly System

Single purchase system

Fly System Details

Operating Position	Floor level cage located SR
Total number of Lines	31
Batten Drift	580cm
Batten Type	LX bars – Pre-wired ITE Ultra Lighting Bar Other bars – aluminium bars 125mm x 45mm x 3mm
Batten Length	14m
Batten Extensions	N/A
Batten Pick-ups	3 – 1 centre and 1 near each end
Batten W.L.L.	190kg
Cradle Capacity	210kg
LX Bar Capacity	100kg (can be increased with prior notice using a slave line)

LX bars can be swung **No**

Fly bars can be swung **No** (with prior notice)

SEE HANGING PLOT FOR LINE ALLOCATIONS AND FURTHER INFO

Hanging Plot: **Please Note – Subject to change with drape replacement in Jan 2024**

*Line Type: SP = Single purchase, DP = Double purchase, MW = Motor Winch, HW = Hand Winch, HL = Handline
W.L.L.: Maximum distributed load including bar weight.*

Line #	Distance from SL	Line Type	W.L.L	Venue Allocation	Intended Use (Hiring company use)
1	0mm	HL	190Kg	House curtain	
2	200	HL	190Kg	Leg 1	
3	380	HL	190Kg	LX 1	
4	600	HL	190Kg		
5	780	HL	190Kg	Projector screens	
6	985	HL	190Kg	Border	
7	1190	HL	190Kg	Leg 2	
8	1380	HL	190Kg		
9	1575	HL	190Kg	LX 2	
10	1840	HL	190Kg		
11	1980	HL	190Kg		
12	2170	HL	190Kg	Border	
13	2370	HL	190Kg	Leg 3	
14	2780	HL	190Kg		
15	2980	HL	190Kg	LX 3	
16	3165	HL	190Kg		
17	3370	HL	190Kg		
18	3565	HL	190Kg	Border	
19	3765	HL	190Kg	Full black drape (on pulley)	
20	3970	HL	190Kg		
21	4160	HL	190Kg		
22	4360	HL	190Kg	Border	
23	4855	HL	190Kg	Leg 5	
24	5045	HL	190Kg	LX 4 (Cyc lights)	
25	5650	HL	190Kg		
26	5830	HL	190Kg		
27	6030	HL	190Kg	Border	
28	6235	HL	190Kg	Leg 6	
29	6420	HL	190Kg		
30	6630	HL	190Kg		
31	7180	HL	190Kg	Cyclorama	

Drapery:

*Type	Material	Colour	Width	Height	Quantity
House Curtain	Hessian / polyester	Blue	14.2m	4.3m	1
Borders	Heavy Wool	Black	14.5m	1.7m	4
Legs	Heavy Wool	Black	1.2m	4.3m	8

Cyclorama	Canvas	white	13.3m	7.0m	1
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Access Equipment:

Ladders

- 240cm A frame
- 210cm A frame
- 4 M Fibre Glass with basket on top of ladder

Other

- Single level scaffold tower available on request

Staging Units:

- 3 x Timber platforms. 30cm high x 240cm long x 130cm wide

Safety Curtain:

- Safety Curtain installed as part of house curtain.

Loading Dock:

Access

- Loading dock at rear of building off Beryl St. One vehicle at a time may reverse up to dock.

Loading Dock Height 1.1m (no ramp available)

Door Dimensions 3.2m High
3m Wide

Staging Notes:

- Limited rigging gear available in house, chains and shackles.
- No motorised or chain lifts available.

LIGHTING

Positions:

Stage LX Bars 4 LX bars on stage in fixed positions
See hanging plot for standard LX bar locations.

FOH Bridge 1

Setting Line to lighting bar **580cm**
Usable bar width **1230cm**

FOH Perches (PS & OP)

Setting Line to FOH Perch **318cm**

Maximum lanterns per perch **3 x profiles as per standard rig**

Control:

Lighting desk **Grand MA3 on PC Command Wing XT**
 Control channels **72 channels for stage and House lights in cross in Auditorium**
 Signal output **Single Universe - 514**
 Signal distribution **Single Universe of DMX to dimmers. Desk can be plugged in DPS or middle of Auditorium.**
 Remote riggers available onstage **No**

Dimmer Racks:

Total Dimmers 6 x 10 channels
Dimmer Locations Dimmer room located on Perch Gallery
 3.2Kw Dimmer Racks LSC Lighting System ePRO V3
 12 channel per Rack 6 x Dimmer Rack (10 useable)

House Lights:

Independent control **House lights controlled through lighting desk.**
Fluoro working lights controlled from independent panels in Foyer and Bar.

Control positions **PS backstage, Auditorium production desk (middle of auditorium)**
 Fade time adjustable **Yes**

Stage Luminaire:

Note: The Civic Centre does not have LED or moving intelligent fixtures

Profiles

Make	Model	Angle	Detail / Accessories	Watt	Total
Strand	Harmony Profile	22/40		1000	2
Strand	Harmony Profile	15/28		1000	14
Strand	Cantata Profile	18/32		1200	5
Selecon	Mini Fresnel			500	12

Fresnel's

Make	Model	Detail / Accessories	Watt	Total
Selecon	Mini Fresnel		650	2
Prolite	Fresnel		1200	6
Selecon	Fresnel		1000	4
Selecon	Harmony F		1000	6
Strand	Patt 123		650	8

Strand	Series 23		650	4
Strand	Patt 232		1000	10

PC

Make	Model	Detail / Accessories	Watt	Total
Strand	Harmony PC		1000	6

Par Cans

Make	Model	Angle	Detail / Accessories	Watt	Total
	Par 64			1000	18
	Par 54			1000	6

Cyc Floods

Make	Model	Angle	Detail / Accessories	Watt	Total
Prolite	Cyc lights		Batten of 4	500	2
Prolite	Cyc lights		Batten of 4	1000	3

Follow spots:

Make	Model	Angle	Detail / Accessories	Watt	Total
	Moon 1200			1200	2

Additional Lighting:

Item	Make	Model	Detail / Accessories	Watt	Total
Strobe				600	2
Mirror ball					2
Laser	Solar Eclipse				2

Patching:

Location	Quantity	Numbering (PS to OP)	Detail / Accessories
FOH Perch SL	2	60, 63	Paired with opposite side
FOH Perch SR	2	60, 63	Paired with opposite side
FOH Bridge	15	59 - 45	No channel 46
Pros arch floor panel SL	1	68	
Pros arch floor panel SR	2	71 - 72	
LX 1	15	1 - 12	No channel 2
LX 2	14	13 - 24	
LX 3	5	25 - 36	No channel 33
LX 4	4	37 - 44	
4 Crosses above Hall	4	65,69,70	

Power:

3 Phase Outlets

- 2 x 50 Amp 3 Phase Outlets prompt side next to stage manager's desk
- 1 x 32 Amp 3 Phase Outlet in PS Gallery

Cabling:

240v Extension Cable

Limited 240v cabling is available in the venue, any extra cables will need to be 'tag n tested' and brought in.

Looms

No Loom available

3 phase Extensions

2 x Two Meter 3 phase extensions

One 18 Meter 3 phase extension

2 x 3 phase distribution boards with 6 outlets

AUDIO

Control Positions:

Control from side of stage (PS) or middle of auditorium

Control & Amplification:

Primary Mixer

1 x Soundcraft LX7 32 Channel with 6 Aux Sends (Analogue)

Secondary Mixer

1 x Soundcraft Si Performer 1 16 Channel (Digital) **(Currently unavailable)**

Amplifiers

Prism Eight Channel x 2000 watts set in Active three-way FOH.

2 x Australian Monitor SY2400 (bridged at 4 ohms for 1,000 watts each)

2 x Yamaha P2350 (bridged at 4 ohms for 700 watts each)

Effects rack: (Analogue)

2 x Dual 31 Band IEQ-31 DBX Graphics

1 x Dual Band Yamaha Q2031A Equaliser

2 x Stereo DBX XL266 Compressors

2 x Digi-Tech S100 Studio Processors

1 x Behringer Rack Light and Power Distribution Unit

Speakers:

FOH Speakers

NUQ12A Turbosound 112 + Horn Boxes x 4

TQ425 Turbosound Dual 15 Inch Subs x 4

Foldback

JBL 112 + Horn Wedges x 4

TXD – 12M Turbosound wedges x4

Playback:

Item	Make	Model	Detail	Total
Laptop	HP		Standard laptop	2

Microphones:

Make	Model	Total
Shure	SM58 Beta Radio mic	4
Shure	PG81 Condenser	2
Shure	SM57	2
Shure	SLX Receivers	4
Rode	Headset HSP1	4
Shure	SLX body pack transmitter	4
Shure	PZM microphone	1
Shure	Lapel microphone	1
Shure	SM58	4
Beyer	M69W(C) Dynamic mic	5
Shure	SM57 Beta	6
Shure	Plate Mic	1
Shure	SM58 Beta	8

Accessories:

Item	Model	Detail / Accessories	Total
Table mic stand			2
Mic stand		With boom arm	8
Mic stand		Straight	1
Mic stand		Round base no boom arm	2

Line Patching:

Location	Quantity	Numbering	Detail
DSPS	28	1-28	Input and output
DSOP	12	1-12	Input only
USC	12	13-24	Input only

Foldback Speaker Patching:

Location	Quantity	Numbering	Detail
DSPS	2	Mon 1 & 2	Paired with other side
DSOP	2	Mon 1 & 2	Paired with other side

US C Under Trap	2	Mon 3 & 4	Single Out put
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Cabling:**Audio Cable**

The venue stocks microphone XLR and Speakon cable leads for our usual equipment. Any extra cabling will need to be brought in.

Multicore

Location	Quantity	Numbering	Detail
DSPS	28	1-28	Input and output
DSOP	12	1-12	Input only
USC	12	13-24	Input only

Returns

Returns from Front of House Mix and PS Side of Stage terminate at Power Amps on Messene floor PS.

AUDIO VISUALProjection Room:

None, operate from on stage (feeds DSL and USC) or middle of auditorium.

Projectors:

Panasonic DLP	PT-RW630B	Accessories, connect via HDMI, VGA & Cat 6 in puts	4
		Function Room 2&3 wireless or as above	

Screens:**Projection Screen**

2 x grey rear projection screens rigged from fly line 5

Screen dimensions **3700mm x 2300mm**

AV Playback Equipment:

Item	Model	Detail / Accessories	Total
laptop	HP	USB HDMI and Wireless	2
HDMI Inputs		PS, USC and Mid Auditorium	3
In puts		VGA	3

Projector

The projectors mounted backstage are in a fixed position and cannot be moved as with the projectors in Function Rooms 2 and 3 these are fixed facing the end wall of each room.

A projector mounting assembly and can be rigged from LX 1 lighting bar to project on the Up stage Cyc with adequate notice.

Cabling:

Variety of HDMI extension cables are available and 20meter HDMI cable kept on site.

Audio Visual Notes:

Screens for rear projection come down just behind the house curtain. Cyc must be out to use these projectors.

BACKSTAGE

Communications:

Stage Managers Desk

No stage manager's desk.

Talkback: Note - the Civic Centre does not have wireless comms

Master Unit **Jands EZICOM E200**

Total sub stations **6**

Total headsets **6**

Radio Units In-house **None**

Talkback patching located at: **Centre auditorium (operators' position)**
OP Fly position.
Master Unit PS at Stage manager's position

Paging / Show relay

No paging equipment

Video Stage Monitor

Stage monitors in green room, foyer and bars all controlled from iPad held by venue tech. camera located on centre of back wall.

Q Light System

In house Q light system available **No**

Dressing Rooms:

Dressing Room	Capacity	Toilets	Shower	Details
1	3-5	1	1	3 x Make up Mirrors plus Bench
2	7-12	1	1	8 x Make up Mirrors plus bench
3	7-12	1	1	8 x Make up Mirrors plus bench
4	7-12	1	1	8 x Make up Mirrors plus bench
5	7-12	1	1	8 x Make up Mirrors plus bench

Laundry / Wardrobe:

Washing Machines	N/A
Dryers	N/A
Drying rooms	N/A
Iron / ironing board	Yes – available on request
Clothes racks	Rails fixed in dressing rooms 1x 1.3m 4x2.5m dressing rooms 2-5

Production Facilities:

Production Desk

Production desk can be set up in the centre of the auditorium, which is also the operating position. Table to accommodate up to 3 people with talkback, house light control, HDMI to link to projection system, DMX for lighting desk and a full set of audio inputs / outputs for the sound desk. This accessible via a trap in FOH Mix position.

Production Office

No

Access to phone for internet access

Phone – No

Wi-Fi – On request

Greenroom:

Tea / Coffee facilities	on request
Fridge / freezer	Yes
Microwave	No
Running water	Yes

Stage Door:

Access

Stage door is located next to the loading bay on Beryl Street. The stage door is unstaffed but will be locked and unlocked by a venue technician at times agreed with the production company.

ADDITIONAL FACILITIES & INFORMATION

Orchestral:

Steinway Grand Piano. No local tuner, contact for tuning requests.

Rehearsal Space:

We have a conference room upstairs which may be used for rehearsals at an extra charge, subject to availability at the time of booking.

Staffing requirements:

Venue hire includes 1 staff member (function manager)

Venue ushers must be used.

Ushers, bar staff and technical staff available on request at extra cost.

VENUE:

Venue Contacts:

Venue Address 31 Chloride Street, Broken Hill, NSW 2880

Venue Postal Address PO Box 448, Broken Hill, NSW 2880

Staff Contacts:

Technical Officer

Mobile

Email Address

Kyle Symes

0439 764 389

kyle.symes@brokenhill.nsw.gov.au

Administration

Phone Number

Email Address

Shannan Botten (Civic Centre Coordinator)

0428 392 571

Shannan.Botten@brokenhill.nsw.gov.au

Box Office

Phone Number

Email Address

Broken Hill Visitors Information Centre

08 8080 3575

events@brokenhill.nsw.gov.au

Venue Plans:

Venue Plan Available

Yes – attached.

Venue Terms and Conditions:

VENUE TERMS AND CONDITIONS

Definitions

In these conditions, the following definitions shall apply:

'Council' shall mean the Broken Hill City Council.

'Centre' shall refer to any part of Broken Hill Civic Centre and associated areas.

'Civic Centre Team' shall mean the employee or officers appointed in a role in the Civic Centre department of Broken Hill City Council.

'Civic Centre Coordinator' shall mean the appointed Broken Hill City Council employee or officer acting in this capacity.

'Hirer' shall mean the hirer, their agents, employees, or assistants, or any such person acting under the instructions of the hirer.

Bookings

Applications for use of the Centre will be treated as 'tentative' until the hire agreement is signed and returned to Broken Hill City Council Civic Centre Team, and the relevant deposit payment has been made. Hirers are at risk of losing their tentative date if deposit has not been paid. The deposit will be forfeited should a booking be cancelled.

All cancellation notifications are to be received in writing. All full day hire fees are for a maximum eight-hour period and half day bookings are for a maximum 4-hour period or part thereof per booking.

Kitchen hire fee is for use only during the specified hire period. Access to the kitchen and its facilities outside of these times will be charged the applicable staff hourly rate. This includes for the storage of supplies and/or equipment.

Should your hire extend beyond these times an additional hourly charge will be incurred for each hour or part thereof, as per Broken Hill City Council's adopted Fees and Charges.

Alterations may be made to a confirmed booking date; any such change should be received in writing within 30 working days of the booking. Additional charges may be payable depending on booking requirements.

Exception

If, in the opinion of the Civic Centre Coordinator, Council has not suffered the loss of an alternative booking for such previously confirmed date, the respective booking deposit may then be transferred to a new booking date.

Hire fees shall be in accordance with the Schedule of Fees and charges current at the time of the booking.

Council reserves the right to request an additional deposit and full payment of hire fees is required a minimum two weeks prior to the commencement of the booking.

Cancellations

The Hirer must advise the Venue in writing of any cancellation and the Venue may charge the Hirer a cancellation Fee as follows, which is payable by the hirer:

Notice of cancellation	Cancellation Fee
More than 2 weeks prior to Booking	\$0 – all Fees paid by Hirer are fully refunded
Less than 2 weeks prior to Booking	Hirer is liable for the full Hire Fee

Covid-19 Exception

Broken Hill City Council will consider a refund request by a hirer due to Covid-19 in the following circumstance:

The hirer is unable to stage the event as per Civic Centre booking agreement due to a government-imposed Public Health Order Regulation affecting the attendance or delivery of the event.

Civic Centre bookings affected by an Australian National or State Public Health Order Regulation will be offered the opportunity to postpone to an alternative date. If an alternative date cannot be provided, a refund will be issued where cancellation of event is made no later than five days prior to the event where it is shown to greatly impact on the staging of that event.

Ticket Sales

All ticketed events are to be sold through Council's ticketing platform. Council uses the SeatAdvisor TicketSearch platform. Commission is payable at the applicable rate as disclosed on the Box Office Service Agreement.

Council shall retain all monies from ticket sales, and once all hire and service fees have been paid, the funds will be released. This is not applicable for events that have a sale period of more than 3 months.

A per-ticket transaction fee will be passed on to patrons as per the Box Office Service Agreement. This fee covers service charges incurred for our ticketing platform and payment gateway.

Merchandise

Commission is payable on all merchandise and programmes sold at the Centre. A charge of 10% of sales will be levied to the hirer.

An itemised list of intended merchandise is to be supplied two weeks prior to the event.

Front of House Staff

Hire fees include one staff member onsite during your event.

Council will provide the required staff to ensure the smooth and safe running of the Centre, staff will be provided by Council at a cost to the hirer. The cost of additional staff will be included in the hirer's quotation.

Bar

All rights regarding catering and bar, including the sale of foodstuffs, liquor, and other consumable items, are reserved to Council, unless otherwise arranged with the Civic Centre Coordinator.

Council holds the liquor licence for the Centre premises and retains the rights regarding use of the Centre's bar.

Under the licence, the bar is staffed, stocked, and maintained by Council. No alcohol, soft drink, or juice is to be supplied or brought into the venue other than what is supplied by the Centre, unless under special circumstances arranged prior with Civic Centre Coordinator.

Under the *Liquor Licence Act 2007*, no other liquor licence can be operated under, within the Centre premises.

If a hire requires use of the Centre's bar facilities, Council will supply RSA compliant bar staff, as well as security where required, 1 per 100 guests, when the bar is in use.

For commercial hires, the Centre will retain all gross profits from the bar.

In the case of a hire for a Not-for-Profit organisation, bar profits will be split, with the Centre retaining 50% of the gross profits and the Not-for-Profit organisation attaining the other 50%.

Please note, should the Not-for-Profit organisation apply for a Community Assistance or Event Sponsorship Grant via Council and be successful, they will forfeit the 50% gross bar profits.

Limit of Hiring

The hirer shall only be entitled to the specified part of the building hired. Hire of the Centre includes its spaces, thoroughfares as well as access to the Centre Plaza.

The hire fee also does not include hirer use of the sound and lighting consoles or equipment. These are to be operated by trained Civic Centre staff only.

Council reserves the right to hire any other part of the Centre for any other purpose at the same time. Where this occurs, hirers are expected to give due regard to one another.

Any access privileges or hire one off's relating to a particular show, should not be interpreted as applicable for any future shows or events by the hirer.

Refusal may be given to the hirer should it be deemed by Police or Council staff that the event is not in the best interest of the community. If the hirer is well known to Police and they advise Council against hiring the Centre, refusal will be given.

Subletting

No portion of the building shall be sublet by the hirer, or any tenancy transferred or assigned without the written consent of the Civic Centre Coordinator.

Refusal to Hire the Centre

It shall be at the discretion of Council to refuse to hire the Centre in any case and notwithstanding that the Centre may have been let or that the conditions have been accepted and signed and the hiring fee and deposit paid. Council shall have the full power if it sees fit, to cancel such a hiring and direct the return of the hire fee and deposit so paid, and the hirer thereby agrees to accept the same and to be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence.

Free Access

The General Manager, the Civic Centre Coordinator and any officer or officers of the Council whom the General Manager may appoint, shall always and notwithstanding any hiring, be entitled to free access to any and every part of the Centre.

Decorations

No stage property, electrical installation or decoration materials shall be brought into the building without the consent of the Civic Centre Coordinator.

The use of candles, confetti, streamers, or similar articles of decoration is prohibited unless the express permission of the Civic Centre Coordinator is first obtained. Party glitter and party confetti are not permitted to be used at the Centre. Extra cleaning costs will be incurred if used. Prior consent can be obtained in writing to the Civic Centre Coordinator prior to scheduled hire.

Damage

The floors, walls or any other part of the Centre or any curtains, fittings or furniture, shall not be broken, pierced by nails or screws or any such matter, or in any other way damaged and no notices, signs, advertisements, scenery, fittings or decorations of any kind shall be erected in the Centre or attached to or affixed to the walls, doors or any other portion of the Centre, curtains, fittings, or furniture, mechanical, electrical and other equipment. The hirer shall be responsible for making good any damage.

The use of any adhesive substance, on wall and window surfaces is strictly prohibited. Should you require the ability to display particular signage relevant to your event this is to be discussed with the Event Team and approval granted by the Civic Centre Coordinator.

Electrical and Stage Equipment

Only persons approved by Council are permitted to operate the electrical services, including the lighting, sound and stage rigging equipment. When deemed necessary, the Centre shall provide staff, of which the costs are to be paid by the hirer. In the event of special electrical stage equipment being used, the hirer shall pay for the services of a qualified electrician if so, directed by the Civic Centre Coordinator.

Electrical equipment intended to be connected to mains supply throughout the building will need to have been tested and tagged prior to use. Electrical equipment that is not tested and tagged will be tagged by Council and the applicable cost to the hirer charged.

Sound and lighting equipment are fixed to the Centre and are not to be removed from the premises. They will not be made available to hire outside the Centre.

Headsets for radio microphones at the Centre contain Kevlar and have the potential risk of causing lacerations or strangulation. The headsets must be kept out of the reach of children at or below the age of 18 years and only used by those deemed competent to do so.

Security

Whilst all care will be taken, Council shall not be held responsible in any way for the loss of or damage to property placed in the Centre by the hirer, nor for any loss by the hirer through accident or failure of the electricity or other plant or by any unavoidable cause.

The Centre is secured and alarmed at all times when not in use, be that for hire or maintenance carried out by Centre staff.

Should you require access the Centre outside of Council's normal operating hours (8:30am to 5pm, Monday to Friday) a call out fee will be charged for this.

Curfew

Curfew for the Centre is 1am. Music and refreshments will cease at 12am as required by the liquor licence held by Council and attendees are not permitted to continue any later than the 1am curfew. Please ensure that you have vacated the building by 1am. Failure to do so may result in additional charges. Extension of the curfew may be permitted by applying to Council in writing prior to your hire date.

Liabilities and Insurance

The hirer shall not do, or neglect to do, or permit to be done, or let undone, anything which will affect Council's insurance policy/s in respect to fire or public risk in connection with the building. The hirer agrees to indemnify Broken Hill City Council to the extent that such policies are affected through any such act of commission or, omission.

Incorporated bodies, sporting clubs/associations and commercial groups, or commercial type bookings, must provide evidence of their current public liability insurance. A Certificate of Currency in respect of the function, for public liability coverage of not less than \$20 million must be provided to Council prior to the commencement of the function.

Security and Staff

The hirer, as promoter of a public function, shall provide at least one security staff capable of maintaining order for each 100 persons attending the function.

Private security staff attendants may be engaged by a hirer and shall be strictly confined to the duties required by their engagement and are prohibited from entering or searching the Centre for the purpose of locating or removing lost property, or property left in the Centre.

Two seats shall be reserved for the supervisors of stage performances as required by law.

Performance Rights and Copyright

In the case of a dramatic or other performance or a concert, the hirer shall not produce or perform or permit to be produced or performed, any dramatic or musical work in infringement of the copyright or performing rights of any owner of such right or rights and the hirer hereby indemnifies Broken Hill City Council against any claim for breach of copyright in connection therewith.

The hirer is responsible for any payments due under the *Copyright Act 1968* and the hirer agrees to indemnify Broken Hill City Council against any action resulting from non-payment or

non-compliance with copyright laws. The Centre or Council is under no obligation to ensure, prior to the use of the premises, that the activity for which the premises are hired does not infringe copyright.

Camera Use

No still cameras, video cameras, bioscopes or projecting lanterns shall be used within the Centre, or flashlight photographs taken, without the consent of the Civic Centre Coordinator unless permitted by these conditions. This condition does not apply to dinners, weddings, and balls and such.

Disorderly Conduct

No obscene or insulting language, behaviour or damage to property shall be permitted in any part of the building or its grounds. The hirer is responsible for their patrons and guests' behaviour whilst attending any function in the boundaries of the Centre. Council reserves the right to refuse admission to any person.

Notices

No notices, posters, banners, or such shall be put up inside or outside the Centre without the consent of the Civic Centre Coordinator.

Food, Drink and Smoking

Smoking is not permitted in any area of the Centre; this includes the use of electronic cigarettes and vapes.

All staff and contractors engaged at the Centre who choose to smoke must do so in accordance with its Workplace Smoking Policy.

Food and drink are only permitted in designated areas. No opened alcoholic drinks are to leave the venue under any circumstances.

Compliance with Legislation

All Statutory Rules, provisions, and regulations of the Federal and State Government, in particular the *Theatres and Public Halls Act 1908* and any *Entertainment Tax Act* and regulations thereunder for the time being in force, shall be complied with by the hirer.

Control and Use of the Centre

The general administration and control of the Centre is vested by Council and its duly appointed officers who shall exercise absolute discretionary power for the good order and control of such premises. The Civic Centre Coordinator shall have complete control and supervision over all means of entry and exit into the building and over the opening of doors and admission of the public and the hirer or his/her representative shall act under the Civic Centre Coordinator discretion in this respect.

Any volunteer or private attendants engaged by the hirer shall work under the discretion of the Civic Centre Coordinator and the instructions of the Civic Centre Coordinator shall be obeyed at all times.

The hirer will use the Centre in conformity with all laws, regulations, or by-laws applicable thereto and not allow taking place therein any performance which in the view of Council is unsuitable, unruly, disorderly, objectionable or dangerous.

The hirer will dismantle and remove the production after the show on the last performance of the season immediately following the last performance, unless otherwise agreed by the Civic Centre Coordinator.

Hirers of the Centre shall leave the stage area and dressing rooms in a clean and tidy condition. The stage floor shall be cleaned of all fixings and props. Failure to do this, shall incur additional labour charges.

All hirers are to leave all areas of the Centre in a clean and tidy manner. If cleaning is deemed excessive post-event, the hirer will be charged accordingly.

The vacating of the venue by all patrons at the conclusion of the event is the express responsibility of the hirer.

Advertising

The advertising and promotion of the event or activity is solely the responsibility of the hirer. The hirer is responsible to pay Council should any advertising be done on the hirer's behalf. The Centre accepts no responsibility for any advertising or promotion of the hirer's event.

Performance and Events Rating

The hirer is solely responsible for ensuring that all advertising materials inform patrons of any offensive material. Furthermore, the hirer shall indemnify the Centre, its employees and the Broken Hill City Council against any actions, costs, claims, charges, expenses, and damages that may arise out of the hirer's failure to comply with the above.

Excessive Noise

The maximum sound frequency permissible in the Centre is 105 decibels.

Disputes

In the event of any difference or dispute arising as to the interpretation of the conditions, the matter shall be referred to Council's General Manager for their decision thereon and such decision shall be binding on the parties to the dispute.

Non-compliance with any of the above conditions will cause the implementation of extra cost to the hirer, retention of the bond, or cancellation of the hire booking. Any costs over and above the amount of the bond will become a debt recoverable from the hirer by the Council.

Venue Plan



