

Salamanca Arts Centre

The Courtyard Information Kit & Conditions of Hire

For further information please contact:

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The Basics

The Courtyard is located in the heart of Salamanca Arts Centre on Hobart's historic waterfront. It is the perfect place to sit and relax during the day.

The back wall of the Courtyard is a natural rock face, creating a unique backdrop for arts activity. The same rock face continues into the adjacent Peacock Theatre.

The Courtyard has been used successfully for theatrical and dance performances, music recitals, SAC Resident Markets, film screenings, and cabaret. And for the past 20 Years has been the primary venue for the weekly live music event Rektango.

- The Capacity of the Courtyard is maximum **200 people****
**This includes patrons / guests, children, babies, performers, technicians and other crew.
- There are two raised rounded Stage / Platform areas (see Floor Plan Page 20).
The Platform 1 measures 8800mm x 4100mm;
The Platform 2 measures 7200 x 3700mm and has a tree at the center.
- 4 x wall-mounted multicolour LED frontwash lights are focused on the stage.
- Basic furniture (benches and tables) is included in the Venue Hire (see Pages 12).

- The primary entrance is located on Wooby's Lane (via the Willis Arcade). The Courtyard can also be accessed from Salamanca Place via the Morrison Arcade.
- There is limited vehicle access for bump in / bump out (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).
- There is a live music event (Rektango) in the Courtyard every Friday evening between 5:30pm – 7:30pm. The Courtyard is not available to Hire during Rektango.
- There is limited vehicle access for bump in / bump out (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).

Venue Hire Rates

2026 Venue Hire Rates BELOW | Effective 1 Jan 2026
Venue Hire Rates will increase as of 1 January 2027

All Costs are inclusive of GST

Pop-Up Performance / Event Daytime Non-Exclusive Hire	\$100	Per Hire
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Hire Period: between 10:00am - 4:00pm | maximum 4 hours

Event Duration: between 11:00am - 2:00pm | maximum 2 hours

Evening Public Performance / Event Evening Non-Exclusive Hire	\$255	Per Hire
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Hire Period: between 5:00pm - 12:00midnight | maximum 7 hours

Not available Friday evenings due to Rektango

Evening Private Event Evening Non-Exclusive Hire	\$430	Per Hire
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Hire Period: between 5:00pm - 12:00midnight | maximum 7 hours

Not available Friday evenings due to Rektango

Venue Hire Rates include:

- Hire of the Courtyard for the duration of the Hire Period;
- A 30-minute tech familiarisation and induction with a SAC Technician, which includes the setting of basic lighting and sound equipment (Monday – Friday, 9:00am – 5:00pm ONLY);
- Use of Lighting and Basic Audio Equipment (to be operated by approved / Qualified Technicians ONLY*)
**Only approved / qualified personnel may operate the technical equipment in the Courtyard.*
- Access to Courtyard basic furniture (benches and tables).
- Electricity Usage

Venue Hire Rates DO NOT include (unless states in Package):

- Additional Cleaning. Charged at \$55.00 per hour.
- SAC Technician (outside of 30-minute tech familiarisation and induction). Charged at \$55.00 per hour for a minimum 4 / four-hour call (plus penalty rates when applicable).
- SAC Venues Supervisor. Charged at \$55.00 per hour (plus penalty rates when applicable).
- Recording allowance of \$169.88 for each SAC Technician working on a show that is recorded for broadcast or distribution.
- Hire of Additional Equipment (consult Technical Manager prior to your hire)
- Hire of the Kitchen. Charged at \$110 per day.
- Public Liability Insurance.

Conditions of Hire

Date Availability

Due to the location of the Courtyard and the significant sound bleed between the adjacent Venues, the availability of the Courtyard is pending the bookings and scheduled activity in the adjacent Venues (Peacock Theatre, Founders Room, Sidespace Gallery, Long Gallery).

An event cannot occur in the Courtyard if there is already an event scheduled in an adjacent venue.

There is a live music event (Rektango) in the Courtyard every Friday evening between 5:30pm – 7:30pm.

The Courtyard is not available to Hire during Rektango.

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Hire Period

The Hire Period for the Courtyard include:

- Pop-Up Performance / Event

between 10:00am - 4:00pm
Maximum 4 hours.

Performance Duration:

between 11:00am - 2:00pm
Maximum 2 hours.

- Evening Public Performance / Event

between 5:00pm - 12:00midnight
Maximum 7 hours.

- Evening Private Event

between 5:00pm - 12:00midnight
Maximum 7 hours.

All Hire Periods conclude at 12:00midnight at the latest, unless prior approval is received from the Venues Manager.

The BUMP IN and BUMP OUT of your performance / event must occur within the Hire Period. Please account for this when requesting your desired length of Hire Period.

Payment of Deposit

Upon approval of submitted application, the Hirer will be issued with an Agreement for Hire and invoiced for the deposit (generally half of the total Venue Hire). The hire is secured upon the return of the signed Agreement for Hire and payment of the deposit has been received.

Payment of Remainder of Venue Hire

The Hirer will be invoiced for the remainder of the Venue Hire in the month preceding the commencement of the Hire Period. Payment of the remaining Venue Hire must be received prior to the commencement of the Hire Period. Access to the venue will not be granted until payment has been received.

Other Charges

The Hirer will be invoiced for any charges incurred during the course of their Hire Period (such as additional cleaning, hire of SAC equipment and SAC Technical Equipment, SAC Technician charges) at the end of the Hire Period.

Cancellation OR Postponement

Should the Hire be cancelled less than three months prior to the commencement of the Hire Period, the Deposit (50% of the Venue Hire charges) shall be retained by SAC.

Arrangements for postponements shall be at the discretion of SAC and pending the availability of dates.

Relocation to an alternate SAC Venue in the case of wet weather shall be at the discretion of SAC and pending the availability of dates / Venues, and the requirements of your event.

Pop-Up Performance / Event

Pop-Up Performances / Events include: live performance (theatre / dance / music), launches, workshops and markets.

The total cost for the Venue Hire is **\$100 (GST inclusive)** per Hire.

Venue Hire includes:

- Non-Exclusive Hire of the Courtyard;
- Access to Courtyard basic furniture;
- Electricity usage.

This Venue Hire Rate is applicable to daytime performances and events that occur whilst the Courtyard and the Centre are open to the public (9:00am – 5:00pm daily).

Hirers will have NON-EXCLUSIVE ACCESS, as the Courtyard remains a public area from 9:00am - 5:00pm daily. Performances / Events must be open to the public and must not impede access to SAC Retailers, Toilets, Lift or any other amenities, and must allow for the public to move freely throughout the Courtyard.

Pop-Up Performances / Events must be FREE, though online registrations are encouraged for Contact Tracing purposes and monitoring capacity.

Pop-Up Performances / Events may utilise the Courtyard basic furniture (benches and tables) only. No additional furniture may be added to the Courtyard to ensure that public access is not impeded.

Pop-Up Performances / Events cannot serve or sell food or alcohol / beverages.

All Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Rate.

Evening Public Performance / Event

Evening Public Performances / Events include: arts-based activities that are open to the public, such as live performance (theatre / dance / music), launches, workshops and markets.

The total cost for the Venue Hire is **\$255 (GST inclusive)** per Hire.

Venue Hire includes:

- Exclusive Hire of the Courtyard;
- Access to Courtyard basic furniture;
- Electricity usage.

This Venue Hire Rate is applicable to evening performances and events that occur after the Courtyard and the Centre have closed (after 5:00pm daily). The Courtyard remains a public area until 5:00pm daily. Bump In cannot commence prior to 5:00pm.

Hirers will have EXCLUSIVE ACCESS to the Courtyard from 5:30pm - 12:00midnight.

Evening Performances / Events must be open to the public, and can either be FREE or ticketed.

Online registrations / ticket sales are encouraged for Contact Tracing purposes and monitoring capacity.

Evening Performances / Events may utilise the Courtyard basic furniture (benches and tables) and incorporate additional furniture if required.

Evening Performances / Events may serve **complimentary** food or alcohol / drinks ONLY. Alcohol cannot be for sale.

If you wish to have alcohol for sale at your performance, the SAC can operate a Pop-Up Bar for the performance / event at no cost to the Hirer. All Bar Sales are retained by SAC to cover costs of Staff / Stock etc.

Please see **Bar Operations** and **SAC Pop-Up Bar** for more details.

All Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Rate.

Evening Private Event

Evening Private Events include: all non-arts-based activities, and / or events that are Private / Invite Only. Including Private Functions, Corporate and Networking Events, launches, workshops.

The total cost for the Venue Hire is **\$430 (GST inclusive)** per Hire.

Venue Hire includes:

- Exclusive Hire of the Courtyard;
- Access to Courtyard basic furniture;
- Electricity usage.

This Venue Hire Rate is applicable to evening performances and events that occur after the Courtyard and the Centre have closed (after 5:00pm daily). The Courtyard remains a public area until 5:00pm daily. Bump In cannot commence prior to 5:00pm.

Hirers will have EXCLUSIVE ACCESS to the Courtyard from 5:30pm - 12:00midnight.

Evening Performances / Events may utilise the Courtyard basic furniture (benches and tables) and incorporate additional furniture if required.

Evening Private Events may serve **complimentary** food or alcohol / drinks ONLY. Alcohol cannot be for sale.

Please see **Bar Operations** for more details.

SAC does not have in-house Caterers. The Hirer is responsible for the choice of and all costs associated with the Caterers for their event for both complimentary food and beverages Please contact the Venues Manager for recommendations.

All Conditions of Hire, unless exemptions are otherwise stated, also apply to this Venue Hire Rate.

Set Up / Pack Up | Bump In / Bump Out

It is the responsibility of the Hirer to Set Up and Pack Up / Bump In and Bump Out their event.

This includes the setting / removal of any equipment, furniture, decorations etc.

No screws / nails / hooks or other fastenings are to be attached to the Courtyard walls, rock face, floor or other heritage features, or to the Lift.

No glue / tape / double sided tape / other adhesives are to be used on the Courtyard walls, rock face, floor or other heritage features, or to the Lift.

The Hirer will ensure there is no damage to or climbing of the rock face, tree, gardens and sculpture, and is responsible to ensuring all guests abide by this clause.

Any damage caused by the Hirer by failing to abide by these conditions will be charged to the Hirer.

Please contact the Venues Manager if you have any queries in regard to Set Up and Dismount / Bump In and Bump Out.

Painting

No painting of the Courtyard walls, rock face, floor or other heritage features is permitted.

Insurance

The Hirer shall provide insurance cover for Public Liability and for all goods and effects brought on to the premises by the Hirer and the Hirer's representatives. Evidence of Public Liability Cover of a minimum of \$10 million is to be provided to SAC prior to the commencement of the hire period.

Security, Safety and WHS

The Venues Manager or Venues Technician will conduct a Venue and WHS induction with the Hirer during office hours, Monday to Friday. Inductions outside of these times will be charged to the Hirer at Award Penalty Rates.

At the commencement of the Hire Period, the Hirer will be issued with a set of keys and instructed in security and safety procedures. Keys remain the responsibility of the Hirer and should not be passed onto any other person. If keys are lost, the Hirer will be charged for all costs associated with the replacement of keys and locks. All doors are to be secured at the end of each day, and all lights are to be turned off. Fire exits and common passageways are to be kept clear at all times.

Basic Furniture

The Courtyard includes the following basic furniture:

- 7 x wooden tables
- 8 x wooden benches
- 3 x wooden back-to-back benches

The relocation of basic furniture must be negotiated with SAC prior to your Hire Period.

Any damage caused by the Hirer will be charged to the Hirer.

Technical Equipment : Lighting & Audio

The Courtyard has fixed lighting installed, which consists of:

- 4 x wall-mounted multicolour LED frontwash lights focused on the stage;
- Various architectural uplights on the walls and rock face;
- Coloured architectural lighting in the glass Lift shaft.

The LED frontwash lights can be operated via pushbutton controller of lighting console.

No fixed lighting is to be moved or relocated without consultation with the Technical Manager. Failure to do so will result in the Hirer incurring all charges associated with returning lighting to their original state and repairs.

Additional audio equipment, such as microphones, will be signed over by the Technical Manager. Additional audio equipment should be returned to the Technical Manager.

All technical and electrical equipment brought onsite by the Hirer must have current tag and test certification and pass a visual inspection by the Venues Technician.

To request a current Courtyard Technical Specifications & Equipment List, please email the Technical Manager (technician@sac.org.au)

Electricity

There are multiple power outlets around the exterior of the Courtyard (10 amp) and power (10 amp) to both Stage / Platforms.

Platform 1 includes:

- 8 x 10-amp outlets
- 1 x 32-amp 3 phase outlet
- 4 x data ties to switchboard

Platform 2 includes:

- 2 x 10-amp outlets
- 2 x data ties to switchboard

Electricity usage is included in your Venue Hire.

Hire of External Equipment & Furniture

The Hire of external equipment and furniture through an external hire company is the responsibility of the Hirer. The Hirer is responsible for all charges associated with the hire of external equipment and furniture, and for ensuring that deliveries / collections occur within the Hire Period.

Technical Staff

THE TECHNICAL EQUIPMENT WITHIN THE COURTYARD MAY ONLY BE OPERATED BY APPROVED / QUALIFIED PERSONEL.

A technician approved by Salamanca Arts Centre is to be in attendance throughout the bump in / bump out and performance/s. If you do not have a SAC Approved Technician, SAC will provide one for you and you will be charged for their time.

**SALAMANCA ARTS CENTRE
RESERVES THE RIGHT TO INSIST
ON A TECHNICIAN OF ITS CHOICE
TO OPERATE EQUIPMENT AT ALL
PERFORMANCES.**

All SAC Technicians are paid as per the SAC Enterprise Agreement, which directly correlates with the Live Performance Award Rates:

- \$55.00 per hour (single time applies for the first 8 hours worked, after this penalty rates apply. Penalty Rates apply to Sundays, double time).

There is a minimum three (3) hour call for SAC Technicians.

Breakdown of Rates & Penalty Rates:

- Single Time is defined as the first 8 hours of a shift worked within Monday – Saturday from 7:00am – 12:00 midnight.
- Time + Half applies to the 9th and 10th hours of a shift worked within Monday – Saturday from 7:00am – 12:00 midnight.
- Double Time applies to any hours worked after 10 hours OR between 12:00 midnight and 7:00am OR on a Sunday.

SAC Technicians must receive a 10 hour break between finishing work one day and commencing work the next day. SAC Technicians are entitled to a meal break of at least 30 minutes after 5 continuous hours of work.

Security, Safety & WHS

The Technical Manager will conduct a Venue and WHS induction with the Hirer during office hours, Monday to Friday. Inductions outside of these times will be charged to the Hirer.

At the commencement of the hire period, the Hirer will be issued with a set of keys and instructed in security and safety procedures. All doors are to be secured at the end of each day and all lights are to be turned off. Fire exits and common passageways are to be kept clear at all times. See the Operations Manual for security details.

Ushers

The Hirer is responsible for organising ushers for all performances / events if required. .

FOH / Ticketing Staff

The Hirer is responsible for appointing a Front of House Coordinator for the Hire.

The Front of House Coordinator will be the key contact for all FOH matters prior and during the Hire Period for both SAC and Ticketing Enquiries, and is responsible for coordinating ushers, overseeing ticket and program sales, and providing duty of care to patrons at every performance.

If you do not have FOH or Ticketing Staff for your performance, SAC can provide them, and the Hirer will be charged for their time. A minimum 2 weeks' notice is required to book in SAC FOH / Ticketing Staff.

All SAC FOH / Ticketing Staff are paid as per the SAC Enterprise Agreement.

\$55.00 per hour (single time applies for the first 8 hours worked, after this penalty rates apply. Penalty Rates apply to Sundays, double time).

There is a minimum three (3) hour call for SAC FOH / Ticketing Staff.

Breakdown of Rates & Penalty Rates:

- Single Time is defined as the first 8 hours of a shift worked within Monday – Saturday from 7:00am – 12:00 midnight.
- Time + Half applies to the 9th and 10th hours of a shift worked within Monday – Saturday from 7:00am – 12:00 midnight.
- Double Time applies to any hours worked after 10 hours OR between 12:00 midnight and 7:00am OR on a Sunday.

SAC FOH / Ticketing Staff must receive a 10-hour break between finishing work one day and commencing work the next day. SAC FOH / Ticketing Staff are entitled to a meal break of at least 30 minutes after 5 continuous hours of work.

Ticket Sales

Ticket Sales are the responsibility of the Hirer, including pre-sale tickets and the sale of tickets at the door.

This also includes events that are free. The Hirer is responsible for collecting any RSVPs and monitoring guest numbers to ensure that the venue does not exceed capacity.

The Hirer is responsible for supplying cash float / eftpos machine or MPOS Device and any other equipment required to conduct ticket sales at the door.

Cashless / contactless sales are preferred and access to the SAC WIFI is available to Hirer to enable cashless payment.

Hirers must ensure that:

- Tickets are available for purchase online and at the door (unless sold out prior) as a minimum.
- A Concession Ticket Price is available at all performances.
- A SAC Associate Members Ticket Price is available at all performances. This ticket price must be less expensive than the Concession Ticket Price.
- Companion Cards will be accepted at all performances. A Companion Card is issued to residents of Tasmanian with a significant and permanent disability that are unable to participate in most community-based activities with significant assistance. The Companion Card admits carers to performances as complimentary guests.

Seating & Capacity

The Capacity of the Courtyard is maximum **200 people****

**This includes patrons / guests, children, babies, performers, technicians and other crew.

The seated capacity is maximum **60** on the Courtyard benches and tables.

Reserved SAC House Seats

SAC reserves the right to 2 x House Seats at every Public Performance / Event during the Hirer's season.

SAC must advise the Hirer at least 1 week prior to the commencement of the Hire Period if SAC wishes to utilise the Reserved SAC House Seats for any Public Performance / Event.

Access & Level Access

For loading / Bump In / Bump Out, the Courtyard can be accessed via the primary entrance is located on Wooby's Lane (via the Willis Arcade). The Courtyard can also be accessed from Salamanca Place via the Morrison Arcade.

There is limited small vehicle access to the Courtyard (via the Willis Arcade) and temporary loading permits can be obtained from SAC for Wooby's Lane.

There is limited vehicle access for bump in / bump out on Saturdays (no loading access on Saturdays prior to 5:00pm due to the Salamanca Market).

The primary access for guests is via the entrance is located on Wooby's Lane (via the Willis Arcade). We encourage Hirers to emphasise this entrance on Wooby's Lane on all ticketing and promotional materials etc. to assist with guest way-finding.

Entry to the Courtyard is Level Access.
However, there is no Level Access to the stages.

The Balcony can be accessed via the Lift.

Friday Evening Events

There is a weekly live music event (Rektango) in the SAC Courtyard every Friday evening between 5:30pm – 7:30pm.

The Courtyard is not available for Hire on Friday evenings.

Bar Operations

Salamanca Arts Centre holds a license for the sale and serving of alcohol.

- Daytime Pop-Up Performances / Events **cannot** serve or sell food or alcohol / beverages.
- Evening Performances / Events may serve **complimentary** food or alcohol / drinks ONLY. Alcohol cannot be for sale.

If you wish to have alcohol for sale at your performance, the SAC can operate a Pop-Up Bar for the performance / event at no cost to the Hirer. All Bar Sales are retained by SAC to cover costs of Staff / Stock etc.

Please see **SAC Pop-Up Bar** for more details.

- Evening Private Events may serve **complimentary** food or alcohol / drinks ONLY. Alcohol cannot be for sale.

If you wish to serve or sell (if applicable) alcohol at your event please contact the Venues Manager prior to the event.

Anyone serving alcohol (including Catering Staff) must have their Responsible Service of Alcohol (RSA) and a copy of their certification provided to the SAC Venues Manager prior to the commencement of the Hire Period so that it can be included in SAC's file.

A SAC Venues Supervisor must be present at all times that alcohol is being served at a cost of approx. \$32.00 per hour (plus applicable penalty rates). Charges associated with the SAC Venues Supervisor will be charged to the Hirer at the end of the Hire Period*.

*If SAC is operating a Pop-Up Bar at the request of the Hirer, the charges for the SAC Venues Supervisor are waived.

The removal of all empty bottles, glasses and other rubbish associated with bar operations is the responsibility of the Hirer. Hirers are encouraged to use the general waste and recycling bins located in the rubbish collection area at the back of the Courtyard.

SAC Pop-Up Bar (applicable to Evening Public Performances / Events)

The SAC Pop-Up Bar is available to open for Evening Public Performances / Events where the Hirer wishes alcohol to be for sale.

The SAC Pop-Up Bar sells beverages (alcoholic and nonalcoholic) and a limited range of snacks for sale to guests.

The SAC Pop-Up Bar is staffed by SAC Staff and all profits are retained by SAC. There is no additional charge to the Hirer for the SAC Pop-Up Bar to operate.

The Hirer must confirm in writing 2 weeks prior to the commencement of the Hire Period if they wish the SAC Pop-Up Bar to operate at their performance / event.

Kitchen

The Kitchen (located on Level 1) is available for Hirers of the Courtyard.

There is an additional Hire Charge of \$110 per day for the hire of the Kitchen.

Cleaning

The Courtyard and associated areas are cleaned by SAC's Cleaning Contractors regularly.

The Courtyard Toilets are cleaned by Hobart City Council at several times between 8:00am – 5:00pm daily.

Any further cleaning is the responsibility of the Hirer. Cleaning equipment is provided and cleaning must be completed to the satisfactory of SAC.

If additional cleaning is required by SAC the Hirer will be charged \$55.00 per hour for the additional cleaning.

The Hirer shall remove all refuse / rubbish at the end of the Hire Period. Hirers are encouraged to use the waste disposal area located in the corner of the Courtyard which includes separate bins for general waste and recycling.

Smoking

SAC is a non-smoking complex and so smoking is prohibited in all SAC Venues / spaces – including the Courtyard.

NO SMOKING ANYWHERE ANYTIME.

The Hirer shall ensure that all those associated with the performance / event and all members of the public comply with this condition.

Fire & Candles

Fire and / or candles are not permitted in the Courtyard or associated areas.

Micro Plastics / Single-Use Plastics / Balloons

In 2025, SAC is reviewing our Environmental Policies to ensure that all Hirers and Artists of Salamanca Arts Centre Venues are committed to the protection of Tasmania's environment and wildlife, and to ensure that all events, exhibitions and performances that occur at Salamanca Arts Centre are compliant with existing State and Hobart Council laws and by-laws. These policies include a ban on micro plastics (glitter) and balloons, and support an ongoing significant reduction of single-use plastics and products.

Micro plastics can find their way, even indirectly, into SAC's plumbing and other internal and external waterways. Balloons can escape into the atmosphere or when deflated become a risk to bird and other wildlife. Other matter, such as loose glitter (of any kind) is not permitted within SAC as it becomes lodged within seats and other crevasses and is impossible to clean.

Confetti, rice, streamers (including party poppers), balloons (of any kind and no matter how they are inflated), sky lanterns or similar materials are not permitted within SAC.

None of the above items are to be scattered, thrown or released into the air or waterways. Hirers and Artists are reminded that balloon releases are [illegal within Tasmania](#).

Hirers and artists are encouraged to substitute environmentally sustainable alternatives for their events and celebrations.

SAC discourages the use of any single-use plastics and products at all events, exhibitions and performances that occur at SAC. Hirers and artists are encouraged to utilise reusable, recyclable and compostable products and are reminded that they must comply with the [Hobart City Council Single-Use Plastics By-Law](#).

Theatrical Effects

If you are intending to use any smoke effects, strobe etc. then separate and explicit written authorisation from the Venues Manager AND Technical Manager is required prior to the commencement of the Hire Period.

Performing Rights

The Hirer / Artist shall take total responsibility for the securing and payment of all rights and licensing fees, including but not limited to: Musicians Royalties, OneMusic (APRA, AMCOS & PPCA), Writers Royalties, screening fees, image licensing, and licensing fees to the Australasian Performing Rights Association.

Noise

Salamanca Arts Centre reserves the right to cancel any performance or event causing excessive noise or showing lack of consideration for the general public or tenants of the Centre.

Painting

Painting of the rock is not permitted.

Painting of the Courtyard walls is not permitted.

Promotional Material

For Pop-Up Performances and Public Performance / Events, the Hirer / Artist will be contacted by the Venues Manager / Marketing Manager prior to the commencement of the Hire Period in regards to providing publicity information for the SAC website, e-news and Social Media.

The Hirer / Artist must include the correct name and address of the Courtyard on all printed and digital promotional material.

The correct name and address of the Courtyard is:

**The Courtyard
Salamanca Arts Centre**

The Hirer must emphasise that the main entrance is via Wooby's Lane on all ticketing, printed and digital promotional material to assist with guest way-finding

All costs associated with the design, printing and distribution of promotional material are the responsibility of the Hirer.

The Hirer / Artist must lodge copies of posters, programs, fliers and other relevant promotional material with the Venues Manager / Marketing Manager prior to the commencement of the Hire Period for archiving purposes. Digital copies are preferred.

Please contact the Marketing Manager to seek information regarding additional marketing support and Advertising Packages (additional charges apply).

Use of SAC Logo

The use of the SAC Logo is ONLY for SAC Performances / Events or SAC Supported Performances / Events. All use of the SAC Logo must be approved by SAC prior to print and distribution.

Posters throughout SAC

No promotional materials / posters may be fastened to any stonework or the facade of the buildings.

The Hirer / Artist will have access to the following poster boxes / poster frames at SAC:

- 1 x A3 Poster Frame in the Courtyard
- 1 x A2 Poster Frame on Level 1

AFrame

1 x AFrame / sandwich board is available for the Courtyard to position at the entrance on Wooby's Lane. All AFrames are for external / street use only and cannot be utilized within SAC Buildings or arcades as they are a trip hazard.

The AFrame is A1 size. Posters attached to the AFrame **MUST** be A1 size; No signs, notes, posters smaller than A1 may be placed on the AFrame. The Hirer must not write on the A-Frame sandwich board.

The Hirer / Artist is responsible for supplying the A1 poster/s to the Venues Manager prior to the commencement of the Hire Period. The poster will be affixed to the AFrame sandwich board by SAC Staff.

The Hirer is responsible for positioning the AFrame at the entrance on Wooby's Lane Place each day / at the start of each performance and for retrieving it at the conclusion of the day / evening performance.

In the event of high winds, AFrames must not be placed on Salamanca Place / on the street. SAC will advise if AFrames are not to be utilised due to wind, but it is the Hirers responsibility to monitor weather warnings and act accordingly.

Statistics Reporting

Hirers are required to provide SAC with statistics at the end of their hire, including the number of paid and free attendees to their performances / events, and the number of artists involved.

Hirers will be issued with a Statistics Request form to complete at the end of their hire period.

All statistics are collated annually in the SAC Annual Report and used for various purposes by SAC.

Use of Spaces

SAC reserves the right to use the Courtyard and associated areas for other purposes at such times as the Hirer shall not be using the spaces and by mutual agreement, in such a manner that secondary use shall not interfere with the Hirers use.

Application & Assessment

has been signed / returned by the Hirer and the deposit paid.

Application

All applications for the Courtyard must be submitted online via the SAC Website. Applications by any other means will not be accepted.

Please refer to the SAC Website for the full application requirements.

Submission Dates

Applications for the Courtyard may be submitted as per the dates stated in the Call for Applications.

Please refer to the SAC website for Submission Dates.

Assessment

All applications will be assessed by the SAC Assessment Panel.

The application process is very competitive. SAC receives more applications than dates available.

All applicants will be notified of the outcome of their application by email in due course. All decisions are final, and no further correspondence will be entered into.

Dates are not confirmed until an application is approved by SAC, the Agreement for Hire