

**VENUE
HIRE**

**CASULA
POWERHOUSE
ARTS CENTRE**



**CASULA POWERHOUSE
ARTS CENTRE**

1 Powerhouse Rd, Casula
(enter via Shepherd St,
Liverpool)

Tel 02 8711 7123

[reception@
casulapowerhouse.com](mailto:reception@casulapowerhouse.com)

casulapowerhouse.com



**CASULA
POWERHOUSE
ARTS CENTRE**



Supported by the
NSW Government
through Create NSW

**LIVERPOOL
CITY
COUNCIL**

VENUE HIRE

2020 - 2021

Thank you for your enquiry about hosting your next event at Casula Powerhouse Arts Centre, the hidden gem of Liverpool.

This information package is designed to answer questions you may have about the Centre and hiring spaces for your event.



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With a variety of open and adaptable spaces, as well as professional technical options available, Casula Powerhouse Arts Centre is the ideal environment for all your function needs.



GENERAL INFORMATION

ABOUT THE BUILDING

Built in 1951 by the NSW Electricity Commission, the Casula Powerhouse Arts Centre (then known as the Liverpool Powerhouse), was one of a series of identical buildings erected to supplement electricity production during winter and power shortages. The Powerhouse was closed in 1976, and purchased by Liverpool Council in 1978. The building became derelict over the following decade, and in 1985, the residents of Liverpool decided by public vote that the building should become an arts centre. By 1987, Council had appointed two staff members to oversee the first capital works program.

In 1993, Casula Powerhouse Arts Centre, as it had then become known, was allocated funding in council budgets for the very first time. An ambitious development took place, and the centre opened its doors in 1994. In 2006, stage two of development commenced for the centre. After a 22-month closure, the Casula Powerhouse Arts Centre reopened in April 2008 with significantly improved new facilities.

LOCATION

Casula Powerhouse is located on the banks of the Georges River just past the sprawling Casula Parklands. Vehicle entry is via Shepherd Street Liverpool.

Our address is 1 Powerhouse Road, Casula. (See map on page 20)

TRANSPORT AND PARKING

With Casula Train Station on the doorstep, it is incredibly easy to catch public transport to the centre. We are one stop past Liverpool and a 1 minute walk from Casula train station. If you wish to drive, we have ample parking with two sealed and one overflow carpark. The front carpark has a capacity of 44 cars with accessible parking available. Rear carpark has an 80 car capacity and the carpark to the rear has a capacity of 200 cars.

VENUE INFORMATION

With its unique industrial architecture and modern accents, Casula Powerhouse Arts Centre has the ability to function as a multi-space arts centre and exhibition space, catering for small to large events, theatre shows, movie screenings, concerts, outdoor events, conferences, presentations, and music festivals, with in-house catering and fine dining available.

The Casula Powerhouse Arts Centre is proud to offer a number

of spaces available for hire, all of which are easily accessible. With a variety of open and adaptable spaces, as well as professional technical options available, Casula Powerhouse Arts Centre is the ideal environment for all your function needs.

The venue also boasts our fully licensed onsite restaurant Bellbird Dining and Bar, providing high quality catering and staffing requirements for your next event.

Spaces available:

- Performance Space
- Theatre
- Turbine Hall
- Artists' Studio
- Kids Studio
- Bellbird Awning
- Outdoor Spaces

ENQUIRIES

All further enquiries regarding hire of the venue should be directed to:

Venue Hire and Events Officer
Casula Powerhouse Arts Centre
Locked Bag 7064
Liverpool BC NSW 1871

T: 02 8711 7123
reception@casulapowerhouse.com

Please note: All bookings and events must be approved by the Director. All fees and charges presented are part of Liverpool City Council's Statement of Revenue Policy (2020/2021).

THEATRE

Our 322 seat traditional theatre is ideal for cultural showcases, concerts, film screenings, conferences or sit-down events.

The Theatre provides brilliant acoustics, a high quality sound system and mixing desk, standard lighting rig and lighting desk, dressing rooms, greenroom and a backstage hoist for large sets. The Theatre architecturally designed by Tonkin Zulaikha Greer, acknowledged as one of Australia's most acclaimed architectural practices.

SPECS

Stage Size: 7m deep x 14m wide

Seating Options: Theatre/raked

Seating Capacity: 322

Minimum hire: 4 hours





PERFORMANCE SPACE





An open-plan, practical and intimate space boasting a sprung timber floor and interesting architectural accents.

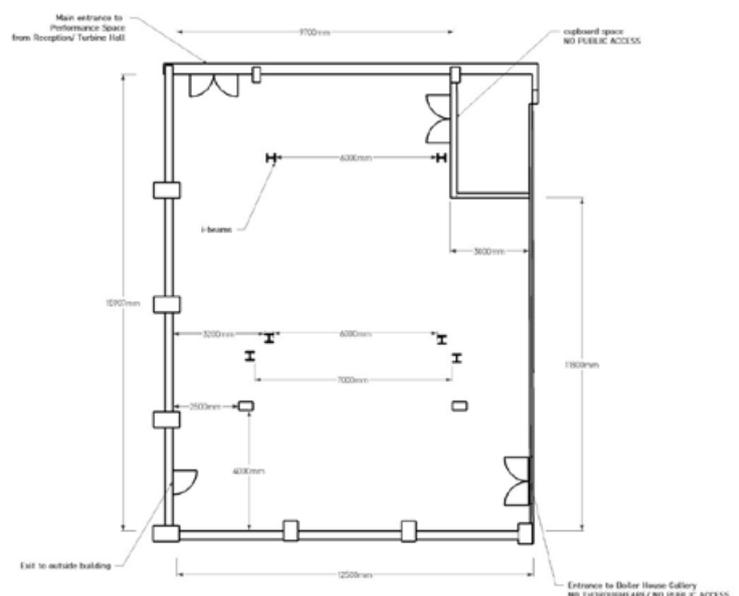
The Performance Space is a versatile space to hold your next conference, meeting, performance, workshop or small scale event. The room is perfect for smaller audiences and events requiring flexible seating and staging. The Performance Space provides mobile lighting and sound as required, staging, projection capabilities and flexible hire options.

SPECS

Floor area: 15.9m long x 12.5m wide

Capacity / Seating Options: Theatre: 80-100
Cocktail: 120
Conference: 40-50
Sit-down Dinner: 40

Minimum hire: 3 hours



TURBINE HALL

The Turbine Hall is Casula Powerhouse's largest and most adaptable space.

With flexible staging, lighting and sound options, the Turbine Hall is perfect for small expos, community launches, sit-down dinners and other large-scale events.

The Turbine Hall is an impressive space that provides flexible hire options.

SPECS

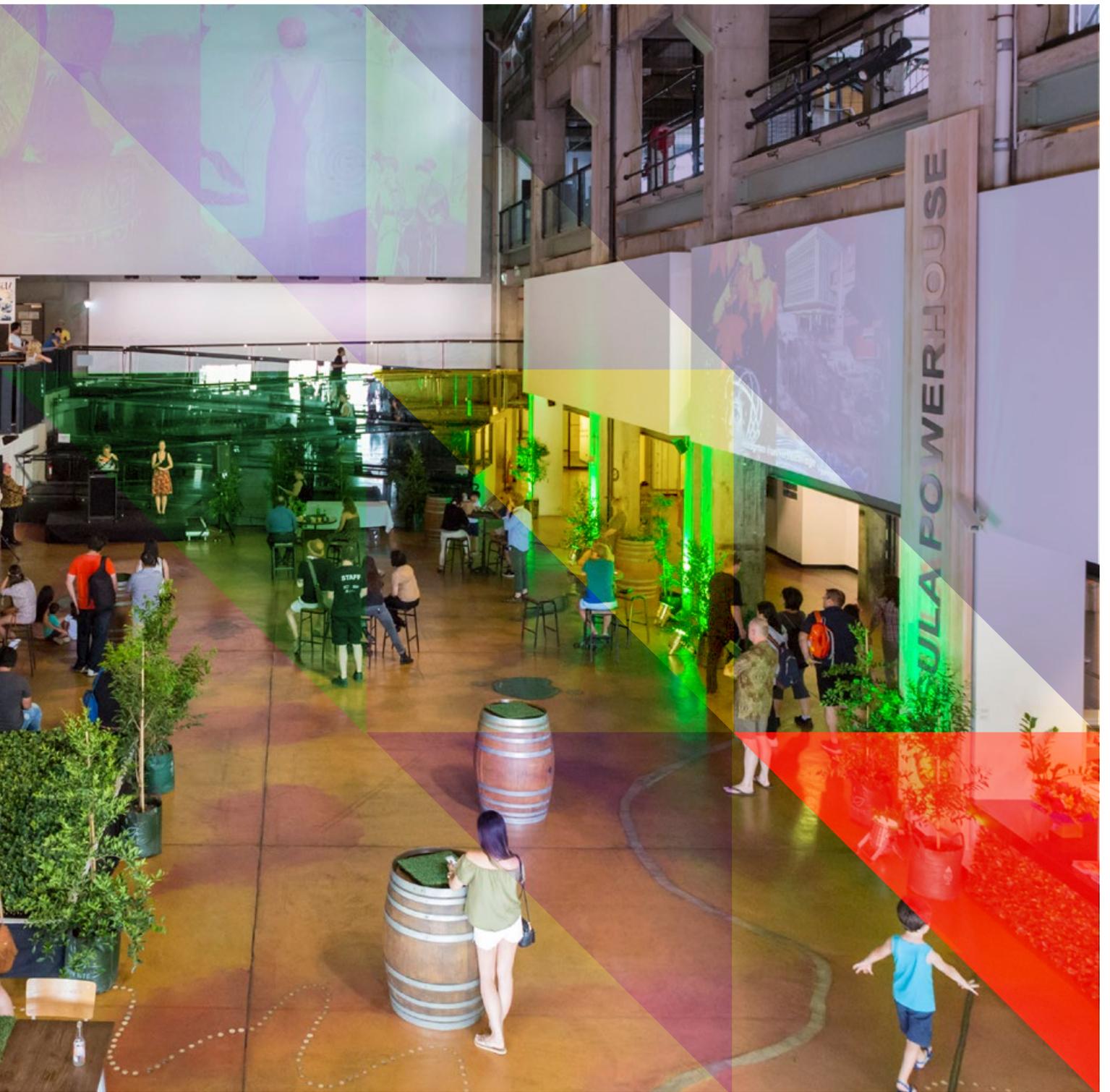
Floor Size: 28.5m long x 12.8m wide

Capacity / Seating Options: Theatre/Conference: 200
Sit-down Dinner: 120-150*
Cocktail: up to 300*
Concert Standing: 400

Minimum hire: 3 hours

* Depending on requirements





ARTISTS' STUDIO





The Artists' Studio is a great small space to host workshops, meetings and other educational style events.

This room is great for small class sizes or for individual artist use. Tables, chairs, food service options and projector, screen and minimal sound capabilities are available on request.

SPECS

Floor area: 10m long x 5m wide

Seating Capacity: 30 (maximum)

Minimum hire: 3 hours



BELLBIRD

DINING & BAR

A great small space to host workshops, meetings, working breakfasts, birthday parties and other small events.

SPECS

Floor Size: 13m long x 6m wide

Capacity / Seating Options: Sit-down Dinner: 65
Cocktail: 78

Hire Requirements: This space can only be hired with a catering package.

Please note availability of this space is dependent on existing bookings and a minimum spend is required for full hire.
AV is available if required at a cost.

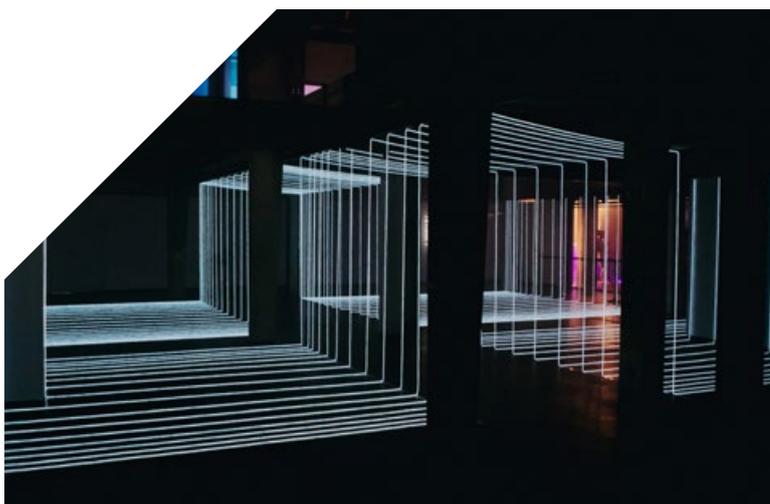




FULL VENUE HIRE

The Casula Powerhouse Arts Centre can be hired in its entirety.

Please note that if other events cannot be scheduled around your hire, it will be considered a Full Venue Stand-Aside. As such, a fee will apply for you to use the entire venue. Application for the aforementioned is subject to approval of the Director, and dependent on availability and exhibitions.



FAQS & HIRING PROCEDURES

WHO DO I TALK TO IF I WANT TO HIRE A VENUE?

The Venue Hire and Events Officer.

Please send any enquiries through to reception@casulapowerhouse.com or contact us on 8711 7123 and staff will respond within 7 business days. Please supply as much information as possible about your event to help us with scheduling and approval processes.

WHAT IS THE BOOKING PROCESS?

Once a pencil booking has been made for a preferred date, it will only be held for 14 days. You must confirm the date within this time frame or the dates will be released.

After you have confirmed the date, you will be supplied with a detailed quote based on your event requirements. You must accept the quote in writing before we issue a Venue Hire Agreement document.

WHAT IS THE DEPOSIT AND BOND AMOUNT?

The bond on any hire in the Theatre and Turbine Hall is \$600.00 and the bond on any small hires of the other spaces is \$60.00.

This amount is refundable on the proviso that the venue venue is left in its original condition after the hire, and no additional resources or consumables are used.

For hires over \$1000 a deposit of 20% is required. The deposit will be retained if the hire is cancelled.

Both of these payments must be made in person or via telephone at least 4 weeks prior to the commencement of the hire.

HOW LONG CAN I HOLD ON TO A DATE?

Pencil bookings after initial enquiries will only be held for 14 days.

WHAT SECTIONS OF THE VENUE CAN I USE?

You will only be allowed to access the areas of the venue as stated on the Venue Hire Agreement unless arranged and booked with the Venue. Please note that rehearsing, dressing or dancing in any of the gallery spaces is not permitted. You may arrange for use of the dressing rooms if you require a space for preparation, or the Performance Space as an additional dressing room.

WHAT STAFF WILL I REQUIRE FOR MY HIRE?

Depending on the size and nature of the hire, you may need at least one staff member from both the Front of House and Technical departments. This will be advised upon a booking request if the venue is aware of the style of your event.

WHEN CAN I ACCESS THE VENUE?

Access to the venue will only be allowed at the time listed on the Venue Hire Agreement. Should additional time be required, you may be charged an additional hire time surcharge, which will

be removed from your bond unless otherwise arranged with the venue.

WHY DO I NEED TO UNDERTAKE A WHS AND VENUE INDUCTION?

You will be required to undertake a WHS and Venue Induction prior to your event. This is to ensure that you are aware of Council policies and processes when entering the venue. The Front of House Supervisor, Technical Supervisor and/or Venue Hire and Events officer or Events Assistant will run you and your emergency contact person through evacuation procedures, WHS information and information about the venue and hiring procedures.

Please ensure that you schedule 20 minutes prior to your rehearsal to run through the induction.

If there is an incident, you will be required to provide details to the Front of House Supervisor to fill out an incident report form, which is a necessity under Council regulations.

I REQUIRE ADDITIONAL RESOURCES ON THE DAY OF MY EVENT, WHO DO I SPEAK TO?

If possible, please notify the Venue Hire and Events Officer of any resources you may require – for example chairs and tables for a ticketing desk. If you require last minute resources that are not pre-arranged, please notify the Front of House Supervisor as soon as possible. Charges may apply.

WHEN MUST I VACATE THE VENUE?

Venue must be vacated no later than 23:00 on the day of hire.

Security is booked to come in and lock up the venue 1 hour after your event ends (if it is of an evening). Your timeslot should have an allocated post-event bump-out included. Any extra time required and NOT pre-arranged will be noted and the price for this will be deducted from your bond.

CAN I ARRANGE MY OWN CATERING?

All catering must be arranged through Bellbird Dining and Bar - please refer to our terms and conditions for further information

DO I NEED SECURITY FOR MY EVENT OR HIRE?

Your Venue Hire representative will advise you if Security is required for your event or hire

MARKETING

CPAC can offer limited marketing support including inclusion on our website, monthly EDM's and social media posts if required. Please request a marketing guide for rates and dates.

MERCHANDISE

Sale of Merchandise – CPAC has financial terms for any merchandise sold in our venue – please refer to our terms and conditions available from our website for further information.

RATES & CHARGES

	Community rate	Corporate rate
THEATRE		
Weekday Hourly Rate	\$137.50	\$192.50
Weekend Hourly Rate	\$192.50	\$275.00
Inclusions: Standard Lighting Rig • LED top wash • Cyclorama lighting - Generic Red, Green, Blue • Front of House warm wash • Front of House cold wash • 6 x Front Profile lights • 9 x overhead Profile lights • 2 x Moving heads at Front of house position Standard Audio • Standard Left Centre Right audio system with complete auditorium coverage • 2 x QSC K12 fold-back speakers located downstage • Music playback via provided media file or USB, HDD External formatted in MP3 for audio and MP4 for video • 2 x wireless microphones	Note: Minimum hire time in the Theatre is 4 hours	
PERFORMANCE SPACE		
Bare Walls Hourly Rate	\$38.50	\$49.50
Full Package Hourly Rate	\$62.00	\$89.10
Full Package inclusions: • Projector, Screen, Laptop and Presentation Clicker included • Standard Audio • Music playback via provided media file or USB, HDD External formatted in MP3 for audio and MP4 for video • Standard Lighting Rig • LED lighting	Note: Minimum hire time in the Performance Space is 3 hours	
TURBINE HALL		
Daytime Hourly Rate (9am – 5pm)	\$77.00	\$110.10
Evening Hourly Rate (5pm – 11pm)	\$165.00	\$220.00
Note: Minimum hire time in the Turbine Hall is 4 hours		
STUDIOS (ARTISTS' STUDIO AND KID'S STUDIO)		
Hourly Rate	\$22.00	\$33.00
Note: Minimum hire time in the Artist Studio is 3 hours		
OUTDOOR VENUE HIRE		
	POA	POA

NOTES

All rates are GST Inclusive.

Penalty rates may apply for public holidays and hires exceeding 8 hours.

The hirer must pay a bond which will be refunded at the conclusion of the hire should there be no extras used.

Use of all consumables and additional equipment will also be charged to the hirer.

Community Hire Rates

If you are not for profit organisation and a registered charity you can claim the Community Hire Rate.

Staff

All rates above do not include staff. Your full venue hire charge will include staff requirements as determined by Casula Powerhouse Arts Centre, and may include, but is not limited to:

- Technical Staff
- Box Office Staff
- Front of House Supervisor
- Front of House Staff (Bar Staff, Ushers, Wait staff)
- Security
- Cleaners
- Traffic Control

ADDITIONAL CHARGES TO BASIC RENTAL

Technical Crew

Monday - Friday (9am – 11pm)	\$62.00/hour
Saturday (9am – 11pm)	\$82.00/hour
Sunday	\$103.00/hour
Public Holidays	\$154.00/hour
After Hours: Monday – Saturday (11pm – 9am)	\$113.00/hour

Staff (Front of House, Box Office, Bar Staff, Ushers, Waiters)

Monday – Friday (9am –11pm)	\$52.00/hour
Saturday (9am – 11pm)	\$62.00/hour
Sunday	\$77.00/hour
Public Holidays	\$92.00/hour
After Hours: Monday – Saturday (11pm – 9am)	\$82.00/hour

Cleaning Fees

Extra Cleaning (over and above bond)	\$200.00/day
Cleaner (after hours or weekends)	\$67.00/hour

Set up fees

Front of House set-up fee (tables, chairs, linen, white board, flip chart)	\$50.00 - \$250.00/day
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SURCHARGES

Party Surcharge	\$550.00 – \$1100.00/day
Public Holiday Surcharge	\$800.00/day
Administration/late fee for technical and venue requirements	\$205.00/hire
Additional Hire Time (overtime/unplanned)	\$307.50/hour

SECURITY AND TRAFFIC CONTROL SERVICES

Security Services are currently provided by Liverpool Councils Contracted Security Provider at the following rates per guard:

Security Supervisor	\$ 110.00/hour
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Security Guards

Monday - Friday	\$45.00/hour
Saturday	\$60.00/hour
Sunday	\$75.00/hour
Public Holidays	\$90.00/hour

Traffic Control

Monday - Friday	\$52.00.00/hour
Saturday	\$67.00/hour
Sunday	\$82.00/hour
Public Holidays	\$97.00/hour

RSA Marshals

Monday - Friday	\$60.00/hour
Saturday	\$75.00/hour
Sunday	\$90.00/hour
Public Holidays	\$120.00/hour

BOX OFFICE

CPAC provides a full box office service including call centre, counter sales and web bookings. All tickets must be sold exclusively through the CPAC Box Office. The hirer must agree to CPAC's policy regarding ticket bookings.

The hirer shall be liable for all refunds of ticket sales and charges

payable in the instance that a performance/event is cancelled, postponed or overbooked. The hirer must agree to comply with the Ticketing Code of Practise as outlined by Live Performance Australia of whom CPAC is a member.

A booking fee will be charged per ticket. Rates will be supplied on request.

The box office phone number: (02) 8711 7123

Opening Hours: 10am – 4pm, 7 days

Seating Plans are available

TECHNICAL EQUIPMENT

CPAC have an onsite technical team to assist you with your technical requirements.

	Community rate	Corporate rate
Laptop	\$42.00	\$60.00
PowerPoint Presentation Clicker remote	\$6.00	\$9.00
Small Portable Projector	\$35.00	\$50.00
Small Projector screen 12"	\$26.00	\$38.00
Large Turbine Hall Projector	\$120.00	\$150.00
Turbine Hall Side Projector	\$88.00	\$125.00
Audio Package Turbine Hall	\$165.00 - \$439.00	\$235.00 - \$626.00
DCP Cinema System (includes screen)	\$600.00	\$800.00
Theatre fast-fold screen	\$280.00	\$400.00
Theatre Cyclorama	\$135.00	\$180.00
LED 70 inch TV on stand including cables	\$63.00	\$83.00
Lectern with microphones	\$75.00	\$100.00
Drum mic kit	\$28.00	\$40.00
Wired vocal with stand or instrument mic with stand or DI Box	\$11.00	\$15.00
K12 Self powered fold back Speaker	\$63.00	\$90.00
Wireless vocal microphones with stand or lapel	\$47.00	\$68.00
Stage panel 1m x 2m with legs (per unit)	\$36.00	\$48.00
Stage panel 1m x 0.5m with legs (per unit)	\$9.00	\$12.00

Notes: All rates are GST Inclusive.

All charges for technical equipment are priced per use and/or per day.

Not all rates are listed here. If you are after something in particular, please contact us for a detailed quotation.

CATERING OPTIONS

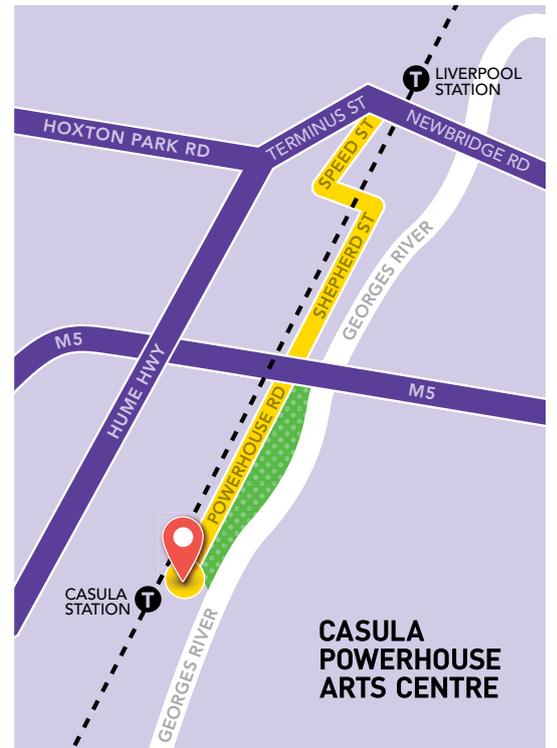
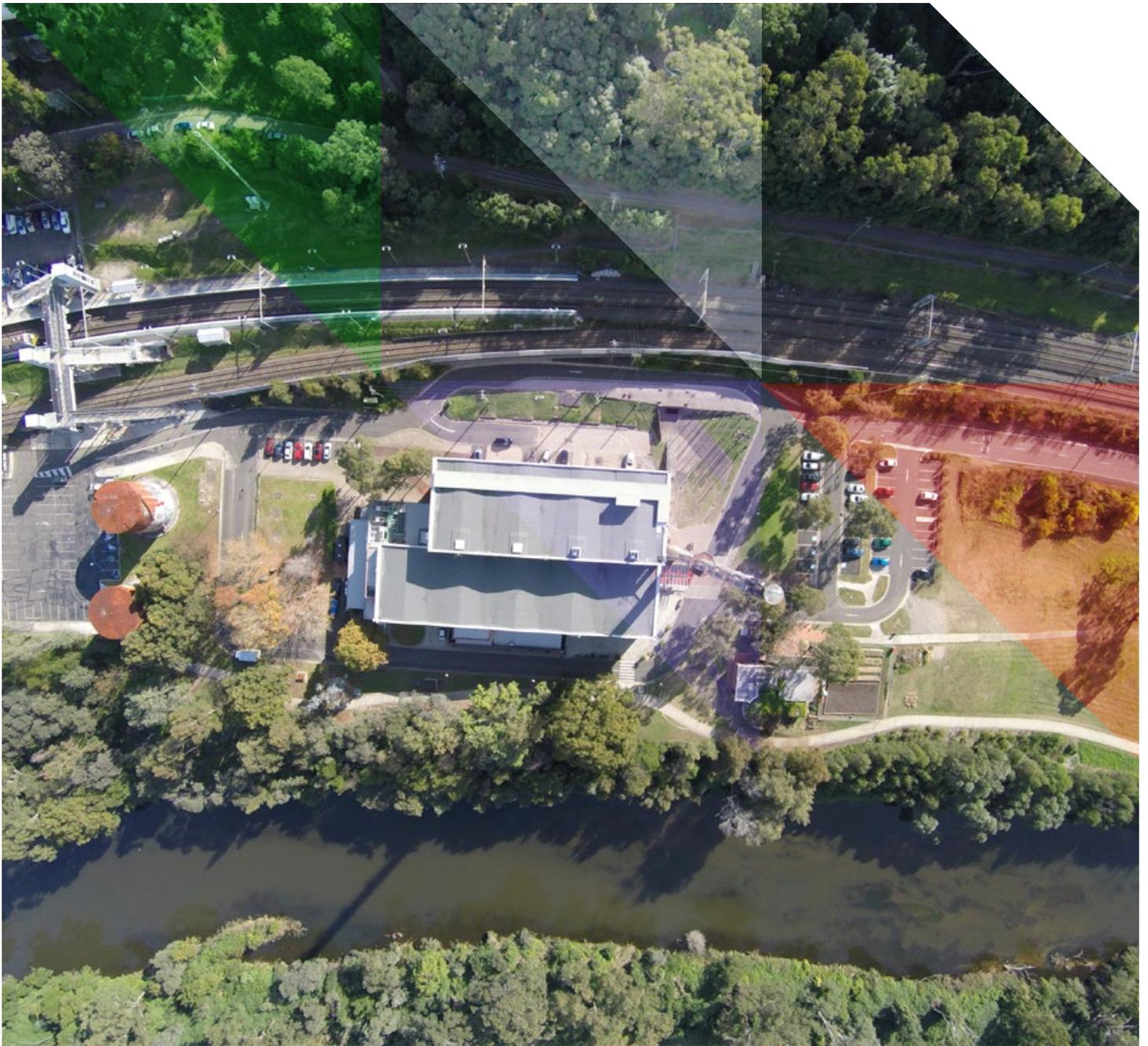
Bellbird Dining & Bar is situated within the Casula Powerhouse Arts Centre, an ideal and unique venue to host your next event. Our experience, commitment and passion translate into truly special events with fabulous food.

Experienced in catering a broad range of events and functions, we are happy to tailor menus and packages to suit your requirements to ensure your day is a great success.

Please email your catering enquiries to your event organiser. For more info on the Bellbird catering packages head to www.casulapowerhouse.com/venue-hire

BAR

The Casula Powerhouse Arts Centre has a licensed, on-premises bar. RSA trained staff must serve all alcohol as per Liquor Licensing requirements.



CLIENT DETAILS

Client Name			
Client Contact Number			
ABN			
Company			
Address			
	Suburb	State	Postcode
Email Address			

EVENT DETAILS

Event Purpose			
Event Title/Name			
Brief description of your event			
Event Day Contact			
Requested times and date/s (Please provide up to 3 options)			
Required space/rooms/venue			
Bump-in times and date/s			
Bump-out times and date/s			
Event times (inc. intermission & time if applicable)			
Anticipated attendance			
Seating Style (if applicable)			
Catering requirements ie. Food & Beverage packages available from Bellbird			
Box Office requirements			
Bar requirements			
Runsheets (please attach)			
Tables, Chairs & Linen Qty	Tables:	Chairs:	Linen:



COMPLETE AND RETURN TO RECEPTION@CASULAPOWERHOUSE.COM

THIS FORM IS ALSO AVAILABLE ONLINE AT WWW.CASULAPOWERHOUSE.COM/VENUE-HIRE

TECHNICAL REQUIREMENTS

Please tick applicable items:

✓	Item	Qty	Notes
	Wireless Microphones		
	Instrument Microphone		
	Drum Kit Microphone		
	Lapel Microphone		
	Self-powered fold back speaker		
	Data Projector		
	Cyclorama		
	Comms		
	Lighting		
	Sound / PA		
	Rostra/Portable stage installation (please include sizing)		
	Additional items or requests (CPAC will do its best to accommodate)		
	Client's own items e.g. backdrop (CPAC approval required)		

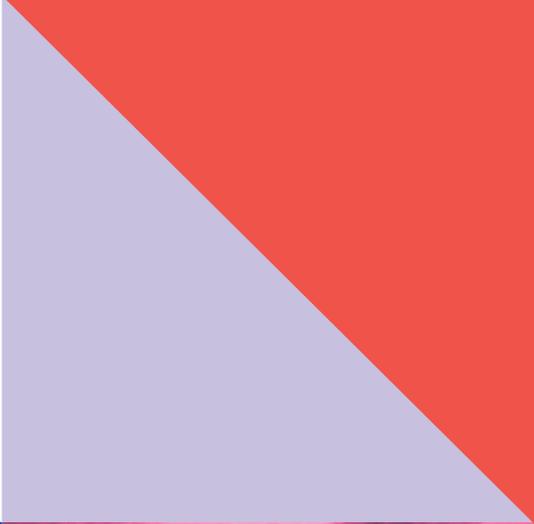
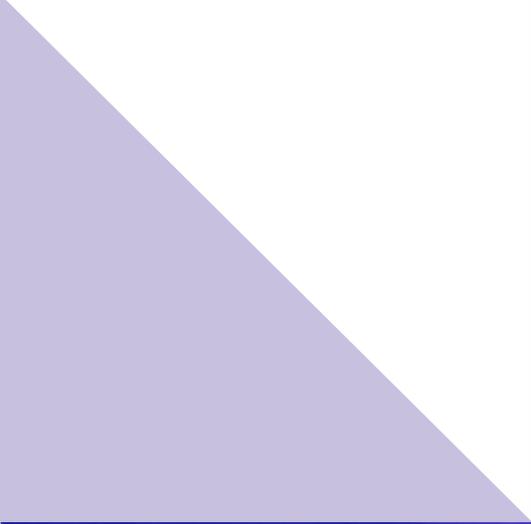
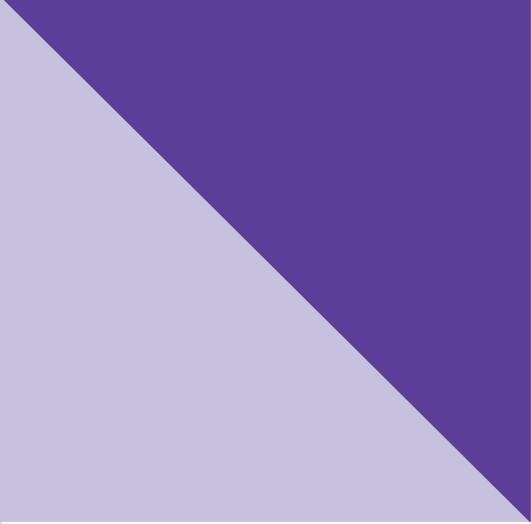
Please note:

- All video content needs to be provided in .mp4 format
- All audio content needs to be supplied on CD or in .mp3 or .wav format



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**CASULA
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ARTS CENTRE**



A CULTURAL
FACILITY OF
LIVERPOOL
CITY
COUNCIL