



## Bowery Theatre Hire @STACC

*Opened in March 2017, the Bowery Theatre offers a state-of-the art performance facility in Melbourne's west. The versatile venue offers a 202-capacity seating design and stage relationship which makes it an ideal space for performances and events that are intimate and engaging. It perfectly showcases the performing arts, including theatre, dance and music, as well as offering a high quality presentation space for conferences, seminars, keynote addresses, talks and special events. Only a short walk from the St Albans train station, The Bowery Theatre located at St Albans Community Centre (STACC), is an ideal performing arts venue for your next arts or events presentation.*

### Entry and Capacity

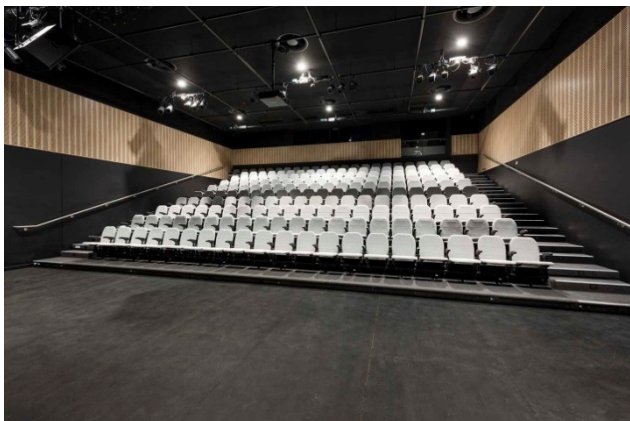
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Entry into the theatre is via the St Albans Community Centre ground floor, past reception. The theatre can accommodate up to 202 people with raked theatre seating. Three wheelchair accessible seats are available in the front row.

### Seating

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Standard theatre seating capacity is 202. The Bowery Theatre can be transferred into a number of different types of seating configurations, the cost of which shall be borne by the hirer. Seats can be retracted to create a space suitable for up to 220 people standing/cocktail, or tables can be set for cabaret at 100 (depending on furniture size). Seating is general admission.



### Dimensions

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The performance space wall to wall (including the auditorium) is 16.55m (L) x 12.4m (W). The standard performance space is 5m (L) x 8.4m (W).

### Features

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Technical specifications and plans of the theatre can be viewed online. However some basic features include:

**FLOORING:** Sprung floor on black masonite wooden sheeting.

**LOAD IN ACCESS:** Load in access to theatre is at ground level, from Princess St via a secure roller door, size 1.9m (W) x 2.2m (H).

**CONTROL POSITION:** Located at the rear of the theatre, the control room houses the sound, lighting and audio-visual operations. All electrical equipment entering the building must carry the appropriate test and tag documentation.

**DRESSING ROOMS:** Two dressing rooms (6 pax each) with accessible ensuite bathroom, equipped with toilet and shower. Mirrors, lights, clothes rack and show relay / paging.

**GREEN ROOM:** Kitchenette with fridge and microwave. Monitor / TV with show relay / paging. Laundry facility is available.

**REHEARSAL STUDIO:** For up to 10 people, available by prior arrangement. This is located on the first floor.

**PARKING:** There are 30 Council-run parking bays located directly outside the theatre with a parking limit of 3 hrs. Additional parking is available around the theatre; however this can be busy, particularly during (Big Sam's) St Albans Market opening hours (Wed-Sun).

**WORKSHOPS AND STORAGE:** The Bowery has extremely limited storage and no workshop area.

**BOX OFFICE:** The Bowery Theatre Box Office is located in the foyer and is open Monday to Friday 9am to 5pm, Saturday 9am-12.30pm, and 45 minutes prior to the start of performances. The Box Office offers telephone, counter and web sales via the house ticketing system. It is a condition of hire that ticket sales must be through the Bowery Box Office. Bowery Ticketing Terms and Conditions apply.

**FOYER:** A modern and bright foyer for patrons to relax pre and post show, or during interval. Hirers can place signage, posters, flyers up prior to or during their booking, however these must firstly be approved by the Executive Producer. A performance staircase and the outside forecourt are also available for hire. The venue has wifi and is climate controlled.

**KIOSK:** The kiosk is available for function hire and is not currently in permanent operation. Catering is booked by the hirer in accordance with Council procedures. Food and liquor licenses may be required.



## Fire and Security Services

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Hirer and patron safety is paramount. We have strict fire and emergency procedures to which you must adhere. If your production uses a smoke machine, hazer or anything that causes smoke, or has a live flame, notify the Venue Technician prior to bump in.

For performances and events that are outside of regular staff hours, security will be booked by the venue as part of your booking.

## Production Meetings

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It is a requirement of hire that a full production meeting occur at least two weeks prior to bump in. This will be a meeting with the Venue Manager, as well as technical staff and front of house manager.

## Theatre Staff

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Theatre staff, including technicians and front of house staff, ensure that performances and events are delivered to the highest artistic, customer service, and safety standards. The costs of theatre staff for the hire of the theatre shall be borne by the hirer.

**TECHNICIANS:** A Venue Technician must be present at all times when a hirer is in the theatre. The Technician can be used as an operator during performances if required.

**FRONT OF HOUSE:** Front of House staff provide a high standard of customer service. This may include assisting with access, latecomers, ticketing, running times and OH&S.

## Marketing

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Hires can market their performance and event on the Bowery website and via social media. Images, image credits, logos, and text must be provided 10 working days prior to the event. Links to ticketing will be created and shared.

## Access

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- Fully wheelchair accessible
- Gender neutral, accessible bathrooms available
- Service dog friendly
- Hearing enhancement facilities ie. audio loops
- Braille signage including for toilet facilities
- Companion Card accepted

## Additional hire considerations

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**NOISE:** The Bowery reserves the right to impose a noise limit on hires to ensure compliance with OH&S regulations.

**RUBBISH:** All rubbish and extraneous items must be removed from the theatre at the end of bump out.

**INSURANCE:** The hire party – including volunteers, and equipment need to be appropriately insured. The venue's Public Liability Insurance does not cover either. We will require a copy of your Public Liability Insurance prior to the commencement of your hire.

## St Albans Community Centre Important Information

**Opening hours:** Standard staffed hours (9am – 5pm Monday – Friday, and 9am – 12:30pm Saturday). Closed Sundays and Public Holidays.

**Shared Space:** It is likely that community groups will also be using the centre during your performance or event. Council staff can manage noise in communal spaces at their discretion.

**After hours:** Venue technicians, Front of House staff and/or security will be booked for your hire needs. There are no staff at STACC after hours and the front doors do not automatically open.

**Liquor:** It is your responsibility to ensure you have the correct liquor licenses for your performance/event, if required. STACC is not a licensed venue.

**Food:** It is your responsibility to ensure you have the correct food licenses for your performance/event, if required. You must provide a copy of licenses prior to commencement of hire.

**Gaming/gambling:** It is your responsibility to ensure you have the correct gaming licenses for your function, if required.

**Smoking:** Council facilities are non-smoking environments. Smokers must not smoke within 10m of a doorway leading into the Centre.

**Conditions of use:** When you sign the performance contract, you are agreeing to the full conditions of use listed.

## Fees and charges

The Bowery Theatre reviews its pricing each year. The following prices are set up until 30 June 2018. It should be noted by hirers that prices after this time may increase.

### Theatre Venue Hire

Note 1: Not-for-profit rates are payable to organisations that are Incorporated and can show proof of incorporation.

Note 2: Half Day rates are for bookings made: 8am to 1pm **OR** 1pm to 5pm **OR** 5pm to 10pm (including bump in / out).

Note 3: Prices are inclusive of GST.

	Commercial			Not-for-profit		
	Week	Day	Half Day	Week	Day	Half Day
<b>Performance</b>	\$5,330	\$1,065	\$805	\$3,465	\$690	\$520
<b>Rehearsal</b>	\$3,200	\$640	\$480	\$2,080	\$415	\$310

### Theatre Staff Charges

It is a requirement of the hire that theatre staff, including technicians and front of house staff are engaged for performances and events. The costs of theatre staff shall be borne by the hirer. Staff charges a variable and depend on the complexity of the show/event and the requirements of pre-rig, bump-in, rehearsals, performance, bump-out and reset.

A Venue Technician must be present at all times when a hirer is in the theatre. Standard hires require two Technicians for the hire period, however final staff numbers are to be discussed and agreed prior to booking. A Front of House Supervisor, two Ushers and a Box Office Manager are required to service hires.

The overtime rate is paid for hours worked after 10pm Mon – Fri, hours worked after 1pm on Saturday and all hours worked on Sundays. Hours in excess of a 10 hour day will also be subject to overtime rates. Further loading is applied for public holidays.

### Staff rates

	Casual Rate	Overtime Rate
<b>Head Venue Technician, Front of House Supervisor, Box Office Manager</b>	\$51	\$72
<b>Technician, Usher</b>	\$48	\$67

### Ticketing fees and charges

All ticket sales must be through the Bowery Theatre's ticketing system and adhere to [Bowery Ticketing Terms and Conditions](#). The following ticketing fees will be charged to the hirer (all prices include GST):

1. For all ticket sales: \$1.25 (inside ticket charge) per ticket
2. For all ticket sales: 6% of gross box office income
3. For all complimentary tickets: \$0.60 per ticket

## How do I book and pay for a function at STACC?

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1. Hire bookings for the Bowery Theatre must be made a **minimum** of six weeks prior to the first performance.
2. Contact the Executive Producer via [bowery@brimbank.vic.gov.au](mailto:bowery@brimbank.vic.gov.au) or (03) 9249 4600 to make initial enquiry.
3. Complete a Bowery Performance/Event Hire Request Form at <https://bowerstacc.com.au/venue-hire/bowery-hire/> and return it to the Executive Producer. We will assess your request, check availability and email you a response. Please note that submitting a form does not guarantee your booking.
4. Once you have received a response from the Executive Producer, you will need to attend an initial meeting to discuss your performance requirements including technical and front of house requirements. You can also have a venue tour.
5. Following this, the Executive Producer will generate a quote for services based on the meeting's discussion.
6. Once you have received a quote, you will need to confirm in writing that you will proceed with the booking.
7. We will then generate a contract and a refundable bond invoice and send it to you. The contract will also state the approximate event payment (venue hire and technical staff charges) to be paid. An invoice will be sent to you and this amount is due in full at least 10 days prior to the first performance/event. You will also be sent FOH, technical and ticketing requirements that need to be returned ASAP.
8. Upon receipt of your bond payment AND the fully signed contract, your booking will be confirmed. Please note that tickets will not be on sale until the hire is confirmed.
9. You must attend a full production meeting with venue, technical and front of house managers at least 10 days prior to the first performance/event. You will be provided the OH&S handbook and sign on sheet.
10. On the first day of hire you must return the signed OH&S forms otherwise you will be subject to a full induction.