



2023 Douglas Theatre Arts Group Policies

Clink Theatre Venue Hire Policy

OBJECTIVES

- Provide the basis of and clarity for Douglas Theatre Arts Group Inc. and potential hirers on the application process and decision criteria for the hire of the Clink Theatre venue and Court Yard space.
- Acknowledge that the Clink Theatre is involved in programming activities and that cultural and arts activities will take precedence of hire over all other types of activities.
- Support the primacy of inhouse productions when bookings are considered and made.
- Optimise and maximise the use of the Clink Theatre for cultural and artistic public benefit, producing where able, self-generated revenues for the association to be able to deliver its strategic goals.

POLICY STATEMENT

1. The Clink Theatre and Court Yard area

Any hirer of a venue or space owned or controlled by the Douglas Theatre Arts Group Inc. must comply with any relevant Commonwealth, State or Local Government legislation.

2. Applications

An application to hire a Douglas Theatre Arts Group venue or space must be made using the Clink Theatre Hire application form at least seven (7) days before the first booking date. The application must comply with the requirements of the association and include any information the association requires to consider the application, including any additional information the association requests from the proposed hirer.

3. Priority of use

Priority will be given to proposed bookings for arts activities such as theatrical, dance and musical performances. The highest priority will be given to proposed bookings for arts activities by the Douglas Theatre Arts Group Inc.

4. Hire does not constitute or imply endorsement or recommendation

Hire of the Clink Theatre venue or space does not constitute or imply the association's endorsement or recommendation of the hirer, the activity for which the venue or space is booked, any material, content, product or views of the hirer (including the activity and its promotion or publicity) or a person in any way associated with the hirer.



2023 Douglas Theatre Arts Group Policies

5. Right to refuse an application, cancel or suspend a hire

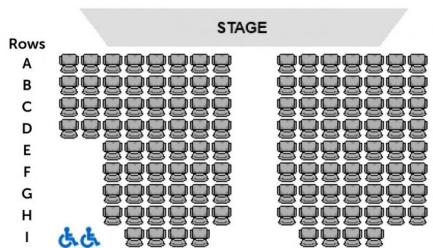
Without limiting the reasons why the Douglas Theatre Arts Group may refuse, cancel or suspend a hire (which the association may do in its absolute discretion), the association will not permit its venues or spaces to be used (including any promotion of or publicity for that use) in a way which:

- 5.5.1 places any association member, patron of the venue or space or any other person at unacceptable risk of harm;
- 5.5.2 places the associations property at unacceptable risk of harm;
- 5.5.3 brings the association into disrepute (having regard to the fact that the hire of a venue or space does not constitute or imply endorsement or recommendation by the association); or
- 5.5.4 is unlawful. In addition, a hirer must comply with the terms and conditions of hire and failure to do so may result, without limitation, in cancellation or suspension of the hire.

6. Right of review

A person who is dissatisfied by a hiring decision may request that the decision be reconsidered and the association in its absolute discretion to reconsider that decision.

7. Seating



Five-tiered seating on theatre style leather padded seats for a maximum of 120 patrons and two spaces for wheelchairs with ramp access to theatre.

8. Equipment

*Included in hire are 2 microphones and stands. 2 Fold backs and house system
Any extra equipment for live music performances is available by hire with negotiation of the venue.*

9. Bond

A bond of \$300 is required at the time of booking to secure event. Full hire payment is required prior to the event if Clink Theatre is not selling tickets via their online platform.



2023 Douglas Theatre Arts Group Policies

10. Theatre Dimensions

- *Theatre: Stage performance dimensions are 7mt x 7mt*
- *Clearance height is 4.86mt before you would hit a lighting beam*
- *There is a steel girder 100mm wide that is 6.7mt from the stage floor*
- *Ceiling height (too high to measure)
(corrugated roof and aircon ducting obstructions)*

11. Marketing:

Clink Theatre will add any digital medium to their website and social media. Email advertising will also go to their database.

Paid Social Media advertising is available and will be on costed to the hirer. Clink Theatre is not responsible for any distribution of posters or fliers.

Advertising can be organised directly via our local media Newsport Daily or Douglas FM at the cost of the hirer.

12. Confirmation of Booking

The confirmation of your hire is not complete until an approval has been given in writing by the Douglas Theatre Arts Group Inc committee based on your application to hire, a hire contract has been signed by both parties and the appropriate bond or hire payment has been made.