Leven Theatre

Capacity 250

With tiered seating for up to 250 guests, the Leven Theatre is the ideal location for your next conference, film screening, seminar or performance.

The theatre is equipped with stage lighting and a PA system, as well as three spacious dressing rooms will toilet and shower facilities, as well as a the Isandula Room for additional space for your cast, crew or production team meetings.

A kiosk is also available for hirers to sell refreshments.

Free all-day parking is provided in the Patrick Street Carpark, adjacent to the Civic Centre.

The Leven Theatre has both accessible entry and accessible toilet facilities.

Facilities:

- ✓ Stage
- ✗ Kitchen
- ✗ Fridge
- ✗ Oven
- ✗ Tea/Coffee facilities
- ✗ Microwave
- ✗ Tables
- ✓ Chairs
- $ LCD screen
- $ Projector
- $ PA system
- ✓ Accessible toilet
- $ Speakers
- ✗ Bar (BYO alcohol)

16 Patrick Street,
Ulverstone

Isandula Room

Capacity 40

Situated in the heart of Ulverstone, inside the Civic Centre, the Isandula Room is an intimate meeting room included in hire of the Leven Theatre.

The room comfortably seats up to 40 theatre style, or 20 around tables which can be supplied.

The room can be equipped with a large projector screen and whiteboard, perfect for meetings, seminars and workshops or extra space for your production cast or crew.

Free all-day parking is provided in the Patrick Street Carpark, adjacent to the Civic Centre.

A small kitchenette with tea and coffee facilities is available.

The Isandula Room is pram friendly and has accessible entry.

Facilities:

- ✗ Stage
- ✗ Kitchen
- ✓ Fridge
- ✗ Oven
- ✓ Tea/Coffee facilities
- ✓ Microwave
- ✓ Tables
- ✓ Chairs
- ✗ LCD screen
- $ Projector
- ✗ PA system
- ✗ Accessible toilet
- ✗ Speakers
- ✗ Bar (BYO alcohol)

16 Patrick Street, Ulverstone

Public Liability Insurance

Public liability cover is required for all activities and events held in Council-owned venues.

You must supply a copy of your valid insurance certificate at the time of booking. Alternatively, individuals and community groups may purchase insurance from the Council's nominated provider during the booking process.

Conditions apply. Please contact Council's Community Development team for more information.

- The intention of the Scheme is to cover uninsured hirers, provided that the number of hires per hirer does not exceed 52 times per annum.
- Indemnity is only provided to the hirer of the facility and for the duration of such hire. Indemnity is not provided to any other participants/performers/ contractors that may be involved in the hire activity (e.g. a band engaged for a wedding reception).
- It is the hirer's responsibility to ensure these other parties have their own Public Liability insurance in place.
- There is no coverage available where:
  - the hire involves attendance of more than 1,000 people;
  - the duration of hire exceeds five (5) consecutive days;
  - the hire is part of a festival/event. The event organiser should be required to effect their own insurance.
- There is no coverage available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity.
- There is no problem in covering commercial entities for hire activities where there is no monetary gain derived from the actual hire activity and where there is no other insurance in place.
- There is also no problem in covering Not For Profit (NFP) entities who may charge for fund raising purposes.

2024/25 Insurance Rates

Per day $45.00

Annual $160.00

Terms of Hire

1 LIMITATIONS ON OCCUPATION

The Hire of space is limited to the part(s) of the Building as identified, at the times, dates and only for the purposes allowed by the Agreement.

Hire is once off, unless a separate application is made and approved for any hire for occupation or use of the building outside the times and dates as approved, or for a purpose not identified by the Agreement.

The hirer is to clean the venue on the same day of the event unless arrangements have been made with the Council to clean the next day.

A return Hirer does not gain any right to exclusive possession and the Council may at its discretion allow other individuals and groups to also have use of the facility at the same time the building is required by the Hirer or otherwise.

The Council may direct the Hirer to clear space that has been used by the Hirer outside the agreement and this may include removal of goods and chattels of the Hirer if considered necessary.

Celebrations of 18th or 21st birthdays are not permitted at Council facilities.

The Council reserves the right to cancel the Hirer's use of a Building, or to redirect users to an alternate location in the event of:

a the building being required for an extraordinary function or use;

b conditions render the Building unsuitable for use; or

c if the insurance and indemnity requirements of this Agreement have not been completed, are inadequate or have lapsed.

The Council will not be liable for any loss or damage sustained by the Hirer in the event it determines to close a Building for occupation and/or use and has no obligation to provide the Hirer with an alternate location.

The right conferred on the Hirer under the Agreement cannot be and must not be construed by the Hirer as a tenancy.

The Hirer cannot not assign any right of occupation and use approved under the Agreement to any other person, organisation or body.

The Hirer must familiarize themselves with the Building and advise patrons of the location of the toilet facilities and the fire exits.

The Hirer must at the time of hire nominate a responsible person to be the Warden who must inform themselves of the Emergency Evacuation Plan in the Building in the event of a fire or other event which requires the evacuation of the Building.

The Warden must advise all patrons of the location of fire exits at the beginning of hire. In the event of a fire, once the facility is evacuated by all patrons, the Warden is to liaise with the Fire Department upon its arrival.

2 SUITABILITY FOR USE

The Council will take all reasonable measures to ensure the Building is suitable for and remains safe and fit for the approved purpose of use by the Hirer.

The Hirer must satisfy themselves that the Building is safe and suitable in all respects for the approved purpose, a final decision on whether to proceed to use on EACH occasion is the responsibility of the Hirer.

3 COMMERCIAL CATERING

The Hirer is to ensure all persons providing food at this event have a current food licence based on where food is prepared and cooked. If unsure, the Hirer is to contact Council's Environmental Health Officer on 6429 8900.

All food preparation and serving is only to occur in a licensed kitchen area unless approved by the General Manager.

4 INSURANCE

The Hirer shall indemnify and hold harmless the Central Coast Council against injury and property damage claims relating to the Hire and to better protect the Council must arrange and provide proof of adequate public liability insurance cover. A copy of the relevant Certificate of Currency (for insurance coverage) is to be forwarded to the Council.

The Hirer is responsible for ensuring that all persons using the facility conduct themselves so as to ensure that the Hirer is not permitting any breach of the hire conditions.

The Council is responsible for the insurance of its Building against the usual perils including fire and the Hirer shall not do or neglect to do or permit to be done or left undone anything which will affect the Councils insurance policy or policies relating to fire or public risk in connection with the building and the user further agrees to indemnify the Council to the extent that such policies are affected through any such act or omission.

The Council does make available, to approved Hirers, public liability cover under the Council's Community Liability Policy. Hirers that use this policy are required to meet the first $500.00 of any claim.

5 LICENSE AND PERMISSIONS

The Hirer is to comply in every respect with the law including regulations under the Food Act 2003 and the Building Regulations 2016.

The Hirer is to comply in every respect with regulations pertaining to the prevention of overcrowding and/or obstruction of exit and pathway to exits, gangways, passages, corridors or of any part of the building.

The Hirer will not permit or allow the following activities without providing evidence of licences granted, and obtaining written approval from Council for:

a gambling at which either directly or indirectly money is passed as a prize;

b the sale of liquor.

Prior to applying for a liquor licence from the Department of Treasury and Finance, the Hirer is to make a written request to Council two (2) week prior to the event.

The Hirer will not permit or allow cigarettes or tobacco related products to be bought, sold, advertised or promoted in any manner within or from the Building.

Council maintains and supports a "No Smoking" policy within all public buildings and places.

The Hirer is to comply with Live Performance Award and the Copyright Act for any dramatic, musical or other work performed or produced. The Hirer indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred.

If the Building has a portable stage fitted, only authorised persons are permitted to relocate or remove from the Building.

6 BOND

A bond will apply to hire of a venue where any one of the following apply:

a the venue is hired by a casual Hirer for an event or party that is attended by more than 50 people but not for meetings; and/or
b if alcohol is to be consumed.

Where the Council has waived hire fees and charges, a payment of Bond is still required if the event meets any of the above criteria.

7 CLEANLINESS AND SECURITY

The Hirer is responsible to leave the Building and all premises in a clean, tidy and secure manner immediately after the conclusion of EACH use including:

a remove all waste from the Building;
b sweep out all floors, and mop as required;
c turn off all lights, heaters, and disconnect all appliances from the power supply;
d ensure that all doors, windows, gates and the like are closed and securely locked before leaving. If keys are issued the Hirer must strictly control custody and use of keys issued. (Copies of keys are not to be made);
e If a security system is installed, it is to be rearmed; and
f all costs associated with the removal of waste will be charged at cost to the Hirer.

If the Building has a CCTV system installed, the Hirer must ensure the system is not tampered with, or the view of cameras unreasonably blocked.

8 ELECTRICAL EQUIPMENT

All electrical equipment brought in for use at the Building must be in good condition and must have a current electrical test Tag (AS 3760). Power outlets are 10amp or 15amp and appliances/or combination of appliances must not exceed the rating of the outlet. (DO NOT USE 10 AMP PLUGS IN 15 AMP OUTLETS OR FORCE 15 AMP PLUGS INTO 10 AMP OUTLETS) It is recommended that double adaptors/multi plug in power boards and heating appliances are not to be used.

Hirers are not to overload the electrical supply in the Building. Any costs associated with an electrical call out will be on charged to the Hirer at cost and any Bond may be called on to pay same.

9 DAMAGE

Without the prior written approval of the Council the Hirer must not:

a make modification or improvement to any building, equipment, or any part of the facility;
b alter, erect or remove any building, structure, equipment, or vegetation;
c display, affix, paint or exhibit any notice, sign, advertisement, scenery, fittings or decorations of any kind on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior written consent. If written consent is given, all articles and property shall be removed by the Hirer at the end of the function. Unless the Council has given its consent in writing, the Hirer must not permit the use any balls or other sporting equipment in any manner within a building, or immediately adjacent.

The Hirer must not damage, deface or use inappropriately any facility, equipment, in the Building. The floors, walls, any fittings or furniture shall not be broken, pierced by nails or screws, marked by Blu-tack, sticky tape or in any other way damaged. For any damage, defect or fault noted on the Building the Hirer must:

a take immediate action to mitigate any risk to the health or safety of any person or property in the Building and/or to prevent exposure to the risk, including terminating its use of all or part of the Building as required;
b report it to the Council on the next working day immediately following the use;
c accept full responsibility for abuse, damage, destruction or loss of Council property, except for normal wear and tear.

The Council will not be liable for any loss or damage sustained by the Hirer or any other person arising from a decision by the Hirer not to use or to discontinue its use of all or part of the Building.

Reporting of Maintenance/Breakdown Issues: If a building fault occurs during the hire period e.g. water, sewerage, or electricity; the Hirer must contact Council immediately on 6429 8900 during working hours or the afterhours number 64298999. If any repairs or maintenance issues occur, the Hirer is to notify the bookings desk on 6429 8928 during working hours or the afterhours number 64298999.

10 PATRON AND PUBLIC BEHAVIOUR

The Hirer is responsible for the supervision of all people in the Building during the approved period/s of use and is to take appropriate measures for participant and crowd behaviour and control to ensure the safety and security of people and property within and adjacent to the Building. No obscene or insulting language or disorderly behaviour or damage to property shall be permitted in the venue. The Hirer is to be responsible for full observance of these conditions and for the maintenance and preservation of good order in the building throughout the whole duration of the period of use.

11 MATERIALS AND EQUIPMENT OF THE HIRER

The following remain the responsibility of the Hirer and are not the responsibility of the Council:

a Personal belongings, money or private property brought onto the Building by any person;
b Equipment and materials owned, purchased or supplied by the Hirer and brought onto and/or stored in the Building, other than items deemed to form a fixture or fitting of the facility. The Hirer indemnifies the Council against claim for any article or thing being lost, damaged or stolen.

12 INSPECTIONS AND ACCESS BY COUNCIL

The Hirer must provide the Council and its officers and agents with reasonable access to the Building during the period of hire for examining the condition of the Building or for monitoring the compliance of requirements under this Agreement.

Where required and at their discretion, Council staff may personally inspect the Building to ensure compliance with these hire conditions.

In the event of any dispute or difference arising as to the interpretation or compliance of the Agreement, the matter is to be referred to a person nominated by the General Manager, who may be the Director of Corporate Services and the decision of that person shall be final notwithstanding the right of each party for recourse to a process of judicial determination.

13 ENQUIRIES

For further information on Use of a Public Building please contact Council on (03) 6429 8900 or visit the Administration Building at 19 King Edward Street, Ulverstone.

CENTRAL COAST
COUNCIL

For enquiries, please call 6429 8900 or
email bookings@centralcoast.tas.gov.au