

# Hiring Civic Theatre for Live Performance

## Frequently Asked Questions

**Q: What happens if the show that I was planning to bring to Civic Theatre, City Hall or the Playhouse changes?**

**A:** If there is a change to the production from when the original pencil hold was made, Civic Theatre Newcastle management reserves the right to release the date or demote it to the back of the priority queue as it may impact on other scheduled events or other pencil holds with the next priority.

**Q: Can I place a pencil hold over the phone?**

**A:** Bookings will not be taken over the phone without a written request by the hirer. Please email to [venuehire@ncc.nsw.gov.au](mailto:venuehire@ncc.nsw.gov.au)

**Q: If the cast of the production exceeds backstage numbers can we book additional spaces within the Theatre (City Hall and Playhouse) to increase our dressing room capacity?**

**A:** Unfortunately, due to the high demand for our venue and spaces we will no longer be able to accommodate additional holding spaces in City Hall or Civic Theatre

**Q: How many pencil holds can I place?**

**A:** Depending on how many dates are required, the number of date options that can be placed varies.

**Q: How long will my pencil hold be in place?**

**A:** The hirer has 90 days from a pencil hold being made to confirm the event and go to contract (unless the date is challenged prior) otherwise, Civic Theatre Newcastle has the right to release that hold. Pencil holds are reviewed to ensure access and available dates are maximised.

**Q: What happens if my pencil hold is challenged?**

**A:** If the hirer has a pencil hold for a particular date and another hirer indicates their intention to enter a Venue Hire Licence, the hirer with the existing pencil hold must confirm their booking and readiness to proceed to contract within 48 hrs of being advised of the other enquiry. Regardless of how long the existing pencil hold has been in place.

On issue of a Venue Hire Licence, the hirer must sign and return their contract and pay the venue hire deposit within forty-eight (48) business hours of

contract issue. Should the hirer not return the contract or pay the venue hire deposit fee within this window, the hold is forfeited.

In this instance, the alternate hirer will be contacted and must be willing to proceed to contract to secure that date