



Brown's Mart Theatre Share Guidelines

Brown's Mart Theatre is committed to providing artists, groups of artists and community groups with the opportunity to develop and present live theatre. The idea behind these opportunities is to remove some of the barriers to getting a performance up and running. The organisation believes that we need to support all areas of theatre performance and therefore we are able to offer limited support through our **SHARE** program.

SHARE opportunities will be *limited to availability* and Brown's Mart will extend them to groups and artists only where possible. As Brown's Mart is becoming increasingly oversubscribed it will call for submissions at the end of each year and make announcement on the successful SHARE participants early in the new year.

Brown's Mart will offer 4 **SHARE** opportunities per year. An open application process will be followed and the successful recipients will be decided by the 1st of February.

Please note that cancellation of your booking less than 1 month prior to the event will result in a hire fee equivalent to 50% of the cost of hire being charged.

For our SHARE participants Brown's Mart will:

- Provide in kind venue hire.
- Charge for hard costs only (see charges below)
- Provide the hirer with a reconciliation of the box office taken and any costs incurred within 21 days of the final performance.
- Provide the SHARE participant with access to all venue equipment
- Provide event listing and ticket sales on the Brown's Mart website.
- Provide Facebook posts on the Brown's Mart Facebook page where the SHARE participant provides adequate media.
- Provide an E-Newsletter listing (strictly subject to availability) if your event coincides with the monthly mail out of our E-Newsletter.
- Provide On-site display opportunities (subject to availability) Poster box, external A-Frame, flyers, external LED Light box.
- Provide Box Office support, including Front of House and ticketing management.
- Provide access to the ticketing system to generate performance sales reports.

The SHARE recipient will:

- Provide a production schedule two weeks before the commencement date.
- Provide a risk assessment two weeks before entry date and update as the production develops.
- Provide a 'Venue Marketing for SHARE participants' form six weeks prior to the first performance.
- Place the Brown's Mart Theatre logo on all promotional material.
- Be required to use the Brown's Mart ticketing system (SABO) and to absorb the cost of this ticketing either into their ticketing price or pass it on to the patron as a booking fee.
- Be responsible for any additional equipment that needs to be hired from an external source.
- Adhere to all venue hirer rules and Brown's Mart WH&S statement.
- Follow Brown's Mart's Safe Work Procedures at all times.
- Provide two volunteer ushers for the season (if unable to provide two volunteer ushers for performances then the cost of two ushers will be charged to the SHARE participant)

Insurance:

Brown's Mart will have volunteer insurance in place for any volunteers on the premises. If organisations are employing staff to work on their productions it is the responsibility of the organisation to ensure that they have adequate insurance in place for their workers. If adequate insurance is not in place then Brown's Mart recommends the use of its staff.

Brown's Mart will have Public Liability insurance in place to cover the SHARE program.

Exclusions:

Groups that will be excluded from the SHARE program include:

- School Groups
- Dance Schools
- For profit organisations
- Organisations based outside the Territory
- Artists based outside the Territory
- Projects that have received government funding



Hard cost charges:

Electricity	\$13 / hour
Technical Staff	\$42/ hour minimum three-hour call
Box Office Manager	\$42 / hour minimum three-hour call
Usher	\$34 / hour minimum three-hour call
Per ticket charge	\$1.50 / ticket
Seating reconfiguration	\$126 (standard configuration is end on facing Smith St)

Financial Reconciliation:

At the conclusion of the season a financial reconciliation will provided to the SHARE participant. If there is a surplus, the hirer will receive it following the presentation of a tax invoice. If there is a deficit, Brown's Mart will issue a tax invoice for that amount to the hirer.

Rehearsal Room:

The rehearsal room is not included as part of the SHARE program. Participants may hire the rehearsal room subject to availability. For enquires on rehearsal room hire, please contact the Venue Manager venue@brownsmart.com.au