

PROFESSIONAL / COMMERCIAL GROUPS FEES TO APPLY

The Council proposes that a scale of fees be imposed for the use of the amphitheatre stage/ auditorium by professional/commercial groups or organizations at the rate and conditions set out hereunder:

FEES

Hire:

(A) Minimum hire fee \$180.00 per day plus \$41.20 per hour after 6.00pm

(B) 7.2% of gross takings for sales for the first 500 tickets, plus 5% of gross takings for sales over 500 tickets

Which ever is the greater (A) or (B)

CONDITIONS

The applicant applying for free use of the amphitheatre will be required to:

- **Pay a Bond of \$550** to the Harvey Visitor Centre, which is refundable following a satisfactory inspection of the facility after the hirer's use
- The hirer shall furnish a reconciled statement of ticket sales for the event
- Complete the necessary booking application form
- Attach to the application form a copy of the current public liability insurance policy
- Take full responsibility for the cleaning up of structures and landscape.
- Recognise on all promotional literature for the event to be held at the amphitheatre, that the Harvey Visitor Centre is the booking agent
- Ensure all power boxes are locked on departure (stage front and rear).
- Observe all rules and safety procedures put into place for the good conduct of the amphitheatre
- The hirer/user shall advise the Harvey Visitor Centre of any event where more than 300 people are expected to be present
- **Contribution of \$41.20 per hour for Power** costs apply for evening use (after 6.00pm). Evening use by special arrangement only (after 6.00pm)
- Not allow the consumption of alcohol at the venue without the written approval of Council. If selling alcohol you must hold a current liquor licence issued by the Licencing Court. Glasses or glass containers are not permitted in the venue
- Limit activities within the boundaries of the "Designated" areas, prescribed for each private use application approved

GENERAL CONDITIONS FOR HIRERS -Where over 300 people are expected

The following procedures are to be applied to all hirers/users of the amphitheatre stage/auditorium:

- The hirer/user shall advise the Harvey Visitor Centre of any event where more than 300 people are expected to be present.
- Where the hirer/user believes that attendances at the event will exceed 300 people, they will be required to:
 - Arrange, at their cost, the delivery and removal of portable chemical toilets to be located at a place in the venue and in numbers to be prescribed by Council's Principal Environmental Health Officer
 - Arrange with Council's Law & Safety Services Dept a traffic management plan.
 - The traffic management plan will provide for the establishment of a secure car parking area for event patrons on the Harvey Sports ground, Harvey High School pick up area or other suitable location.
 - A shuttle bus service to operate between the chosen car parking area and amphitheatre.

No vehicles other than those necessary for the event organizing or transporting of aged/disabled patrons will be permitted to enter the amphitheatre grounds or park within designated areas or on the road verge along Weir Road.

BOOKING APPLICATION FORMS

All intended hirers of the Harvey Dam Amphitheatre are require to complete a booking application form and pay the deposit to secure and confirm such use.

BOOKING AGENT

The Harvey Visitor Centre has been appointed by Council to act as the booking agent for the amphitheatre stage/auditorium.

BOOKING APPLICATION FORM

Harvey Dam / Amphitheatre

CONTACT NAME _____

ORGANISATION NAME _____

ORGANISATION ADDRESS _____

PURPOSE OF HIRE _____

FUNCTION DATE _____ PHONE: _____

TIMES REQUIRED _____ TO _____

(*Please X appropriate box)

FREE FOR HIRE (non-profit organisations) must pay bond, electricity & cushion hire.

PRIVATE FUNCTION: Reunion, Wedding, Business function. (photos no charge)
Bond, hire fee, cushion hire plus \$30.00 per hour after 6pm

PROFESSIONAL / COMMERCIAL GROUPS OR ORGANISATIONS
Bond, hire of \$180 per day, cushion hire plus \$41.20 per hour after 6pm.

_____ # OF PEOPLE EXPECTING TO ATTEND FUNCTION

NO ALCOHOL OR LIQUOR LICENCE # _____

BOND PAYMENT

A Bond Payment of \$550.00 needs to be submitted to secure this application. (Not negotiable)

PUBLIC LIABILITY INSURANCE

A copy of the applicant's current public liability insurance policy needs to be submitted with this application

HIRER'S ACKNOWLEDGEMENT

I/We have been informed of all conditions of hire of the Harvey Dam / Amphitheatre and agree to abide by same.

SIGNED: _____

DATED: _____

COST:	
550.00	BOND
_____	HIRE
_____	ELECTRICITY
_____	= TOTAL