



## GENERAL INFORMATION FOR HIRERS

### The Magis Performing Arts Centre

The Magis Performing Arts Centre (MPAC) opened in 2017 and is located on the grounds of Loyola College, Watsonia. The Centre features Theatre, Drama, Dance and Music specialist classrooms along with a recording studio, dressing rooms and a large foyer space.

When not required for academic purposes, the venue is available for public hire at the discretion of the College.



### Inigo Theatre

The Inigo Theatre is a state of the art, 500 seat Theatre that is suited for a wide range of dramatic, dance and music performances. The space is also available for conferences, speech nights and presentations. The Theatre features an orchestra pit and half fly tower with an automated hoist system.

### Spaces & Hours Available for Hire

Generally, the Inigo Theatre can be booked both during the day and the evening (when not required for College purposes)

The College is under strict council regulations in regard to MPAC hours of operation. The hirer needs to be aware of these hours before making an enquiry/application.

**Weekdays:** The event may not begin before 8am and must conclude by 10.00pm, the audience depart by 10.30pm and MPAC is closed by 11.00pm.

**Saturdays:** The event may not begin before 8.30am and must conclude by 11.00pm, the audience depart by 11.30pm and MPAC is closed by 12.00am.

**Sundays:** The event may not begin before 9.00am and must conclude by 9.00pm, the audience depart by 9.30pm and MPAC is closed by 10.00pm.

## **Staff**

At all times, when the Inigo Theatre is in use, the College will provide one Theatre Technician and one Duty Manager as part of the hire costs.

Whenever an audience is in attendance, the College will provide one Car Park Attendant and one Head Usher as part of the hire costs. The hirer will be required to arrange two (2) additional ushers and a Box Office Attendant.



The College appointed Head Usher will brief any additional ushers provided by the hirer on OHS procedures.

## **Kiosk**

The use of the Kiosk is optional and if requested, will be open before and during interval for your event. This will be operated by the College, at no cost to the Hirer. Kiosk availability is subject to College approval and availability may change at short notice. The Kiosk does not sell alcohol, hot food or tea/coffee. All sales proceeds will belong to the College.

Inclusion of College staff (as part of the schedule of fees) is non-negotiable.

## **Green Rooms**

For performances the Drama and Theatre Studies rooms will be used as the Green Rooms. MPAC also has two change rooms with shower facilities. These will be included in the hire of the venue.

If you are using the Theatre during school hours, you will not be able to access the Green Rooms or Change Rooms and will need to have your performers/cast sitting in the auditorium.

## **Insurance**

Please note that a minimum of \$20 million cover is required for Public Liability Insurance, supported by a copy of a Certificate of Currency.

## **Bond**

A bond of \$1,000 is required to be paid with the final invoice. The bond will be returned after the hire is completed and all College requirements have been satisfied (See Appendix 1). Any costs associated with breaches of the Conditions of Hire (eg damage) will be determined by the College and charged separately and deducted from the bond. Costs in excess of \$1,000 will also be charged separately and must be paid immediately in order to repair any damages or other costs incurred by Loyola College.

### **Event Interruptions**

The College will not be responsible or take any liability (including reduction in fees) for any interruption (eg. fire alarms, evacuations, lockdowns) to a rehearsal/event.

### **Use of additional rooms/areas and furniture or equipment**

The hirer will incur additional costs resulting from requests made to the Duty Manager prior to or on the day of the rehearsal/event. Such requests may include the use of the Green Room and furniture/equipment. These additional costs may include but are not limited to the costs shown in the Schedule of Fees.

### **Hearing Loop**

Arrangements can be made for patrons with hearing impairments via a hearing loop. Please inform staff of hearing loop requirements prior to the event.

### **Smoking**

Loyola College is a smoke free school. Smoking is prohibited in any facility and anywhere on College grounds. It is the responsibility of the hirer to notify patrons of this regulation.

## **HOW TO HIRE AND SECURE THE VENUE**

1. Complete the **MPAC HIRE APPLICATION FORM** and **CONDITIONS OF HIRE AGREEMENT** and return to the MPAC Booking Officer for consideration and approval by the College.
2. Once approved, pay and submit \$500 deposit and Public Liability Insurance Certificate of Currency (within 7 days of email notification) to confirm booking.
3. Complete and return the **TECHNICAL INFORMATION FORM** up to 6 weeks prior to your event.
4. Attend **TECHNICAL MEETING** to discuss venue and sound/lighting requirements for event.
5. Make required payments by the Due Dates.

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# TECHNICAL INFORMATION

## STAGE DETAILS

### STAGE DIMENSIONS

#### *Without pit lid open*

**Width:** 13.5 m

**Depth:** 11.3 m

#### *With pit lid open*

**Width:** 13.5 m

**Depth:** 9.3 m

### WING DIMENSIONS

#### *Prompt wing*

**Width:** 5.5 m

**Depth:** 8.7 m

#### *Off Prompt wing*

**Width:** 3.7 m

**Depth:** 8.7 m

#### *Stage workshop/loading dock*

**Width:** 4.3 m

**Depth:** 8.7 m

- Half fly tower – 3 currently used for lighting

## LIGHTING

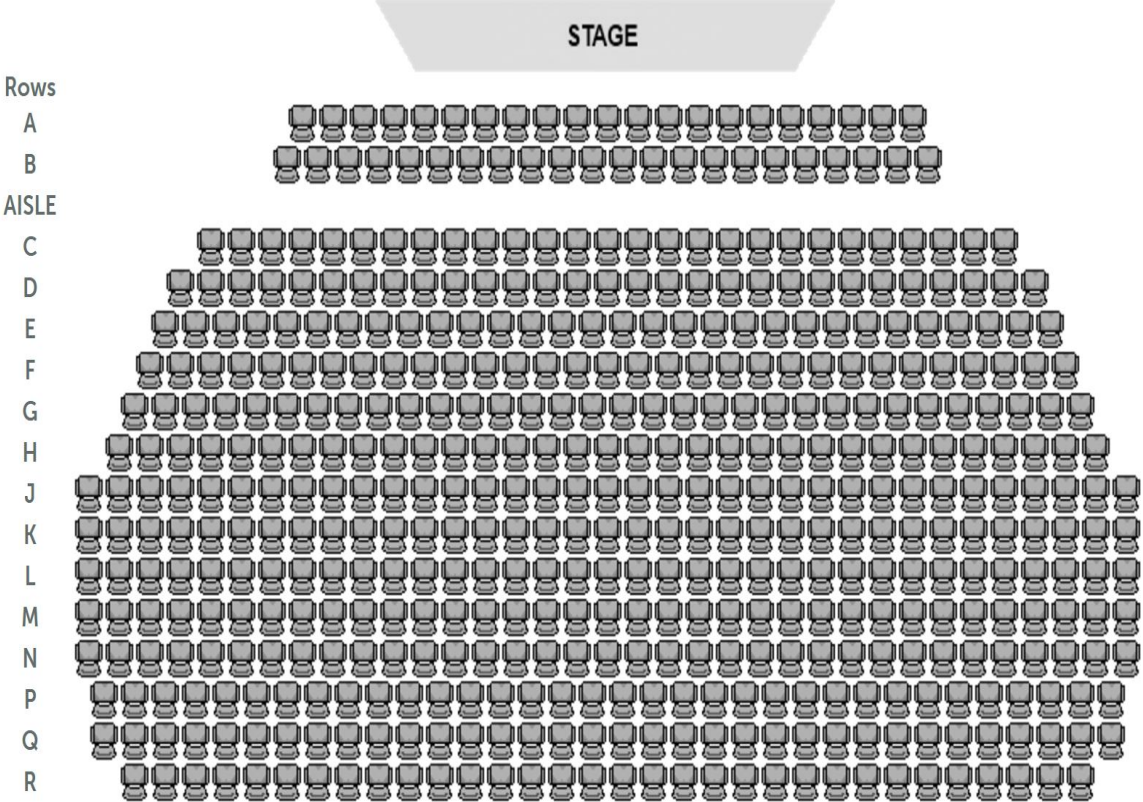
- Range of lighting fixtures including:
  - Parcans
  - Profiles
  - LED colour
- ETC Element lighting board

## SOUND

- 16 Headset microphones
- 5 handheld microphones
- 2 lapel microphone attachments
- Allen & Heath 24 channel sound board

**Loyola provides basic light equipment. Hirer must contact nominated lighting supplier for additional equipment such as hazer machine, moving lights etc.**

# SEATING GRID



# SCHEDULE OF FEES

## INIGO THEATRE HIRE

	<b>Weekday</b>	<b>Weekend</b>	<b>Includes</b>	
<b>Rehearsal</b>	\$290 p.h.	\$310 p.h.	1 Duty Manager 1 Theatre Technician	<i>Minimum 4 hours per day</i>
<b>Use of Green Rooms for Rehearsal will incur an additional charge of \$50 per hour</b>				
<b>Performance/ Competition</b>	\$390 p.h.	\$410 p.h.	1 Duty Manager 1 Theatre Technician 1 Usher 2 Car Park Attendants	<i>Minimum 4 hours per day</i>

*Performance rates apply for combined Rehearsal/Performance bookings*

<b>Seminar/ Conference</b>	\$390 p.h.	\$410 p.h.	1 Duty Manager 1 Theatre Technician 1 Car Park Attendant	<i>Minimum 3 hours per day</i>
<b>Full Day Rate</b>	\$1900	\$2000	1 Duty Manager 1 Theatre Technician 2 Car Park Attendants	<i>Seminar/Conference Only</i>

### EQUIPMENT HIRE/CONSUMABLES (NOT INCLUDED IN VENUE HIRE)

<b>Item</b>	<b>Day 1</b>	<b>Additional Days</b>
Handset Microphone	\$50 per microphone	\$25 per day
Headset Microphone	\$50 per microphone	\$25 per day
Lapel Microphone	\$50 per microphone	\$25 per microphone per day
Communications system	\$35 + \$18 per headset	\$17.50 + 8 per headset per day
AA Batteries	\$1.00 each	\$1.00 each

### OTHER (NOT INCLUDED IN VENUE HIRE)

Additional Cleaning charges – subject to Clause 18 Conditions of Hire Agreement

Additional charges may be applied subject to Conditions of Hire Agreement

*A non-refundable deposit of \$500 must be paid within 14 days of approval of hire.*

*A bond of \$1000 will be payable with the balance of hire fees invoiced one month prior to hiring, and due within 7 days.*

*The bond will be refunded once hiring is completed and College requirements satisfied (refer Appendix 1).*

**All fees are GST EXCLUSIVE**  
**Schedule of Fees subject to change**

# Appendix 1

## Checklist for Hiring – MPAC

Organisation/Group Name \_\_\_\_\_

Contact person/Organiser \_\_\_\_\_

Event Date \_\_\_\_\_

Venue Access time \_\_\_\_\_ Venue Exit time \_\_\_\_\_ Client signature \_\_\_\_\_

Venue Access time \_\_\_\_\_ Venue Exit time \_\_\_\_\_ Client signature \_\_\_\_\_

	Checked by Staff
*Foyer area/carpet clean	
Foyer floors clear of rubbish	
*Auditorium area/carpet clean	
Rubbish removed from auditorium rows	
All items removed from the stage	
Stage Floor (check for deep scratches & damage)	
All items removed from wings	
All items removed from Loading Bay	
Loading bay & Stage Door locked	
Theatre/auditorium lights off	
Stage lights off	
Change rooms clean	
Greenrooms clean & lights off	
Greenrooms locked & lights off	
Corridor doors locked & lights off	
Toilets left in a good condition	

**\*Please record carpet stains (below) in areas used (including auditorium, foyer and green room) and bring to the attention of the hirer prior to their departure**

CONCERNS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Inspection: - \_\_\_\_\_

Inspection carried out by: - \_\_\_\_\_

BOND RETURNED - YES NO