



BURLEY GRIFFIN ROOM HIRERS REQUIREMENTS

1 JULY 2025 - 30 JUNE 2026

**Please keep the terms and conditions and hire charges
(SECTION 1) for you records.**

Please return the application form (SECTION 2) to:

Griffith Regional Theatre

1 Neville Place (PO Box 2283), Griffith NSW 2680

PHONE: (02) 6962 8444

EMAIL: theatre@griffith.nsw.gov.au

Owned and operated by Griffith City Council



BURLEY GRIFFIN ROOM - HIRE CHARGES (SECTION 1)

HIRE FEE:

Evening 5.00 pm – 11.00 pm	\$225.00
Full Day up to 8 hours, 9.00 am – 5.00 pm	\$225.00
Half Day (up to 4 hours between 9.00 am – 5.00 pm)	\$175.00
Full Day 9.00 am – 11.00 pm	\$275.00

NB: Set-up fee (below) also applicable in most circumstances

Each additional hour or part thereof \$75.00

Set up fee: \$60.00 - \$85.00 / hr
(See staff costs below)

Use of Kitchen for food preparation \$150.00
Use of crockery and cutlery \$100.00

Morning/afternoon tea per person – Tea / Instant Coffee \$4.00/person
Morning/afternoon tea per person – Orange Juice \$1.50/person
Biscuits with morning tea \$1.50/person

Catering:

Catering organised by the Theatre includes provision of plates, serving implements, napkins etc.

The options below are for a minimum of 10 people. If you require catering for less than 10 people, please note you will still be charged for 10 people.

- Sandwiches: \$12.00 per person
- Selection of slices: \$8.00 per person
- Fruit Platter: \$65.00 - \$90.00 each depending on size
- Selection of hot food (pies, pizza etc): \$15.00 per person

Self catering: We appreciate that we have limited range of catering available, so if you require something different from the selection above, organising your own catering for events in the Burley Griffin room is permitted.

Please note, if you choose this option, Theatre staff will not be allocated to assist with delivery or presentation of food. You (or your delegate on the day) will need to be responsible for organising and accepting delivery of the catering, for presentation of the food on buffet table (supplied by Theatre), provision of plates, napkins, cutlery, serving implements and so on. You will also be expected to clean up after food service and dispose of all waste in the rubbish bins provided.

If you require the Theatre to supply plates, napkins etc for your own catering, a service charge will apply, starting at \$30 (dependent on number of people).

Please note: Tomato Sauce is NOT provided when self catering

If your catering is organised by the Theatre, we will allocate staff to assist with all the above and provide all necessary serving ware, and clean up after food service.

Tablecloths (if not using our catering) \$10.00 each

Supply of Plates/Napkins/Cups etc (if not using our catering) \$30.00 min charge
\$1.00 pp thereafter

Bar Facilities

The Griffith Regional Theatre has an on-license. Please discuss your bar requirements with the Theatre Manager. Corkage: wine only, on prior agreement - \$8.00 per bottle

HIRE EQUIPMENT AVAILABLE

Piano	\$50.00
85" Smart TV & PC	\$100.00
Logitech Meetup Camera for Zoom/Teams Meetings	\$40.00
(for performances) Lighting Desk and Lights (per session)	\$150.00
(for performances) PA System (with sound desk)	\$150.00
Stage Riser	\$40.00

STAFF

At least one staff member must be on duty at all times that any part of the Theatre is occupied.

Staff (Front Of House)

FOH Manager (week day)	\$70.00 / hr
FOH Manager (Saturday)	\$85.00 / hr
FOH Manager (Sunday)	\$95.00 / hr
Usher (week day)	\$60.00 / hr
Usher (Saturday)	\$75.00 / hr
Usher (Sunday)	\$90.00 / hr

* Public Holiday Fees and charges will apply – quotation available on request

Staff (Technical)

Manager (week day)	\$70.00 / hr
Manager (Saturday)	\$90.00 / hr
Manager (Sunday)	\$105.00 / hr
Lighting/Stagehand (week day)	\$60.00 / hr
Lighting/Stagehand (Saturday)	\$75.00 / hr
Lighting/Stagehand (Sunday)	\$85.00 / hr
Sound Engineer (week day)	\$70.00 / hr
Sound Engineer (Saturday)	\$80.00 / hr
Sound Engineer (Sunday)	\$95.00 / hr
Bump in/out (week day)	\$60.00 / hr
Bump in/out (Saturday)	\$75.00 / hr
Bump in/out (Sunday)	\$85.00 / hr

* Public Holiday Fees and charges will apply – quotation available on request

Extra Cleaning

Hirers are responsible for ensuring the facility is left in a clean and tidy condition. Fees will be charged if extra cleaning is required.

CONFIRMATION OF HIRE

Burley Griffin Room will be confirmed on return of the signed Hire Agreement. A deposit is generally not required but may be requested (at the Theatre's discretion).

BURLEY GRIFFIN ROOM - CONDITIONS OF HIRE

1 - DEFINITIONS

In these conditions, unless inconsistent with the text or the subject matter, the following definitions shall apply:-

“BGR” shall mean the Burley Griffin Room at Griffith Regional Theatre.

“Theatre” shall mean the Griffith Regional Theatre

“General Manager” shall have the meaning ascribed in the Local Government Act, 1993.

"Hirer" means the person, corporation, business or association making the application for hire

2 - APPLICATION

- (a) Application for the use of BGR shall be made to the Griffith Regional Theatre upon the form supplied, shall be signed by the applicant, shall state the purpose for the hours during which the Centre is required and shall contain the applicant's undertaking to comply with these conditions, and;
- (b) Where the application is made on behalf of an organisation or body of persons, the applicant shall state the name of such organisation and the authority of the applicant for making such application.

3 - CONFIRMATION OF BOOKINGS

A booking shall only be confirmed up on the lodging of an Application & Agreement for Hire form

4 - CANCELLATION OF BOOKING DATES

- (a) All cancellations shall be advised to Theatre in writing.
- (b) Where the cancellation is made within fourteen (14) days, deposit is refunded.
- (c) Where the cancellation is made less than fourteen (14) days of the booked date, the hirer will be responsible for the cost of hire of the BGR
- (d) The Theatre Coordinator shall determine the case for refund monies when cancellation is due to circumstances beyond the control of the hirer.

5 - VARIATION IN CHARGES

Theatre reserves the right to vary the fees and charges, as set out in the Schedule to these conditions at any time without notice.

6 - LIMIT OF HIRING

The hirer shall only be entitled to the use of the particular part or parts of the BGR hired, and shall vacate same punctually at the time specified. The Theatre reserves the right to let any other portion of the Theatre for any purpose at the same time.

7 - FREE ACCESS

The General Manager, the Theatre Manager and any officer or officers of the Council whom the General Manager may appoint, shall at all times and notwithstanding any hiring, be entitled to free access to any and every part of the Theatre.

8 - SUB-LETTING

No portion of the Centre shall be sub-let or any tenancy transferred or assigned without the written consent of the General Manager.

9 - REFUSAL TO LET

It shall be at the discretion of the Theatre to refuse to let the BGR in any case and notwithstanding that the Theatre may have agreed to the letting of the BGR or that these conditions may have been accepted and signed the Theatre shall have the full power, if it sees fit, to cancel such letting and direct the return of the hire fee and/or bond so paid, and the hirer hereby agrees to accept the same and be held to have consented to such cancellation and to have no claim at law or inequity for any loss or damage in consequence thereof.

10 - DECORATIONS

NO confetti is to be used within the property, and ALL decorations are to be removed. NO tape is to be fixed to the paint work

11 - DAMAGE

- (a) The floors, walls or any other part of the Centre or any curtains, fittings or furniture, including tables, chairs, crockery, cutlery, urns etc shall not be broken, pierced by any nails or screws or any such matter, or in any other way damaged. The hirer shall be responsible for making good any damage.
- (b) If the hirer fails, neglects or refuses to make good or repair any damage for which he/she is responsible under these Hire Conditions, the Theatre may make good and repair any damages. The Hirer shall pay the Theatre upon demand, all sums of money reasonably incurred by the Theatre in so doing.

12 - CLEANLINESS

All areas of the BGR, including the kitchen and toilets, are to be left in a clean and tidy state. If the hirer refuses, fails or neglects to leave the premises in a satisfactory condition or desires the cleaning to be the responsibility of the Theatre, a private contractor shall be hired and any charge imposed shall be paid by the hirer.

13 - SMOKE FREE ZONE

Smoking is NOT permitted within the Centre.

14 - THEFT

Neither the Council, Theatre nor its servants will be liable for any loss or damage sustained by the hirer or any persons, firms or corporations entrusting to or supplying any article or thing being lost, damaged or stolen unless such loss, damage or theft is caused by the act

or omission of the Council, Theatre or its servants. The hirer hereby indemnifies the Theatre against any claim by any such person, firm or corporation in respect of such article or thing except where such loss, damage or theft is caused by the act or omissions of the Council or its servants.

15 - INSURANCE

The hirer shall not do or neglect to do or permit to be done or left undone anything which will affect the Theatre's insurance policy or policies relative to the fire and public risk in connection with the building and the hirer hereby agrees to indemnify the Theatre to the extent that such policies are affected through any such act or commission or omission.

16 - INDEMNITY

The hirer indemnifies the Theatre from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending and settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Theatre; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

resulting from or by reason of anything done or omitted to be done by the Hirer arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

17- DISPUTES

In the event of any disputes or difference arising as to the interpretation of these conditions or of any matter contained therein, the decision of the General Manager thereon shall be final and conclusive.

18 - LIQUOR

The Griffith Regional Theatre is licensed to serve alcohol. Alcohol that is not supplied and served by staff of the Griffith Regional Theatre may not be consumed on the premises.

19 - COMPLIANCE WITH FIRE REGULATIONS

The hirer shall comply with all directions given by any competent authority including the Chief Officer of the Fire Brigade and any person holding a like appointment in any way relating to the conduct of the venue and shall comply with all rules, regulations and directions with regard to fire precautions.

20 - HIRE SUBJECT TO CONDITIONS

Any engagement of any kind of the hall or rooms accessory thereto, shall be subject to these conditions, and the hirer shall be deemed to be aware of all such conditions.

People who hire the Burley Griffin Room have to be pro-active in Griffith City Council's reporting procedures in regards to any incidences that occur in and Griffith City Council buildings.

BURLEY GRIFFIN ROOM - HIRERS AGREEMENT

(SECTION 2)

HIRER :

YOUR ABN:

CONTACT PERSON:

ADDRESS:

PHONE NO:

EMAIL:

BURLEY GRIFFIN ROOM - ABOUT YOUR EVENT

TITLE OF FUNCTION/EVENT

TYPE OF EVENT	Theatre	Meeting
	Seminar	Exhibition
	Music	Other

DATE/S OF FUNCTION/EVENT

STARTING TIME FINISHING TIME

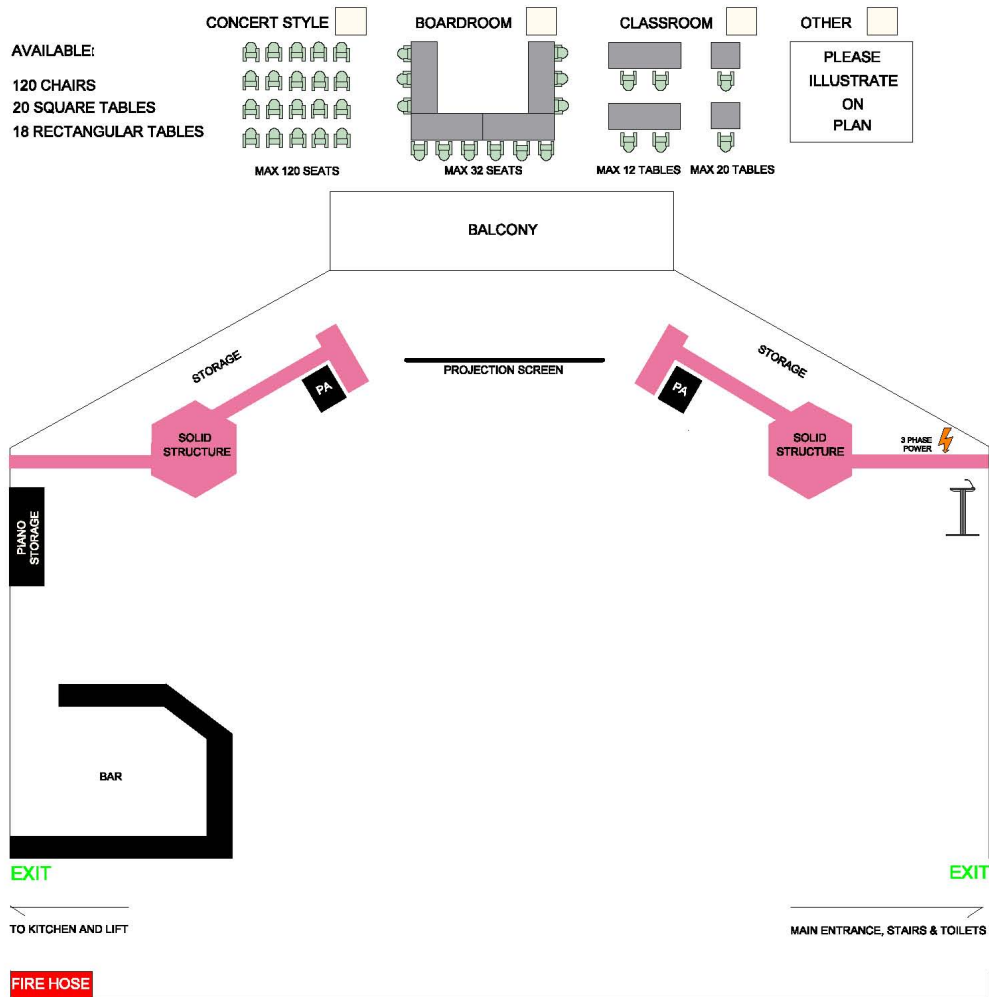
TIME ACCESS TO THE VENUE IS REQUIRED *

* Access outside of business hours (9-5 Mon-Fri) will incur additional staffing fees

INTERVAL/BREAK TIME (if applicable)	Morning Tea
	Lunch
	Afternoon Tea

NO. OF PARTICIPANTS EXPECTED

ROOM SET UP (TICK ONE)



PLEASE USE ABOVE PLAN TO SHOW YOUR PREFERRED ROOM ARRANGEMENT
(INCLUDE MICROPHONE, LECTURN AND ADDITIONAL SPEAKER PLACEMENT IF REQUIRED)

* ACCESS TO VENUE PRIOR TO 8:00AM WILL INCUR AN ADDITIONAL FEE

BURLEY GRIFFIN ROOM

NOT TO SCALE
BY JOHN MATKOVIC

BURLEY GRIFFIN ROOM - CATERING

WILL YOU BE SERVING FOOD? YESNO

DO YOU REQUIRE THEATRE TO ORGANISE YES NO

The Theatre requires notification at least 14 days prior to your event if you would like us to organise catering for your function.

DO YOU REQUIRE:

USE OF THE KITCHEN? YESNO

URN ONLY YESNO (Supplying own tea/coffee/milk/cups etc)

TEA/COFFEE etc. YESNO (\$4.00pp)

BISCUITS YESNO (\$1.50 pp)

ORANGE JUICE YESNO (\$1.50 pp)

Please indicate your selections below, or discuss other options with us.

Please note the charge for catering below will be based on a minimum of 10 people.

* Mixed Sandwiches: \$12.00 per person YESNO

Time of service: On arrival / Morning Tea / Lunch / Afternoon Tea / Other

* Selection of slices: \$8.00 per person YESNO

Time of service: On arrival / Morning Tea / Lunch / Afternoon Tea / Other

* Selection of hot food (pies, pizza etc): \$15.00 pp YESNO

Time of service: On arrival / Morning Tea / Lunch / Afternoon Tea / Other

* Fruit Platter: \$65.00 - \$90.00 depending on size YESNO

Time of service: On arrival / Morning Tea / Lunch / Afternoon Tea / Other

Other catering selections available on request

Please advise any special dietary requirements:

(Please note – special dietary requirements may incur additional charges)

WILL YOU ARRANGE YOUR OWN CATERING? YESNO

IF SO PLEASE PROVIDE CATERING CONTACT

DO YOU REQUIRE THE BAR TO BE OPEN?

YES NO . . .

(The Theatre is licensed for the sale and supply of alcohol on-site. All alcohol must be served and supplied by the Theatre. If you wish to open the bar, please contact the Theatre Manager to discuss your options)

BURLEY GRIFFIN ROOM - TECHNICAL REQUIREMENTS

The hire of the BGR includes a basic PA with one microphone, whiteboard and lectern. All other equipment is available for hire.

WILL YOU REQUIRE:

BASIC PA (Free of Charge)	YES	NO
WHITEBOARD (FOC)	YES	NO
LECTERN (FOC)	YES	NO
85" Smart TV with connected PC (\$100)	YES.	NO
Logitech Meetup Camera For Zoom/Teams Meetings (\$40)	YES.	NO

PLEASE NOTE:

PC has - Zoom, Microsoft Teams, Internet Access and Microsoft Office Installed

TV has a standard HDMI connection, no dongles or adapters are supplied.

Users utilising their own supplied laptop will need to ensure they can connect via a standard HDMI, or that they have a dongle/adaptor to enable use of standard HDMI.

Presentation clickers are not supplied, however the supplied PC does support them.

For Musical or Theatrical Performances:

PIANO (\$50)	YES	NO
LIGHTING DESK/THEATRE LIGHTS (\$150)	YES	NO
SOUND DESK/PA SYSTEM (\$150)	YES	NO
STAGE RISERS (\$40.00 each)	YES	NO

Please contact the theatre's technician if you are unsure of your technical requirements. All technical equipment incurs a set up fee. The lighting desk and sound desk may also incur operator charges. The use of lighting desk and sound desk must be discussed with the Technical Coordinator prior to use)

PLEASE LIST ANY FURTHER SPECIAL REQUIREMENTS

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PLEASE CONTACT THEATRE STAFF IF YOU HAVE ANY FURTHER ENQUIRIES OR REQUESTS

Telephone 02 6962 8444

email: theatre@griffith.nsw.gov.au

APPLICATION AND AGREEMENT

I, of

declare that I am authorised to act on behalf of

Application is hereby made to hire the Burley Griffin Room or such part of the Theatre set forth in this Schedule.

I acknowledge receipt of a copy of the Conditions of Hire and agree that the Hirer shall be bound by and shall observe, perform and fulfill the terms and conditions hereinafter referred to and that such terms and conditions shall be deemed to be incorporated in and form part of this Agreement and that the Hirer shall promptly and punctually pay to the Griffith City Council all moneys which may be now payable or which may hereafter become payable in respect of the hiring or otherwise in respect of this Agreement and the said terms and conditions.

FOR AND ON BEHALF OF THE HIRER.....

SIGNEDDATE.....