

### STUDIO ONE : INFORMATION & CONDITIONS OF HIRE

#### ACCESS

Closest access to the studio is through Gate 2, High St. On-campus parking is available in designated areas only, please abide by parking rules or you risk being fined. Fines are Police Infringement Notices.

#### ADVERTISING

No advertising is to contain any statement or implication, that the University is associated with the event, other than the provision of the venue, however all promotional material, **MUST** include the name of the venue STUDIO ONE.

Posters should include the name of the producer/company. Please email your program and poster to the CPL for archival purposes.

Posters and leaflets may be distributed on campus, provided University rules are followed. Accordingly, posters may only be adhered to standard noticeboards. If posters are found on pillars, walls and doors they will be removed by Campus Services, and the Hirer may be charged.

The Hirer can paint the removable billboard hanging on the side of the studio.  
**This is NOT to be painted back at the end of the production.**

Please contact the CPL Manager if you would like further information on access to publications on campus. Student publications that accept advertising and have "What's On" lists are Tharunka: 9385 7348 or [tharunka@arc.unsw.edu.au](mailto:tharunka@arc.unsw.edu.au) and Blitz: 9385 7715 [blitzeditor@arc.unsw.edu.au](mailto:blitzeditor@arc.unsw.edu.au).

#### ADVICE (Information for student Hirers only)

The CPL staff can only offer limited advice and please be aware that they are very busy.

Try to get as much information from other students who know the space well. If you need to speak to the Production Manager or Designer get the most out of your requests by:

- making appointments in advance
- turning up on time
- preparing lists of questions, needs, measurements, etc.
- bringing some means of explaining your design concepts (pictures, drawings, etc.)

#### AIR CONDITIONING

There is air conditioning in STUDIO ONE. A 2hr switch is located near the switchboard. Press this switch to activate. The air-con cuts out automatically after 2hrs. To adjust the temperature, please see the Manager.

#### ANIMALS

Animals and birds are not allowed within the studio without prior written approval. Approval must be sought at least four weeks in advance.

#### AUDITORIUM

The studio has seating for 56 (4 rows x 14 seats) however; extra chairs are available if you wish to add more along the sides or the front of the auditorium increasing the capacity to 70. Please keep in mind that this will encroach on the stage space. Houselights are operated from the control corner. Switches for fluorescent lights, heaters and exhaust fans are located near the dressing room entrance.

#### BOOKING

Pencil bookings will lapse after one month. Applications must be made on the Application to Hire form provided. Acceptance of a booking will be in writing following receipt of deposit fee. No booking is firm without written confirmation.

The University may decline a hire and is not obliged to give reason for such refusal. The University at its absolute discretion may cancel a previously accepted booking.

## BUILDING/PAINTING

The building, assembling and painting of sets and props may only be done on the stage itself. Exterior areas may only be used if they are covered with drop sheets. There is a laundry tub in the dressing room for cleaning paintbrushes, rollers, etc.

## CANCELLATION

At least one month's notice is required for a cancellation. If this notice is not given, then the full hiring fee that would have been applicable may be charged.

Deposits to secure bookings are not refundable, irrespective of the date of cancellation. The manager reserves the right to cancel any performance, season or period of hire without notice and without refund or compensation. Contravention of the "Conditions of Hire", studio regulations, and/or University rules are all cause for immediate cancellation.

## CLEANING

STUDIO ONE has no cleaning staff and all cleaning must be done by the Hirer.

- The studio must be kept clean at all times.
- The dressing room should be kept clean and tidy between performances.
- The studio and dressing room must be thoroughly cleaned at the end of each production. Brooms, dustpan, mop and bucket are available in the dressing room.

No part of the studio can be used as a storage space. Anything left in the studio or its dressing rooms after the end of the hire period will be removed and any charges involved will be charged to the user group.

## COST

Details of charges are as per the contract.

**COSTUMES** Costumes may be available for hire at the discretion of the CPL Designer. For further information contact our Designer on 9385 5378 at least four weeks in advance.

**DAMAGE** Damage to the building should be brought to the attention of the Manager at the earliest opportunity. Failure to report damage may result in further charges or loss of facility access. User groups will be charged for the repair/making good of all damage.

## DRESSING ROOM

There is a dressing room with a sink with hot and cold running water, costume rack, shelving, power points, mirrors and chairs. Please note that there are no showers or toilets. Please return all chairs to the dressing room at the end of the production.

## FACILITIES AND EQUIPMENT

Hire of the studio includes use of the equipment and facilities as listed in the "Schedule of Equipment" "Information + Conditions of Hire". In some cases, additional equipment may be hired from the CPL. The Hirer is responsible for maintaining all University equipment in the same condition as at the commencement of the hire period. The Hirer is financially responsible for the replacement of any lost or stolen equipment.

## HIRER'S EQUIPMENT

Permission may be granted for hirers to use their own (or externally hired) equipment. Permission must be requested in writing/email from the Production Manager and will be granted if the equipment is considered compatible with existing systems in the studio and will not prejudice the studio in any way.

## INDEMNITY

The Hirer must indemnify the University, its members, servants and agents from and against all liability for damages, costs, actions, claims and demands which may be made, sustained, suffered or recovered against it or them by any person for injury to person or damage to property however sustained, when using, entering, leaving, within or near the venue during the period of hire.

## INSURANCE

The University accepts no responsibility for accident/misuse of University property, loss or damage to personal property, or the property of the Hirer, who is advised to take out an appropriate policy. This extends to equipment hired from external sources. Hirers are required to provide loss of income/compensation insurance for their employees and volunteers in addition to public liability insurance.

Staff employed by the CPL will be covered by the University's insurance. The Hirer must provide evidence of their public liability insurance to the Manager if requested. The insurance must be with a licensed Australian insurance company, unless otherwise agreed, and must be current and paid in full.

## LAMPS

The studio technician will check that all lanterns are operating correctly at the commencement of the hire period and again during the bump out. Replacement lamps for those that expire during the course of hire (belonging to equipment provided by the University, will be supplied by the CPL. The Manager will prepare an invoice for any other repairs or consumables after bump out. Please contact the Production Manager on 9385 4863 immediately when a fault is noticed.

## LIGHTING

The lighting system has twenty-four dimmers (located in the control corner) and is controlled by a Scenemaster desk. This desk can be operated manually or use pre-programmed scenes. A manual is provided. The house lights can be dimmed from the control corner. Please see the "Schedule of Equipment" for a list of available luminaires.

## PARKING

Parking is not available for hirers of the studio and the University does not provide parking for studio patrons. All parking on campus is free after 7.00pm Mon to Fri and on weekends and public holidays, otherwise all parking signs must be followed. Parking tickets are official police infringement notices. Do not block pedestrian access between the Io Myers Studio and Studio One. Do not block access to the roller shutter entry to the Set Store.

## PROGRAMS

Please include the following blurb in your program:

### CREATIVE PRACTICE LAB (CPL)

The CPL supports teaching and practice-led research across a diverse range of disciplines in the School of the Arts & Media at UNSW.

PRODUCER/MANAGER – Su Goldfish  
PRODUCTION MANAGER – Mark Mitchell  
DESIGNER – Paul Matthews  
COMMUNICATIONS ASSISTANT - Tom Hogan

The CPL manages the School's performance venues, rehearsal spaces and dance studios all of which are available for hire to those who wish to pursue their own creative desires. Contacts: [cpl@unsw.edu.au](mailto:cpl@unsw.edu.au) / 9385 5684 / [sam.arts.unsw.edu.au/cpl/](http://sam.arts.unsw.edu.au/cpl/)

## PROPS

Props may be available for hire at the discretion of the CPL Designer. For further information, phone 9385 5378 at least four weeks in advance.

## RESTORATION OF PREMISES

If the stage area is painted, decorated, scratched or scuffed by use, or damaged by mark up tape used in rehearsals it must be returned to black. This is part of the bump out process. The floor must be painted back with low-sheen acrylic black paint supplied by the CPL at an additional cost to the Hirer. This is to ensure that the stage area is in excellent condition for the next hirer. Please do not use enamel paint or gloss paint on any part of the theatre.

Hirers must supply paint rollers, poles and trays. The bump out technician will inspect the floor and walls and inform the Hirer what restoration is required and supervise the painting.

Hirers are not permitted to store any items in the theatre beyond the booked period of hire. The venue must be cleaned, restored and available to the next hire group at 9am on the day following the end of your hire period.

Any damage to University property brought about by persons and/or patrons related to the hire must be made good at the expense of the Hirer.

## RESTRICTION OF USE

Hirers shall carry out their activities in such a way so as to avoid any interference, (particular by way of sound), with the normal activities of the nearby buildings. Primary consideration must always be given to School events.

No rehearsal, performance, or part of a rehearsal or performance may take place outside the studio.

Firearms or other weapons may not be brought onto campus. Breach of this condition will result in immediate cancellation of hire and escort from the premises. Hirers shall not use the studio for any purpose that injures the reputation of the University.

## RUBBISH

The University will remove any rubbish left outside or inside STUDIO ONE during or at the end of the hire without notice and the Hirer will be charged.

## SAFETY

There is a first-aid cupboard in the Dressing Room. If this is not properly stocked please report to the Production Manager.

All injuries must be reported to the Production Manager immediately and a written report made.

There are fire extinguishers in the entry lobby. Access to these should not be obstructed.

Users are strongly advised to read the instructions available on the fire extinguishers.

Anybody who tampers with, removes or uses the fire extinguishers for any reason other than an emergency will not be able to hire the studio again.

NEVER use the fire hose for any purpose other than putting out fires.

## SEATING ROSTRA

Studio One seats up to 56 on the seating rostra and 70 with chairs at stage level.

The normal end stage seating arrangement may be altered. For any alternate seating arrangement please request hand rails as required.

Any alternate seating arrangement must be discussed with the Production Manager and must provide access to both exit doors.

Any alternate seating arrangement must be set back to the standard configuration at the end of the hire.

The seating rostra may not be painted.

## SECURITY

STUDIO ONE must never be left unlocked and unattended. This also means that the windows must be locked.

STUDIO ONE is a shared space and subject to access by a large number of people. Do not leave valuables, equipment or delicate items in the studio. If items cannot be removed from the venue entirely, pack them securely into the dressing room.

The University accepts no responsibility for and cannot insure against loss or damage.

## SET

Set may be available for hire at the discretion of the CPL Designer. For further information contact our Designer on 9385 5378 at least four weeks in advance.

## SETTING BACK

STUDIO ONE is primarily a teaching space for the School of the Arts & Media. The School makes an effort to keep the space as available as possible for users. However, users cannot impair the use of STUDIO ONE by the School. If part of the hire agreement is to make the space available to the School during the day then all set must be pushed to the walls at the end of each performance, props stored in the dressing room and the space made clean and tidy for other users.

## SETTLEMENT

As per the contract.

## SOUND

Two speakers are provided, which are fed from an amplifier located in the control room. This amp is driven by a small mixer via a graphic equaliser.

A cassette deck, MiniDisc player and a CD player are also provided.  
There are four microphone lines from the front of the stage to the control room.  
More details are available on the "Schedule of Equipment".

#### SPECIAL CONDITIONS

The hiring of the studio does not create any tenancy or partnership between the Hirer and the University. The Manager may make special and additional conditions should circumstances warrant.

Part of the CPL's function is to determine safety, ensure contract compliance and to follow appropriate procedures in the event of hazard, injury or emergency. Advice must be followed at all times.

#### STAFF

A CPL technician will be present at the beginning of your bump in period and at the end of bump out, at times to be prearranged with the Administration & Venue Coordinator. The technician's function is to answer questions, point out contract/regulation compliance issues and give equipment instruction where necessary. He/she is not available as show crew unless arranged before hand. This cost of the technician is included in the studio hire charge and is part of your hire unless another agreement has been reached with the Production Manager.

#### STAGE

The stage is 9.7m x 9.7m and a small plan of the studio is attached. The walls are plasterboard fixed to steel studs. The floor is particle board flooring. Any fixing of set to walls and floor must be approved by the Production Manager.

#### TERMINATION

A hire agreement terminates at the end of the hire period as stated in the hire agreement.  
A hire agreement terminates if payments are not made within the times specified in the contract or if the "Conditions of Hire" are not observed.

#### THIRD PARTY

A third party without the written consent of the Manager may not use the studio. This consent will only be granted where the principal hirer has agreed to the sharing of facilities in writing.

**STUDIO ONE is a licensed public theatre. The Hirer must comply in every respect with any Act or regulation governing theatres and public meeting places and is responsible for any tax or fees charged from time to time in respect of the Event.**

**In particular, the Hirer is responsible for fireproofing as required by law all equipment and materials brought into the theatre by the Hirer and must indemnify the University in respect of any loss or damage sustained by the University or anyone else as a result of the failure of the Hirer to comply with this obligation.**