

# Avondale College

## Theatre

### Hire Agreement



AVONDALE  
COLLEGE

**Contact details:**

Mathew Burling  
Theatre Manager  
[theatre@avcol.school.nz](mailto:theatre@avcol.school.nz)  
Ph: 820 1733  
Mob: 021 072 1302

Please complete, sign and return this copy to register your booking.

# Avondale College Theatre

## Avondale College Copy: Hire Agreement & Information Pack

Full Name of Hirer: \_\_\_\_\_

Name of Company/Group: \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose for hire: \_\_\_\_\_

\_\_\_\_\_

### Hire Period

Show or Rehearsal	Day of Week	Date	Access Time	Show Start	Show Finish	Exit Time

### Facilities Required:

Particulars	Rehearsal	Show	Additional Information
Auditorium	Yes / No	Yes / No	
Foyer	Yes / No	Yes / No	
Drama Suite 1 (A5)*	Yes / No	Yes / No	
Drama Suite 2 (A6)*	Yes / No	Yes / No	
Conjoin Drama Suite 1 and 2	Yes / No	Yes / No	Moving wall can be opened to provide bigger space.
Drama Suite 3 (A7)*	Yes / No	Yes / No	
Tiered Seating (339)	Yes / No	Yes / No	<b>Number:</b>
	Extended / Retracted	Extended / Retracted	
Loose Seating (336)	Yes / No	Yes / No	<b>Number:</b>
Extra Security Required	Yes / No	Compulsory (unless otherwise specified by management)	- Minimum of 2 guards. - Minimum period 4 hours.
Estimated Audience Size		<b>Number:</b>	
Refreshments/ Food	Yes / No	Yes / No	- No food in drama suites or auditorium.
Sale of Liquor	Yes / No	Yes / No	

\*Please refer to page 13 of information pack - special conditions of use

# Avondale College Theatre

## Avondale College Copy: Hire Agreement & Information Pack

### Technical Services Required:

Particulars	Rehearsal	Show
Lighting	Yes / No	Yes / No
Sound	Yes / No	Yes / No
Staging	Yes / No	Yes / No
Piano	Yes / No	Yes / No
Other Equipment	Specify:	Specify:
Miscellaneous Decorations	Specify:	Specify:
Special Requirements	Specify:	Specify:

### Lighting:

Spots:

Specials:

### Sound:

Instruments:

Microphones:

Specials:

# Avondale College Theatre

## Avondale College Copy: Hire Agreement & Information Pack

Please sign and return the completed agreement to register your booking. By return, we will provide an estimate of total costs and an invoice for the Bond and Deposit.

**Please note that, in order to secure your booking, a bond of \$250 and a deposit of 50% of the estimate is payable at least 4 weeks prior to the event. The deposit is non-refundable if your booking is cancelled less than 4 weeks prior to the commencing date of your booking.**

The final invoice will be sent after the event and will be payable within 7 days of receipt. Your bond will be refunded after all costs have been settled.

\_\_\_\_\_

**I confirm all details above are correct and I have read and will comply with the charges, terms and conditions as detailed in the information pack.**

**Signed:** \_\_\_\_\_  
On behalf of Hirer

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
On behalf of Avondale College

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office use only:**

### Theatre Checklist

Estimated Audience Size	Number:
Set up time required	
Refreshments/Food	Yes / No
Sale of Liquor	Yes / No
Estimate and invoice posted	Yes / No
\$250 bond received	Yes / No
50% deposit received	Yes / No
Booking confirmed	Yes / No

# Avondale College

## Theatre

### Hire Agreement



AVONDALE  
COLLEGE

**Contact details:** Mathew Burling  
Theatre Manager  
[theatre@avcol.school.nz](mailto:theatre@avcol.school.nz)  
Ph: 820 1733  
Mob: 021 072 1302

Please keep this copy for your information.

# Avondale College Theatre

## Customer Copy: Hire Agreement & Information Pack

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# Avondale College Theatre

## Customer Copy: Hire Agreement & Information Pack

Full Name of Hirer: \_\_\_\_\_

Name of Company/Group: \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose for hire: \_\_\_\_\_

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Spots:

Specials:

### Sound:

Instruments:

Microphones:

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---

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**Signed:** \_\_\_\_\_  
On behalf of Hirer

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
On behalf of Avondale College

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office use only:**

### Theatre Checklist

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Booking confirmed	Yes / No

# Avondale College Theatre

## Customer Copy: Hire Agreement & Information Pack

### Appendix 1.1 Theatre Hire Charges

(all prices quoted are **Exclusive** of GST)

Particulars	Rate	Term	Notes
HIRE - Performance	\$600	4 hours	Minimum hire period per day
HIRE - Rehearsal	\$300	4 hours	Minimum hire period per day
HIRE	\$70	Per hour	After first 4 hours
<b>Non- negotiable costs</b>			
Cleaning	\$105	Per clean	Based on 3 hours
Cleaning (Drama Suites)	\$18	Per room, per clean	- Fixed cleaning charge when a drama suite is used.
Rubbish	\$50	Per Hire	- Only charged if "Appendix 2. General Rules" is not complied with.
Security	\$25.50	Per hour/ per guard	- Minimum of two guards for 4 hours.  - Allocation dependant on patronage.
Supervisor (Senior Technician)	\$25	Per hour	
Bond	\$250	Per Hire	Refundable on settlement of all charges & adjustments.
<b>Optional Costs</b>			
Lighting Operator	\$18	Per hour	Student Trainee Technician
Additional Technician	\$18	Per Hour	Student Trainee Technician subject to availability.

**Notes:**

- Some special rates may apply
- Booking on Public Holidays will incur statutory rates.
- Pencil bookings will be held for 2 weeks only.
- Please read the Hire Agreement for terms of payment.
- All prices are GST exclusive unless otherwise stated.

# Avondale College Theatre

## Customer Copy: Hire Agreement & Information Pack

### Appendix 2. Terms and Conditions

- (1) This agreement is entered into on the basis that the details contained in the **Hire Agreement** completed by or on behalf of the Hirer, are true and correct, and the **Terms and Conditions** and **General Rules** have been read and complied with.
- (2) The College shall grant the Hirer the right to occupy and use the Theatre and the associated equipment of the Theatre to the extent and for the purpose(s) and period(s) set out in the hire application.
- (3) The Hirer shall agree to
  - a. **Charges and Payment:**
    - i. Pay all charges as and when specified in the **Hire Agreement**. This includes **Bond** and **Deposit**.
    - ii. Balance of costs payable within 7 days of final invoice.
    - iii. Adjustments / Bond refunds will be made once the booking has been completed. **NO STANDING ON SEATS – ANY DAMAGE TO SEATS WILL COME OUT OF THE BOND.**
    - iv. Hire period each day commences from the time of opening to the time of closing of the premises, regardless of hirer leaving in between.
    - v. Indemnify the College against all costs, claims, damages and legal expenses of whatsoever kind which the College may suffer, incur, or be held liable to pay in the event of any prosecution, suit or other legal proceeding being brought against the College as a consequence of the Theatre by the Hirer or his, her, its agents or employees.
  - b. **Care of the Facility:**
    - i. At the end of the period of hire, leave the Theatre in the same order, condition, and repair as existed at the commencement of the period of hire; please check and report any faults at the start of hire.
    - ii. Not make use of nails, staples, screws or any fixing for any purpose in the stage floor, fly rails, or grid, or concrete, timber, or plastered surfaces.
    - iii. Not remove, alter or adjust any seating, staging, or sound and lighting equipment with prior permission of Theatre Management or its delegated representative.
    - iv. Not to do or allow to be done in the Theatre anything which may void any policy of insurance on the Theatre or any fixtures or fittings, fixtures, or goods in the Theatre.
    - v. Any damage to the theatre during the hire period or while in possession of the hirer will be repaired at contract rates and charged to the hirer or deducted from the bond.
  - c. **Staff / Patronage:**
    - i. Not at any time during the performance permit the Theatre to be occupied by persons in excess of the number approved by the Safety Officer (maximum 742).
    - ii. Not allow animals of any nature in any part of the Theatre without first having obtained the written authority of the management.
    - iii. Comply at all times during the operation of this agreement with all directions or requirements of the Management or Safety Officer.
    - iv. Liaise and co-operate with other groups using the theatre.
    - v. Immediately inform the management of any proposed change in performance or rehearsal time.
    - vi. Access to security and control of keys is maintained by Theatre Management or an appropriate party, as delegated by Management.
    - vii. A representative of the Management must be present during all hours of operation.
    - viii. Security/Key person – This person will be responsible for unlocking the system, explaining and enforcing any rules of the system, monitoring use of the complex, and locking the complex at the end of the hire period.
    - ix. Wherever possible, Management will endeavour to provide staff with multiple purpose (e.g. the same person may be security and fire warden) to help minimise overall hire costs.
    - x. The Hirer must agree to the payment of trained and approved security personnel. Alternative arrangements must be pre-approved by the College. The venue will not be made available unless security arrangements are confirmed before the hire commences.
    - xi. The Hirer shall be obliged to hire the services of a Supervisor (College Representative of Management) to be present during all hours of operation.
  - d. **Refreshments:**
    - i. No alcohol is permitted on the school premise unless special permission has been obtained from Management.
    - ii. Food and Drink is permitted by prior arrangement with Management, and in the Foyer area only.
    - iii. Smoking IS NOT permitted in any part of the Theatre Complex or College grounds.

- e. **Bookings:**
  - i. The College shall have the right to free use of six seats in the auditorium per performance. (Numbers and rows to be specified at a later date).
  - ii. Management reserves the right to adjust or cancel booking dates for all hirers provided one month's notice of the cancellation or change is given.
  - iii. The Hirer shall be responsible for any booking service or arrangements (including provision of contact numbers) not associated with the school.
  - iv. The facilities will be hired for purposes acceptable to the College Board of Trustees. **The Management reserves the right to refuse or terminate permission at any time.**
  - v. Any programme may be subject to prior approval by the College's Board of Trustees.
  - vi. The Hirer agrees to comply with the **General Rules** at all times.
- f. **Risk/Legal Compliance**
  - i. The property of the Hirer and of those associated with or working on the Hirer's production brought into the theatre will be at the owner/s risk at all times.
  - ii. The College, its employees and agents shall not be liable (whether in contract, negligence or otherwise) for any loss or damage suffered by the Hirer arising out of the performance or non-performance of this agreement or of the exercise of power conferred by this agreement.
  - iii. The Hirer is responsible for ensuring that all Fire Precautions and Safety requirements are complied with, including:
    1. Clearance of Emergency Exits, Hose Reels, and Fire Extinguishers.
    2. Visibility of Exit Signs.
    3. To comply with NZ Building Code, maximum occupancy for complex: Auditorium, Drama and Music combined, not to exceed 990 persons. Maximum occupancy for Theatre/foyer is 750 persons.
  - iv. The Hirer is to comply with all provisions of all statutes, regulations, ordinances and bylaws affecting the Theatre or any activity carried on therein.

## **Appendix 2. General Rules**

**In addition to the Terms and conditions, these General Rules apply:**

### **Cleaning and Rubbish Disposal:**

The Theatre Complex will be clean when you arrive. The phrase "Theatre Complex" is inclusive of, but not limited to the following areas – the Drama Rooms, Dressing Rooms, Foyer and Kitchen area, Wings, Control Room and Auditorium.

1. The Hirer is responsible for removal of all rubbish daily.
2. Cleaning equipment and spare toilet rolls are available on request.
3. The college will arrange commercial cleaning after each day of hire which is chargeable to the hirer (as detailed in appendix 1.1).

### **Auditorium**

- (1) Seating:
  - a. Patrons must keep their feet of the back of the seats.
  - b. No standing on seats - **ANY DAMAGE TO SEATS WILL COME OUT OF THE BOND.**
  - c. No walking over the back of seats.
  - d. Seats should not be relabelled
  - e. Seating may not be removed, altered or interfered with in any way.
  - f. Any damage to seating must be reported to the Management immediately.
  - g. Arrangement of seating is the responsibility of the hirer. If requested, seating will have to be moved or stacked by the hirer at the end of or during the hire period.
- (2) No tap shoes on the auditorium floor. Tap shoes must be checked for security of attachment of plates and screws must be covered if worn between dressing room and stage.

### **Stage**

- (1) Patrons are not to interfere with main curtain, CYC wall or black tabs.
- (2) Extreme care is to be taken when moving the piano or set to avoid damaging stage surface, back wall and tabs.
- (3) No abrasives or solvents are to be used on the stage surface. Absolutely no powder cleaners.
- (4) All rosin in the wings is to be contained in boxes.
- (5) No painting or construction is to be done in the Theatre. All scenery is to be brought in prefabricated.
- (6) No tape should be used on the floor in the wings or on the CYC wall. No pins should be used on the CYC wall.
- (7) Any tape or markings used for positioning set elements must be removed before packing out.
- (8) NO nails, screws, bolts or drill holes are to be put into any part of the stage or surroundings.
- (9) All sets, properties, costumes etc. must be removed from the Theatre upon completion of final performance.
- (10) Tabs or borders are not to be repositioned or re-hung without reference to the Theatre Manager.
- (11) NO flying of set, legs, props, drops, borders, tabs, baffle boards or spot bars will be tolerated unless explicit details have been approved by the Theatre Manager.

### **Control Room and Technical Equipment**

- (1) The Control Booth is to be kept clean and tidy at all times.
- (2) Nothing should be patched into the Theatre sound or lighting systems without permission from management or their delegated representative.

- (3) A house lighting rig is in operation for all events. Changes to the rig can be sought via request to management.
  - a. Only minor changes will be made.
  - b. Changes will be made at extra cost to the Hirer.
    - i. The hirer will be charged for labour as outlined in appendix 1.1.
    - ii. The hirer will be charged for both the initial rig as well as for the reversion to the house rig.
  - c. Changes to the lighting rig are to be made only by the Theatre Manager /Supervisor and accompanying Technician/s.
  - d. Whereby a harness is to be used, a minimum of 3 technicians (1 Supervisor and 2 Technicians) are to be present.
- (4) No channel is to take more than 2.4kw.
- (5) No illegal wiring or an alteration to fixed wiring will be tolerated.
- (6) Only people authorised by the Theatre Manager or delegated representative will be allowed in the control room. The control room is potentially dangerous, and an area where highly specialised equipment is operated and stored. The manager will not hesitate to remove any person who is perceived to be acting irresponsibly.

### **Drama Rooms**

- (1) No makeup or changing of costume to be done in Drama Rooms.
  - a. Exceptions will be made to the above on the proviso that a tarpaulin or equivalent form of protection is provided.
- (2) Patrons are not to interfere with any curtains or screens.
- (3) Nothing may be moved or removed within or from the drama rooms without prior permission from Management.
- (4) The drama rooms must be returned to the condition stated in the drama room plan (posted in each room), at the end of each Sunday and school night and at the end of each hire period.

### **Dressing Rooms**

- (1) Makeup can only be applied in the changing rooms – unless alternative arrangements are made with the Theatre Manager.
- (2) Makeup must be kept off floors and walls.
- (3) Graffiti will result in future banning.
- (4) The Dressing Rooms must be clean and tidy; the chairs are to be stacked where they were found.

### **Foyer**

- (1) NO notices are to be affixed to doors or walls unless with Blu-Tack supplied and removed by hirer.
- (2) The kitchen should be left clean, tidy and hygienic.
- (3) The air conditioning must not be touched without reference to the management.

### **Access and Parking**

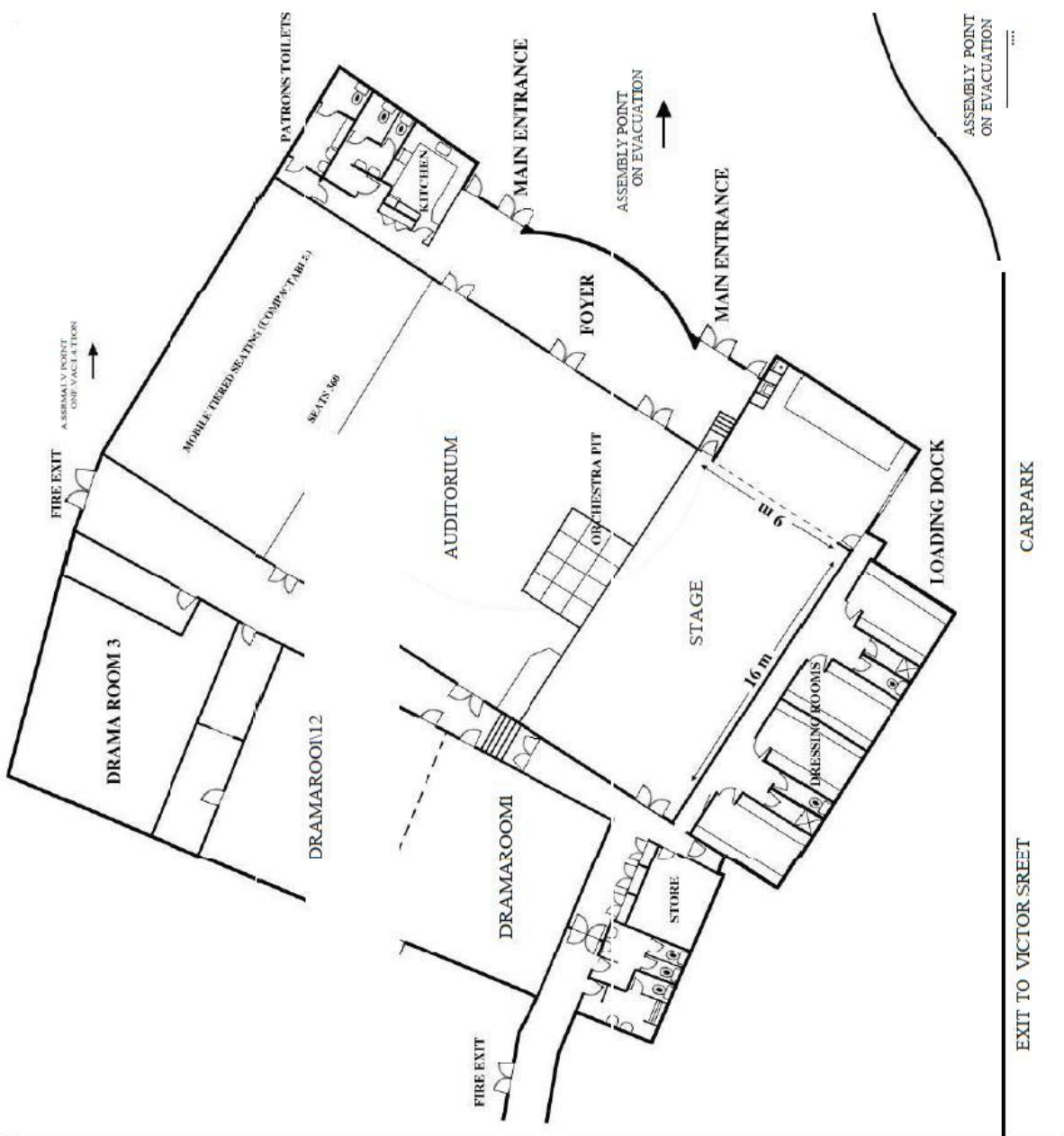
During the School day, access is from 4:30pm onward. Earlier access on a school day or during weekend and on public holidays is by arrangement with Management.

Parking within the precincts of the Theatre and the school grounds is a constant concern and we ask the hirer to ensure that both production members and audiences are made aware of parking and non-parking areas. For larger events, parking will be directed by Security or Management personnel in accordance with a prepared parking plan. Non-compliance or hazardous parking may result in tow-away of offending vehicles.

# Avondale College Theatre

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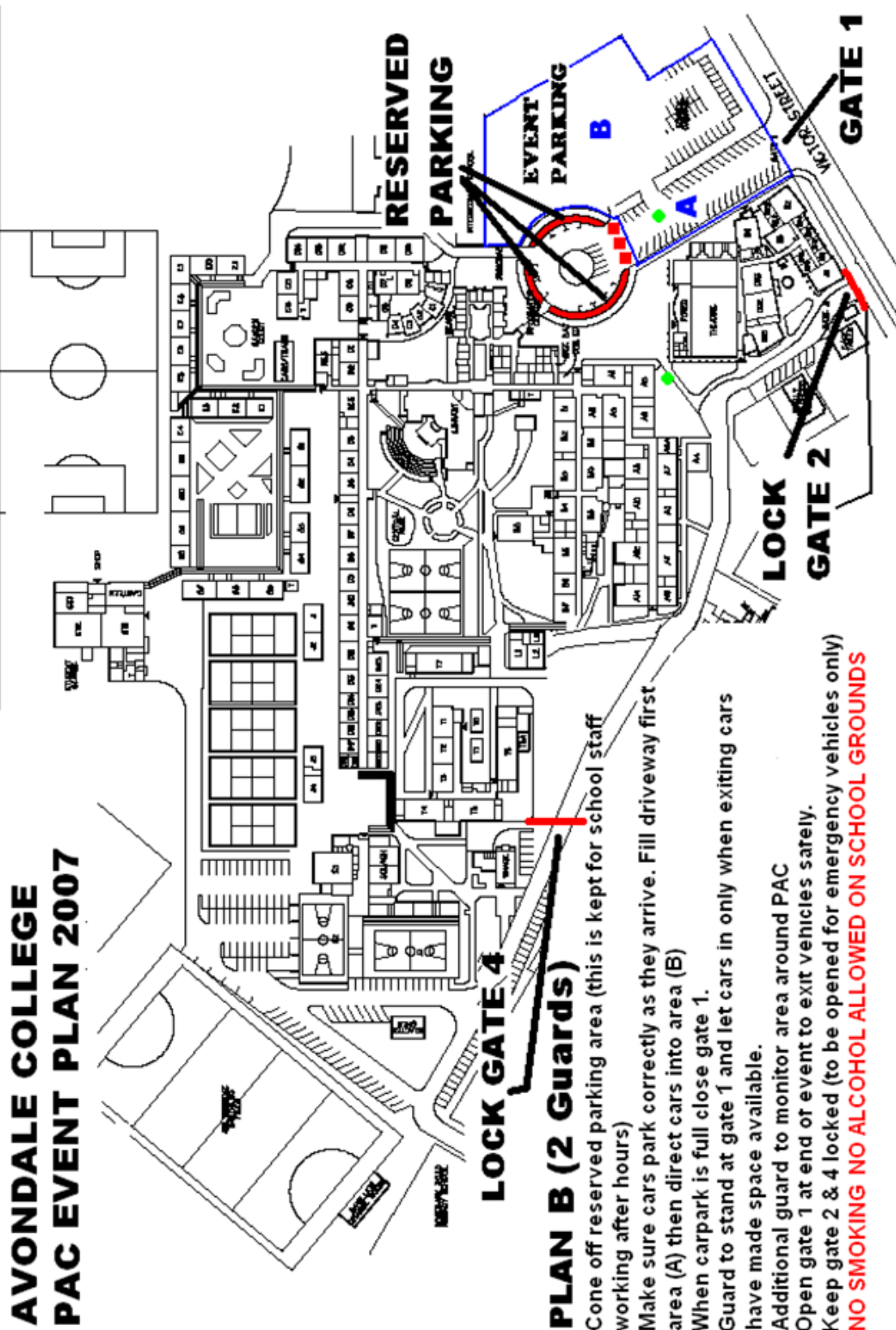
### Appendix 3.1: Floor Plan



# Avondale College Theatre

Customer Copy: Hire Agreement & Information Pack

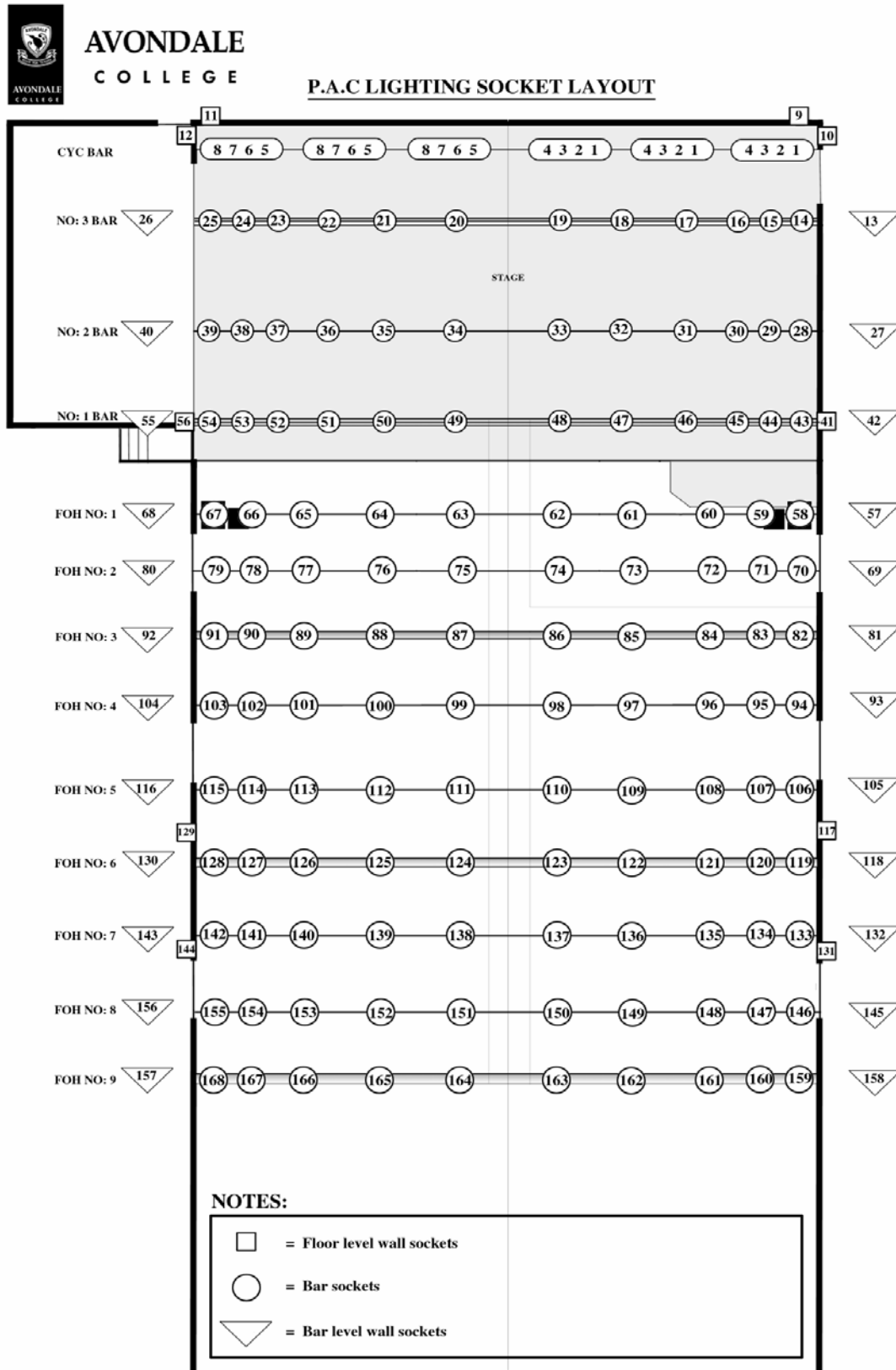
## Appendix 3.2: Parking Plan



# Avondale College Theatre

## Customer Copy: Hire Agreement & Information Pack

### Appendix 4: Technical inventory



# Avondale College Theatre

## Customer Copy: Hire Agreement & Information Pack

Lighting/Visual Equipment		Sound Equipment	
Quantity	Description	Quantity	Description
	<b>Luminaires</b>		<b>Microphones</b>
	Fresnals		Microphones (Wired)
16	Selecon 650w Fresnal	1	Shure SM 58
2	Selecon 1000w Fresnal	2	Shure Beta 57
28	Selecon 1200w Fresnal	3	Shure SM 57
		3	Shure SM91A P.Z.M.
	PC's	3	AKG CK 98 Shotgun Capsule
		1	AKG CK91 Cardioid Capsule
7	Selecon 650w PC	1	AKG CK92 Omni Capsule
1	Selecon 1000w PC	2	AKG SE 300B Mic Pre Amp
8	Selecon 1200w PC		
			Microphones (Wireless)
	Cyc's/Floods		
		2	Shure SLX Series
6	Selecon Cyc 500/800w	8	JTS MH 8800g
1	Sylvania 500w Flood	2	JTS MH 950
6	Selecon Cyc Batten (4 Way)		
			Microphone Receivers
	Profiles		
		2	Shure SLX Receiver
3	Selecon 650w Profile Spot	1	4 x JTS MH 880G Receiver
12	Selecon 1200w Zoomspot	3	4 x JTS MH 950 Receiver
5	1000w Pacific Zoomspot		
			D.I. Boxes
	Parcans		
		2	DOD AC275 Active D.I.
10	PAR64 Par Cans	2	DOD AC265 Passive D.I.
	Followspots		Equipment
			Amplifiers
1	Selecon Performer 2500w Followspot		
		2	JBL MX 1200w
	Colour Scrollers	1	JBL MX 600w
		1	Phonic XP 5000
1	Rainbow Scroller Power Supply		
9	Rainbow Colour Scroller		Crossovers
	Intelligent Lighting		
		1	JBL DSC-260
3	Martin Mac 250 Entour	2	JBL Array Series Mid/High Frequency

	Equipment		Cross Overs Continued
	Dimmers	1	JBL Array Series Low Frequency
			Fold Back Speakers
2	Theatre Light 1210 Twelve Pack		
4	Selecon Propak	2	Proel EX 12MP
6	Jands FP 12 Rack Mountable	2	Alto Elvis 12m
2	Tec Art 12 Channel Dimmer		
			Active Speakers
	Control Boards		
		2	B52 ACT PRO 12
1	Theatre Light Show Master	2	Proel EX 15 SA Sub-Woofer
1	Jands Event Plus 60/120		
1	Zero 88 Bull Frog		Audio Mixers
1	Jester Joker Mini Bull Frog		
		1	Allen & Heath GL-4
	DMX Accessories	2	Allen & Heath GL-2
		1	Phonic M1202
2	DTR Tranceiver		
1	DMX 512 Signal Splitter		Processing/Effects
	Rigging	3	Behringer AutoCOM MDX 1200
		1	Symetrix 425
1	Urlich 1800 series scaffold	2	DBX 720 x-2 Graphic EQ
1	Urlich A Frame Ladder	1	Peavy Univerb reverb unit
1	Urlich Extension Ladder		
N/A	Assorted Scaff Bars, Clamps etc		Accessories
		12	Orchestra Lights
	Accessories		
			Multi-Core Cables
2	Selecon Lighting Stand		
2	Linko Stand	1	Custom Cables 16 Send 4 return
15	Turtles	1	RoadMaster 12 Send 4 Return
		2	RoadMaster stage multi-box
			10 pin
N/A	Hook Clamps, Barn Doors,	1	Custom tails to multi pin
	Shutters, Colour Frames, Safety		
	Chains, Gobo Holders, 1 x Iris,		Intercom System
	Gel		
		1	Technical Projects Production
			Intercom MS-200 Master Station
		5	BP1 Belt Pack
		2	Walk Talkies
		5	SMR-210 Single Muff Head Set
		1	4 Pin Head Set Extension Cable
			Miscellaneous
		N/A	RoadMaster Wheeled 10U Road
			Case w/Lids, RoadMaster 6U
			Road Case w/Lids, K& M Clamp
			on light, Mic Stands, Mic Heads, 3
			pin xlr various lengths, speakon –
			various lengths, RCA cable, Jack
			XLR female, Jack to XLR Male,
			Jack to Jack mono, Stereo Jack
			To RCA, 230v Jug Lead, 240v
			Jug Lead

# Avondale College Theatre

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### Appendix 5: Safety

**Fire is a major concern in the Theatre. Please act with common sense and remember that the fire hose stored next to A6 is not for electrical fires. Always use extinguishers provided on electrical fires.**

- No naked flames (candles etc.) are allowed in the theatre.
- No straw, hay or any potentially volatile substance is permitted.
- No accelerants are permitted in the theatre. If effects such as smoke machines or pyrotechnics (no fireworks will be tolerated) are to be used, then additional fire extinguishers must be provided.

#### **Safety and Fire Wardens**

For all functions to which the public is admitted, it is mandatory under the A.C.C. By-laws to have Fire Safety Officers in attendance. As a general rule, one Fire Safety Officer per each 500 persons is required. However, this number may be increased dependent upon the nature of the function.

Hirers are asked to note that all doors in the foyer and kitchen area are to be left unbolted throughout the duration of the function. The provision of doormen to supervise the entrance and exit through these doors is the responsibility of the Hirer. Supervision of all entry and exit doors is under the control of the Fire Safety Officer whose directions must be accepted and acted upon without question.

Where Hirers fail to comply with the Fire Safety regulations, the officers on duty have the right to call in the Auckland City Traffic Department, who may; if they think necessary, close the building immediately.

#### **Evacuation Procedures**

The Theatre Manager and/or persons deemed appropriate by Theatre Management shall act as head Fire Safety Officer. A person is deemed appropriate if they are 18 years or older, mature, responsible, not impaired by alcohol and/or drugs and familiar with all fire exits and evacuation procedures. A student of Avondale College is not deemed an appropriate person to act as Fire Safety Officer. The hirer is responsible for ensuring at least one Fire Safety officer is appointed per 500 persons to aid the Theatre Manager who will oversee evacuation. Such person/s shall ensure all change rooms, toilets, etc. are vacated, co-ordinate a prompt and orderly vacation of the premises, and provide assembly assistance at designated assembly points (car-park, adjacent to flagpole and grassed area immediately west of rear exit to building).

#### **Theft**

In an effort to curb theft, we ask that you leave no valuables in the Theatre overnight. The College will not be responsible for any theft, damage or loss of any personal property.

#### **Note:**

If any loss or damage of Theatre property occurs, then the person or party responsible for the Theatre at that time will be charged for them (as per terms and conditions). Please inform management if any problem arises.

#### **Student Technicians**

Avondale College student technicians engaged to assist with outside hirers' productions in the Theatre Complex must be regarded as employees of a special kind who are in all circumstances enrolled pupils of the school under strict discipline and who should be supervised properly but also given the care and consideration appropriate to young people learning a craft.