

shirleyburketheatre

www.kingstonarts.com.au

Venue Hire



Shirley Burke Theatre
64 Parkers Road, Parkdale 3195
Contact: Centre Coordinator, Tracey Kean
P: 9580 4998
tracey.kean@kingston.vic.gov.au

Office & Gallery hours: Wed-Fri 9-5pm & Sat 12-5pm **Studio hours:** Mon- Sat 9-5pm

THE SHIRLEY BURKE THEATRE RE-LAUNCHES

The grand reopening of Parkdale's Shirley Burke Theatre (following its \$1.7 million refurbishment) took place in April 2012. This much-loved venue was originally opened in 1928 as a cinema and over the years went on to be used as a textile factory during wartime, a public library, a community centre, a community theatre, and will soon reopen to the community as a state-of-the-art, multi-purpose arts venue.

The impressive contemporary design of the new Shirley Burke includes new seating in the theatre for 167 patrons, new lighting and sound equipment, the creation of a new sprung floor rehearsal studio, a box office and bar/kiosk, a new-media visual art gallery, public spaces in the foyer, lounge area with free Wi-Fi and stunning new interiors that pay homage to the building's rich history and art deco vintage.

The Shirley Burke is set to become another performing and visual arts hub for the City of Kingston along with Moorabbin's Kingston Arts Centre. It will be dedicated to the development of arts and culture within Kingston and the Greater Southern Region. The venue will play host to a select program of professional touring shows, whilst providing a platform where the local community can engage in the arts. Community and independent theatre companies such as Mordialloc Theatre Company will continue to bring the stage to life with an annual program of performing arts. The street-facing gallery space will exhibit innovative and thought-provoking new media works by established and emerging artists. www.kingstonarts.com.au

SPACES AVAILABLE FOR HIRE

Theatre:

Our stunningly refurbished theatre is available for hire 7 days a week. The character filled boutique theatre has 167 brand new seats, new lighting, sound and communication equipment and fixtures. It comes accompanied with a stunning bar and box office, dressing room and a sprawling foyer with gorgeous finishes and furnishings.



Studio:

Our upstairs studio space is available for hire 6 days a week. The studio is suitable for rehearsals, dance, workshops and classes.

- 8.5m x 5.8
- Sprung bamboo floor
- Lift access
- Sound Proofing
- Mirrored Wall and retractable wool curtains
- Air conditioned



Foyer & Bar:

The Foyer and Bar can be hired independently of the theatre. The stunning space is suitable for cocktail parties, functions, informal meetings and gets together. The bar and adjoining kitchen provides stainless steel display fridges, a full range of glassware, crockery and equipment available for your use.



G3

Located at the front of The Shirley Burke Theatre, G3 is an innovative visual arts space that seeks to provide an exciting platform for new and contemporary experimentation. We aim to provide a dynamic program of exhibitions from current and emerging artists particularly focussed, but not limited to, performance, installation, video and sculpture. G3 endeavours to offer a space that pioneers thought provoking work and encourages the public to explore contemporary art in an interactive atmosphere. For all Gallery Hire enquiries and applications, please contact Visual Arts Coordinator, Michelle James on 9556 4462 or michelle.james@kingston.vic.gov.au



SHIRLEY BURKE THEATRE HIRE RATES 2019-2020

RATE TYPE	STANDARD RATE Per Hour	SCHOOLS RATE Per Hour	COMMUNITY RATE Per Hour	STAFF INCLUDED IN VENUE HIRE FEE
Theatre Performance Rate	\$ 193hr 5-hour min=\$579	\$164hr 5-hour min= \$820	\$137 5-hour min=\$685	1 Theatre Worker
Theatre Weekly Rate 38 Hours access over consecutive days	\$4404	\$3720	\$3093	1 Theatre Worker
Theatre Rehearsal Rate	\$108hr 3-hour min=\$324	\$ 99 3-hour min= \$297	\$82 3-hour min= \$247	1 Theatre Worker
Theatre Film Screening Rate (including foyer & bar)	\$136 hr 3-hour min=\$408	N/A	\$98 3-hour min=\$294	1 Theatre Worker
Foyer & Bar Hire (suitable for cocktail & private functions)	\$115 3-hour min= \$345	N/A	\$80 3-hour min= \$240	1 Theatre Worker
Foyer Day Rate	\$58 hr	N/A	\$49 3-hour min = \$147	Contact staff for after-hours rates Foyer open during office hours
Studio Rehearsal rate	\$36hr 3-hour min=\$108	N/A	\$25 3-hour min=\$75	Contact staff for after-hours rates Studio open during office hours

Ticketing:

- All ticketed events will be required to utilise Kingston Arts ticketing services, either the **Full Ticketing Service** or **Bulk Ticketing Service**.
- Ticketing includes events that have an entry/event cost, free access events or gold coin donation.

GROUP	PRICE RANGE	
School	Full Ticketing \$1.50	Bulk Print \$1.00
NFP Community Group	Full Ticketing \$2.00	Bulk Print \$1.00 Min charge \$50
Commercial Hirer	Full Ticketing \$2.50	Bulk Print \$3.00 Min charge \$100

Please see ticketing agreements for full details.

Notes:

- Where specified, venue hire includes 1 Theatre Worker to open, secure venue and assist with your event.
- Venue hire includes standard lighting and audio equipment (please see Tech Specs) any equipment not listed on the tech specs will be charged to the Hirer at an additional rate.
- Groups must meet certain criteria to apply for Community Rates. Venue Hire fees do not include additional event services, catering, equipment, staff, insurance or damage bond.

PAYMENTS

Booking Deposit:

A 20% deposit of the hire fee quoted must be received within 7 days of the tentative booking being made. If the booking deposit and completed application form are not received by this date, the tentative booking will be removed from the system to allow access to other hirers.

Balance of Payment:

Invoiced and payable within 14 days prior to the event date. Any additional charges not listed on the initial booking form will be invoiced and payable within 7 days after the booking.

STAFFING

Theatre Worker: The Council Theatre Worker is to be present whenever the theatre/venue is in use and is the primary safety officer of the venue. The cost of the Theatre Worker is included in the venue hire fee. The Theatre Worker is responsible for the general supervision whilst technical equipment is being used within the theatre and assists in overseeing the well being of the audience and assists in providing the best possible conditions for the smooth running of any presentation.

The Theatre Worker is present in a purely supervisory manner and is there to assist whenever needed. It is the hirer's responsibility to provide enough personnel to operate, construct set, dismantle or remove equipment.

Sound & lighting operators:

Council technicians are available to operate equipment at an extra cost to the Hirer. In some cases, under management discretion, the provided theatre worker may be able to operate either sound or lights during a production.

Following a technical induction Hirers are also able to operate their own sound and lighting equipment under the discretion and supervision of a Kingston Theatre Worker. The timing of this induction will need to take place within the Hirers Venue hire times.

Attendants/Crew

It is the responsibility of the Hirer to provide at the Hirer's cost ushers, production and backstage staff as required, box office staff and any other attendants deemed necessary or desirable in consultation with the Theatre Worker or Centre Coordinator. If the Hirer is unable to source adequate staff/attendants, Council can provide required staff at an extra cost to the Hirer.

****The Hirer is to provide 2 Ushers per performance/event**

Ushers will act as event wardens in case of an emergency situation. Ushers are to be briefed concerning the emergency evacuation procedures 45 minutes prior to the performance start time by the Council Theatre Worker. Depending on audience numbers the number of ushers may need to vary. The Centre coordinator will advise on this.

ACCESS

There will be no admittance to the venue without a Council staff member present.

PRE- PRODUCTION MEETING:

The Hirer is to arrange all relevant production staff (Stage Manager, Lighting Designer, Set Designer, and Sound Designer) to attend a production meeting with the Theatre Worker and/ or Centre Coordinator. The meeting needs to take place **at least 4 weeks prior** to the hire period. The Hirer must bring all relevant information regarding needs for lighting, set and sound to this meeting. The Theatre Worker or Centre Coordinator has the right to restrict any aspect of production deemed unsafe. Depending on the activity, the Hirer may need to provide Risk Assessments or Safe Work Method Statements before the hire period. Please see the conditions of hire for more information on technical allowances and use of equipment.

VENUE INDUCTION

The Hirer will need to attend a venue induction on their first day of hire. This will need to take place at least one hour prior to the performance/Hire start time, and will need to be factored into the hirers venue hire times.

TICKETING AND BOX OFFICE

All ticketed events will be required to utilise Kingston's ticketing services, either the full Ticketing Service or Bulk Ticketing Service. Ticketing includes events that have an entry/event cost, free access events or gold coin donation. The prices are listed in the hire fees above and full information is available in the ticketing agreements.

The Box Office space is available for Hirers to use to sell their bulk print tickets. A cash drawer is provided; Hirers must provide their own floats.

THEATRE BAR & KITCHEN

The Theatre bar and kitchen is available for use as part of all Theatre Hire.

FOOD AND BEVERAGE:

BYO food is not permitted at The Shirley Burke Theatre. Hirers wishing to supply food or drink at their event may choose to utilise the services of one of the Council's four compliant caterers or following due process and documentation they may utilise their own caterer. Hirers choosing to serve alcohol may also choose to apply independently for a temporary liquor licence through liquor Licensing Victoria, and stock the bar themselves. Arrangements can be made to chill beverages on site prior to productions.

We have a range of glassware, crockery and kitchen equipment of which Hirer's are welcome to utilise. Please contact the Centre Coordinator for more information.

KINGSTON COUNCIL COMPLIANT CATERERS:

Truly Scrumptious

Ph: 9584 9907

Email – info@trulyscrumptious.com.au

Simply Sensational

Ph: 9578 5100

Website – www.simplysensationalcatering.com.au

The Nutmeg Tree

Ph: 9585 6706

Website – www.thenutmegtree.com.au

ADVERTISING

The Shirley Burke Theatre has an advertising light box at the front of the venue. Hirers are encouraged to make the most of this wonderful advertising opportunity by supplying an A3 poster at least 4 weeks prior to their production/season. Internal poster holders accommodate A2 sized posters.

Please contact the Centre Coordinator to arrange the best time to install your advertising.

SHIRLEY BURKE THEATRE

Getting there:

By Car: 64 Parkers Road Parkdale
Mel Ref: 87 C9

By Train: Parkdale Train Station (approx. 40 metres from Shirley Burke Theatre) Frankston Line.

By Bus: Route no's: 903 & 708

Taxi Rank: Frankston Line, Parkdale

PARKING

There is no on-site parking at the Shirley Burke Theatre. There is a driveway to access the loading dock on the side of the building, and cars are permitted to park here to unload in/out only. All other times the driveway and marked exit path must be kept clear.

There is ample street parking on Parkers Road and Herbert Street. There is also ample unlimited parking along Como Parade West (along the train line) There are two nearby Carparks. One is located on the corner of Parkers Road and Como Pde East (opposite the Parkdale Library) with 30 car spaces, 3P during the day, unlimited in the evenings. The other small carpark is in Alameda Place (behind Parkers Café) 4P during the day, and unlimited in the evenings.

There is one disabled car parking space directly outside the Shirley Burke Theatre.

