



PRESENTER INFORMATION

CONFIRMATION OF BOOKING AND PAYMENT OF VENUE HIRE FEES

An executed Theatre Hire Agreement and payment of 50% of the hire fees must be received by Brisbane Powerhouse prior to tickets going on sale to confirm the booking.

The second 50% of hire fees must be received at least four weeks prior to the event.

PUBLIC LIABILITY INSURANCE

The Hirer must provide Brisbane Powerhouse with a copy of their Certificate of Currency for Public Liability Insurance (minimum coverage of \$10,000,000) covering the period of hire.

CAPACITY

Powerhouse Theatre (Black Box)

Standard Mode: 536
Extended Seating Mode: 740*
Flat Floor Mode: 860*
Dance Mode; 353*
Cabaret Mode; 535*

Visy Theatre (Thrust Stage)

Standard Mode: 200
Dance Mode: 112*

Turbine Platform

Intimate Mode Standing Only – 610*
(400 platform +210 gallery positions)
Intimate Mode inc Seating – 361*
(151 seated + 210 standing)

***Note: Modes other than standard incur a venue reconfiguration fee.**

SOUND DESK IN THE AUDITORIUM

The sound desk is located in the control room at the rear of the auditorium (behind the balcony in the Powerhouse Theatre). This room is open to the auditorium and not behind glass. If required, the desk can be relocated into the auditorium and extra charges will apply to reposition. This option requires seats to be held off sale prior to the on sale date. This option is not available after the show has gone on sale.

SIGHTLINES

The Hirer must inform Brisbane Powerhouse if audience sightlines are affected by production elements and prior to tickets going on sale. Brisbane Powerhouse may remove extra seats from sale if sightlines are deemed unsuitable for viewing.

PRODUCTION COSTS

The Hirer is to provide technical information to Brisbane Powerhouse including a schedule, lighting plan, stage plan and equipment list. A production cost estimate (crew and equipment costs) will then be forwarded to the Hirer for approval. These charges will be payable by the Hirer at final box office settlement.

TECHNICAL EQUIPMENT

The hired venue comes with a standard technical equipment allocation (check website for technical specifications). If the Hirer requires extra lighting, audio and AV equipment that are not already included with the venue, it can be hired from the Brisbane Powerhouse equipment stock if available. Brisbane Powerhouse can normally source extra equipment from external suppliers if unavailable from in-house stock. All associated costs will be payable by the Hirer.

The Hirer has the option to supply their own equipment if they choose. This equipment must have a current electrical test tag.

PRODUCTION CREW

In consultation with the Hirer, the Brisbane Powerhouse technical crew will be rostered onto the event to deliver the production to a high standard. A minimum of one technical crew member (two for music gigs) is to be employed in a role approved by Brisbane Powerhouse. All associated costs will be payable by the Hirer.

If the Hirer intends to supply their own technical crew, a discussion on staffing arrangements must take place with the Brisbane Powerhouse Production Services Manager at least eight weeks prior to the event. This discussion will ensure crew numbers are sufficient to undertake the work required and that all crew are of a suitable standard to undertake work in the venue.



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VENUE RECONFIGURATION FEES

A fee will apply to convert the theatre into and out of a non-standard mode.

FRONT OF HOUSE USHERS

Ushers are included in the hire of the theatre. Extra fees apply for non-ticketed events.

Extra front of house charges will apply for Powerhouse Theatre events which utilise the Upper Side Gallery seats (last to be sold).

SECURITY

If requested, security guards can be supplied for events.

Brisbane Powerhouse reserves the right (in consultation with the Hirer) to employ security guards for specific events if deemed necessary.

All associated charges will be payable by the Hirer.

REHEARSAL/PREVIEW INVITED AUDIENCES

The Hirer must inform Brisbane Powerhouse if they intend to invite extra personnel to view a rehearsal or preview performance. Ushers will need to be rostered on to meet workplace health and safety requirements. These costs will be payable by the Hirer.

PENALTY RATES

Penalty Rates (as per the award) apply to all labour charges incurred on Sundays, Public Holidays, between the hours of 12am and 8am or if personnel work over eight hours. Missed meal breaks will also incur penalty rates.

BOX OFFICE – TICKETING

All ticketing is to be managed by the Brisbane Powerhouse Box Office. Fees and Charges apply and can be obtained on application.

ON SALE DATE

An executed Theatre Hire Agreement must be received prior to tickets going on sale and prior to any marketing activity.

The completed production details form outlining dates, times, ticket prices and marketing information must be received by the venue at least two weeks before tickets go on sale. A single 'clean' high resolution image (portrait style) must be received at this time also in order to build the event on the website.

ADVERTISED TICKET PRICE

All advertising must communicate a ticket price inclusive of all fees and charges.

WARNINGS

The Hirer must ensure they communicate appropriate warnings in the production form if the show contains adult content or themes, nudity, coarse language and/or special effects including haze, smoke and strobe lighting.

FINAL BOX OFFICE SETTLEMENT

A comprehensive settlement report will be provided no later than 10 working days after the last event detailing total box office receipts, box office fees and charges, and including other expenses incurred during the period of hire.

An EFT transfer or invoice for balance of receipts or expenses will be issued to the Hirer at this time.

COMPLEMENTARY TICKET ALLOCATION ("E-HOLDS")

An alphabetical list of the names of people collecting complementary tickets is to be emailed to the Box Office one working day prior to the performance. Contact the Box Office Manager to make special arrangements for large collection lists.

HOUSE SEATS AND WHEELCHAIR SEATS

Brisbane Powerhouse withholds from sale up to six tickets per performance as House Seats. (H-Holds).

Up to 16 seats per performance will be held off sale for wheelchair patrons. These seats will be the last released for sale and if demand requires. (A-Holds).



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TECHNICAL HOLDS

The Hirer must advise Brisbane Powerhouse (prior to tickets going on sale) if seats need to be held from sale for 'technical' purposes such as sound desk relocation, sightlines or for filming prior to tickets going on sale. (X-Holds).

MARKETING

All marketing materials must be approved by the Brisbane Powerhouse Marketing Manager prior to going to print.

All marketing is the responsibility of the Hirer.

The event will be listed on the Brisbane Powerhouse website at no cost to the Hirer. A poster and flyers can be displayed in the venue if required.

The Brisbane Powerhouse Marketing Department can provide services including direct mail campaigns, advertising and distribution. Brisbane Powerhouse will charge the Hirer for these services at cost + 10%.

Inclusion in the email broadcast 'Powermail' is at the discretion of the Marketing Manager and is subject to availability of space.

MERCHANDISE AND PROGRAMS

The Hirer is to provide a merchandise sales report at the conclusion of each individual event.

The Hirer has two options regarding how merchandise is to be sold:

- 1) If the Hirer chooses to sell their own merchandise, Brisbane Powerhouse will provide a table and display board in the foyer. The Hirer will be required to provide their own merchandise seller, cash float and electronic credit card facilities. A 10% commission will be payable to Brisbane Powerhouse.

OR

- 2) If requested by the Hirer, Brisbane Powerhouse can provide a merchandise seller (four weeks notice will be required) who will manage the selling and reconciling of merchandise sales (staff charges apply if this option is taken). Revenue from merchandise sales (less labour costs and 10% commission) will be forwarded to the Hirer at the conclusion of the season.

LATE CANCELLATION

Cancellation fees apply to those events cancelled after tickets have gone on sale.

FUNCTIONS

Brisbane Powerhouse has several function rooms available for hire. These rooms can cater for groups ranging in size of up to 120 guests. The outdoor and turbine platform spaces can cater for larger groups.

CATERING (INCLUDING ARTIST RIDERS)

All catering requirements are to be managed by Brisbane Powerhouse.

A quote can be provided on request. All associated costs will be payable by the Hirer.

BARS AND RESTAURANTS

There are two bars/restaurants located at Brisbane Powerhouse; Bar Alto is located on level one adjacent to the main foyer and Watt modern dining is located on the river level.

SPONSORSHIPS

If the Hirer has or intends to obtain sponsorship for the production, they must ensure the arrangements do not conflict with any sponsorship arrangements made by Brisbane Powerhouse.

A copy of Brisbane Powerhouse's Sponsorship/Philanthropy Venue Guidelines is available upon request.

MUSIC LICENSING

Music is protected by copyright law and the Hirer will be required to obtain a licence from the Australasian Performing Right Association (APRA) to publicly perform either live or recorded music. For more information, contact APRA on 1300 13 1060 or visit www.apra.gov.au



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FILMING AND RECORDING LIVE PERFORMANCES

Prior approval must be sought before any filming or photography can take place at the venue. Extra charges will apply if performances are filmed for commercial purposes. The Hirer must advise Brisbane Powerhouse before tickets go on sale if this option requires seats to be held off sale.

ACCESS TO VENUE

Swipe passes that allow the Hirer to access restricted areas of the venue will be organised by the assigned Production Manager and must be returned at the completion of the hire. A \$15 fee will be charged for each card not returned.

DELIVERY

The delivery of any items must be organised through the assigned Production Manager. Deliveries must be clearly labelled. Brisbane Powerhouse does not accept responsibility for damage or loss of merchandise or goods left on the premises prior to, during or after the event.

STORAGE

Due to limited space, Brisbane Powerhouse is unable to provide storage of sets, props or equipment outside of the hire period.

DRESSING ROOMS

All come standard with a shower and toilet.

Powerhouse Theatre
Dressing Room 5 (eight mirrors)
Dressing Room 6 (eight mirrors)
Dressing Room 7 (eight mirrors)

Visy Theatre
Dressing Room 1 (four mirrors)
Dressing Room 2 (four mirrors)

Turbine Platform
No allocated dressing rooms

Extra Dressing Rooms (if available)
Dressing Room 3 (four mirrors)
Dressing Room 4 (four mirrors)

DISABLED ACCESS

Brisbane Powerhouse has full wheelchair accessibility. Allocated wheelchair seats are available in all theatre venues. A central lift provides access for visitors to all levels of the building. Restrooms are also easily accessible throughout.

AUDIO REINFORCEMENT

The Powerhouse Theatre and Visy Theatre are equipped with a loop system (limited devices are available for each theatre) that enhances the listening experience of patrons with hearing impairments.

SOUND LEVELS

Brisbane Powerhouse reserves the right to exercise control of sound pressure levels within any part of the venue. Maximum sound pressure levels are pre-determined and details of the maximum sound pressure levels are available from the assigned Production Manager.

ALCOHOL IN THE THEATRE

Patrons are not permitted to take alcohol into the theatre space unless the event has been organised as a catered event.

SMOKING AND ALCOHOL POLICY

In line with Government Health Regulations, Brisbane Powerhouse is a smoke-free environment. Designated Outdoor Smoking Areas (DOSAs) are provided at different points around the exterior of the building.

A copy of the House Policy and Responsible Service of Alcohol will be provided on application. Brisbane Powerhouse reserves the right to refuse entry or eject intoxicated patrons.

CLEANING AND WASTE DISPOSAL

The Hirer is responsible for keeping the hired venue in a clean and sanitary condition during the period of hire. Extra costs may be charged to the Hirer if extra cleaning is required to return the hired venue to a satisfactory condition.



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INTERNET ACCESS

Access to internet can be provided in dressing rooms if requested. Contact the assigned Production Manager for associated costs. Free Wi-Fi is accessible in all foyer spaces and function spaces.

CONTACT DETAILS

Brisbane Powerhouse

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www.brisbanepowerhouse.org

Box Office

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