



Shedley Theatre induction

Booking details	
Technician name:	
Hirers name:	
Hirers contact number:	
Company/organisation name (if applicable):	
Title of event:	
Booking date/s and times:	

As the hirer, you have a duty of care under the Work Health and Safety Act 2012 for the safety of people involved and working on your event and its audience. You will ensure that the Shedley Theatre and associated rooms within the Playford Civic Centre safety information and procedures are followed and communicate this information to all others associated with your event.

Responsibility	✓
Pre hire (office use only)	
Public Liability Insurance Certificate of Currency has been received	
Any other necessary licenses, exemptions, permits, consents etc. provided (if applicable)	
On the day	
Advise of evacuation procedure, assembly points, emergency exits and emergency contacts	
Ensure fire exits and walkways are clear and unobstructed	
Advise location of first aid kits and fire extinguishers	
Slip and trip safety hazard – securing cable and low objects	
Fly gallery induction for designated operator (if applicable)	
Provide walkthrough of venue including amenities	
Advise location of light switches and afterhours air-conditioning switch	
Demonstrate how to connect to Playford Free Wi-Fi	
Provide hirer with key staff contacts	
Check all equipment brought onsite is electrically tagged and tested, and safe to operate	
Note: use of glitter and/or confetti cannons, or any small loose propelled particles and naked flames etc. are prohibited during the hire period	
Note: Painting of sets/props and other equipment on site is prohibited	

All incidents (near miss and/or accidents) to be reported to staff immediately	
Total capacities must not exceed: <ul style="list-style-type: none"> • Theatre Auditorium - 379 plus 8 wheelchair bays • Stage – 200 people • Matt Byrne Green Room - 10 people • Dressing Room 1 - 25 people • Dressing Room 2 - 40 people • Dressing Room 3 - 50 people 	
Confirm access time/s – the venue will be unavailable outside arranged time/s	
Allow adequate time for your required meal breaks, rehearsals, bump-out, reset and cleaning	
Allow technician(s) adequate time for their meal breaks	
Ensure valuables are supervised – Shedley Theatre and Playford Civic Centre are not responsible for lost, stolen or damaged personal and/or external equipment and belongings	
Technical services (sound and lighting) provided by external contractors must be verified and approved by council staff.	
Display audience warning signs if the event includes any of the following: <ol style="list-style-type: none"> a. strobe lighting and/or any rapid flashing lights b. loud bangs and/or sudden noises c. scenes of a strong and/or graphic nature d. excessive swearing and/or confronting language e. nudity f. smoke, haze and/or fog 	
Post hire	
All equipment, costumes, personal belongings, props etc. must be removed, unless alternative arrangements made with Council	
Stage must be swept clean	
Turn off air conditioners in dressing rooms	
Return all furniture/equipment	
Ensure all rubbish has been disposed, fridges emptied, and rooms reset	
Final walkthrough with Shedley Theatre staff completed	

Agreement	
I acknowledge that I have read and understood the Conditions of Hire Contract for the Shedley Theatre and its associated rooms provided by the City of Playford. I will ensure that all tasks and procedures outlined in this document are followed.	
Signature of hirer:	Date:/...../.....
Signature of inductee:	Date:/...../.....