



# HAYMARKET CREATIVE DEVELOPMENT SPACE HIRE PACK

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AVAILABLE TO THE ARTS, CULTURE & SCREEN SECTORS

UTS Building 5, 1 Quay St Haymarket



Version E 27/08/2024

Create NSW acknowledge the Aboriginal people across New South Wales and their continued connection to their lands, waters and culture.

We respect Elders past and present and the roles that Aboriginal people, artists and creatives play in contributing to their culture.

# HAYMARKET CREATIVE VENUE HIRE

Haymarket Creative is a vibrant creative hub that is home to some of NSW's leading and exciting arts, screen and cultural organisations including: *Arts Law, Blackfella Films, Campfire X, Chaser Digital, Cultural Media, ExMateria, Floating Leaf Pictures, Incognito Arts, Ivan Lentell, Lah-Lah Productions, Museum of Chinese Art Australia, Piano Plus, Soft Tread Enterprises, Spineless Wonders, Sydney Youth Orchestras, Sydney Writers' Room, The Cave Creative, The House that Dan Built and West Street Sports.*

Haymarket Creative offers three flexible creative development and theatre spaces for hire on the ground floor of UTS Building 5:

- **The Main Theatre**, Block B
- **The Moot Court Theatre**, Block B
- **SYO Orchestra Room**, Block A

All spaces are available for hire between seven days a week, 7am to 11pm. Regular and repeat bookings are welcomed.

The three spaces are offered 'as is' and are adaptable by hirers to a wide range of uses including rehearsals, presentations, screenings, audience testing, forums and private industry events.

## PUBLIC EVENTS

Public events may be ticketed for external attendees to attend a paid event, as long as the event is held within the leased space and does not interrupt the quiet enjoyment of other occupants within their own spaces.

- The event should be consistent with University use.
- UTS acknowledge that for the use of this space, there may be queuing or gathering of a temporary nature as patrons and occupants enter the space. The Hirer must:
  - Ensure this does not inadvertently or deliberately impact on the adjacent UTS student spaces.

## Signage:

- Temporary signage to direct patrons may be used but not affixed in such a manner that causes damage to the building fabric. Any floor

mounted signage should be positioned outside paths of travel to fire exits.

**Capacity:**

- 165 occupants - **Moot Court**
- 223 occupants - **Main Theatre**
- 110 occupants - **SYO Rehearsal Room**

These numbers are a guide only. Any increase of these numbers may be considered on a risk assessment basis, and must be approved by UTS.

**Security:**

Security requirements need to be considered when planning events – please ensure this is discussed with the Venue Hire Manager so that the UTS Security team are made aware of all events planned and underway.

**Supply of Alcohol:**

1. The sale of alcohol on the UTS campus is strictly prohibited.
2. The Hirer must not bring alcohol onto UTS's campus without UTS's prior written consent.
3. UTS will only consent to the supply of alcohol for venues that are used for social gatherings. Consent will not be granted for the supply of alcohol in venues used for teaching and study purposes, except under special circumstances.
4. Where UTS consents to the supply of alcohol at the Event:
  - the Hirer must use a UTS-approved caterer; and
  - the Hirer must have a UTS security guard present at all times, at the Hirer's cost

Please discuss these requirements with the Venue Hire Manager.

**ABOUT HAYMARKET CREATIVE**

Haymarket Creative provides affordable space for arts, cultural and screen sector organisations to collectively establish and drive a creative hub in the centre of Sydney.

Haymarket Creative has been developed to support a vibrant shared creative hub that enables the arts, cultural, creative and screen sectors to further their cultural production and new collaborations, strengthening their capacity to contribute to the State’s rich cultural and creative life.

Haymarket Creative is an initiative of Create NSW in partnership with UTS

## HAYMARKET CREATIVE VENUE HIRE MANAGER

Hire of the Creative Development Spaces at Haymarket Creative are managed by Sydney Youth Orchestras (SYO).

Contact: [Venue@syo.com.au](mailto:Venue@syo.com.au)

Booking Calendar: <https://syo.com.au/venue-hire/>

## HIRE RATES

Haymarket Creative offer two tiers of hire:

- **Subsidised Hire** is for not-for-profit creative organisations, and, screen businesses with an annual turnover of less than \$50M.
- **Commercial Hire** covers commercial (for-profit) creative organisations and any screen businesses not included in Subsidised Hire category.

The hire rate for your booking will be determined by your responses to the questions after completion of your Hire Application Form.

## RATES

	SUBSIDISED RATE excl GST	COMMERCIAL RATE excl GST
<b>THE MOOT COURT THEATRE 167m2 (approximate)</b>		
4 Hour Booking (per 4 hours)	\$140.00	\$294.00
Full day bookings over 4 hours	\$280.00	\$588.00
<b>THE MAIN THEATRE 251m2 (approximate)</b>		
4 Hour Booking (per 4 hours)	\$232.40	\$488.04
Full day bookings over 4 hours	\$464.80	\$976.08
<b>SYO REHEARSAL 275m2 (approximate)</b>		
4 Hour Booking (per 4 hours)	\$500.00	\$950.00
Full day bookings over 4 hours	\$1,000.00	\$1,900.00

Additional charges may be applied for after-hours security and cleaning if determined in The Event Application Form.

# MOOT COURT THEATRE

## SPECIFICATIONS

Formerly a small lecture theatre, the Moot Court is a moderately sized open space. It offers a flat stage area in the back half of the space as well as tiered flooring that allows for temporary seating. The Moot Court Theatre is suitable for activities such as rehearsals, meetings, seminars, podcasts and workshops.

### Size

- Area 167m<sup>2</sup> (approximate) (9.5m wide by 17.57m long)

### Capacity

- 124 people

### Features

- InDesign speakers + amp
- Yamaha DM3 mixer
- Lapel radio mic kit
- Radio mic kit – hand held
- Contacta Hearing Loop amplifier
- Lecturn + Gooseneck mic
- Denon Bluetooth receiver
- Dual projector screens
- Tiered and flat flooring
- Air conditioning
- Collapsible seating available on request (up to 124 seats)
- Percussion and limited AV equipment available for hire at additional costs.
- Music stands on request
- Access to public foyer entrance/waiting area
- Access to kitchenette
- Accessible bathrooms
- Direct access to courtyard
- Secure

## MOOT COURT THEATRE PHOTOS



# MAIN THEATRE

## SPECIFICATIONS

A former lecture theatre, the Main Theatre is a large open space with two entry points. It offers comfortable tiered permanent seating in the back half of the space as well as tiered flooring that allows for additional temporary seating. The front half includes a flat stage space suitable for a wide range of activities including rehearsals, seminars, workshops and screenings as well as public events.

### Size

- Area 251.7 m<sup>2</sup> (approximate) (12.1m wide by 20.8m long)

### Capacity

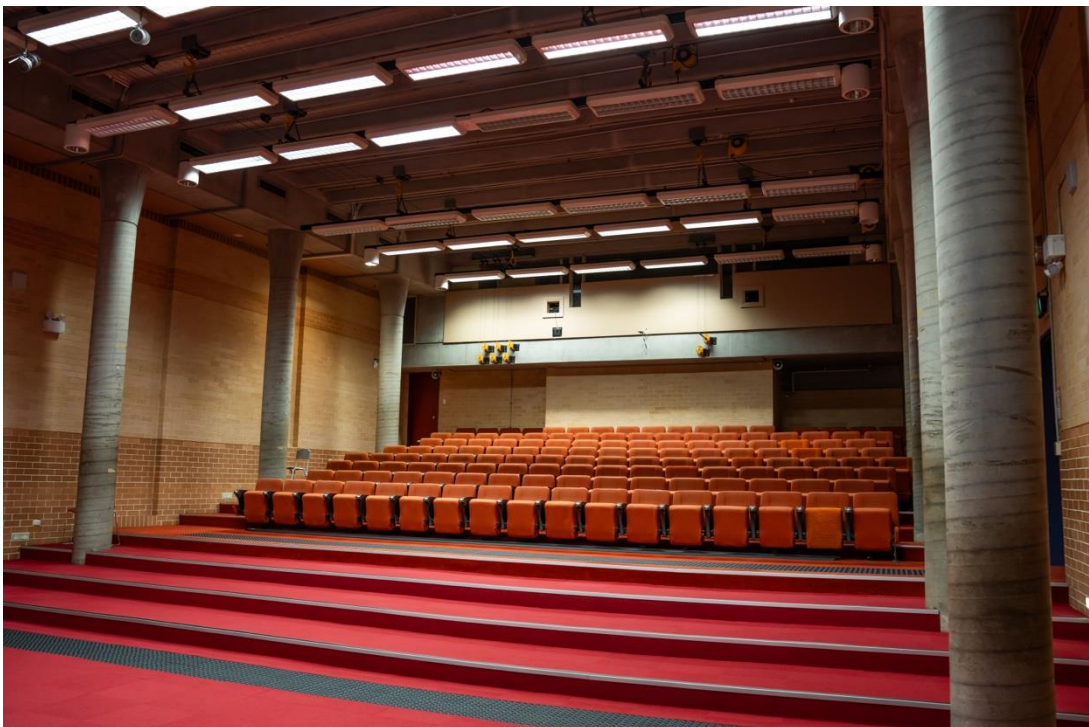
- 113 fixed seats + 113 temporary seat capacity

### Features

- Panasonic projector + single or dual screen projection
- InDesign speakers + amp
- InDesign sub-woofer
- Yamaha DM3 mixer
- Lapel radio mic kit
- Eventec lighting with stand + t-bar
- Radio mic kit – hand held
- Contacta Hearing Loop transmitter + body pack UHF receiver
- Contacta personal induction loop
- Lecturn + Gooseneck mic
- Denon bluetooth receiver
- Tiered and flat flooring
- Air conditioning
- Collapsible seating available on request (up to 113 additional seats)
- Music stands available on request
- Percussion and limited AV equipment for hire at additional cost
- Two entry points
- Access to public foyer entrance/waiting area
- Access to kitchen facilities
- Accessible bathrooms
- Secure



## THE MAIN THEATRE FLOOR PHOTOS



# SYO ORCHESTRA ROOM

## SPECIFICATIONS

The SYO Orchestra Room is a flat floored open area fitted out for music rehearsal. The space has no fixed seating. Seats and music stands are available and included in the hire cost.

### Size

- Area 275 m<sup>2</sup> (approximate)

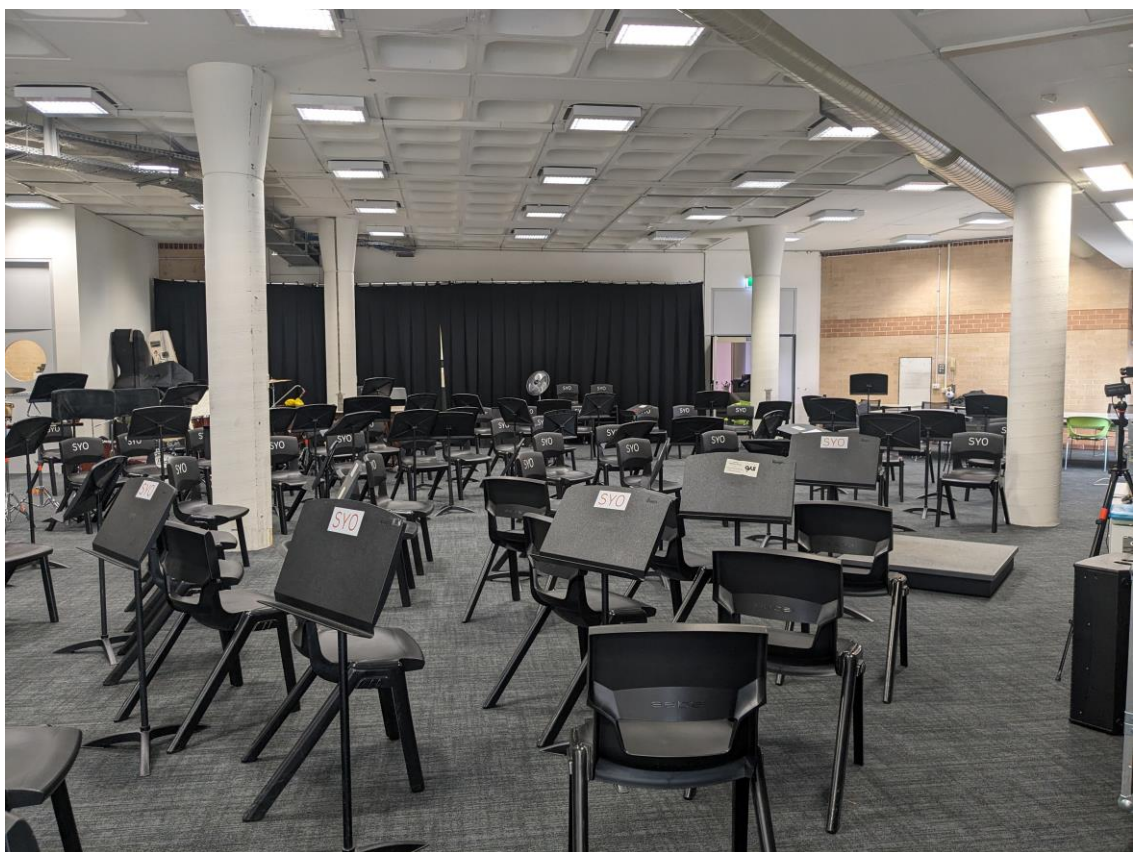
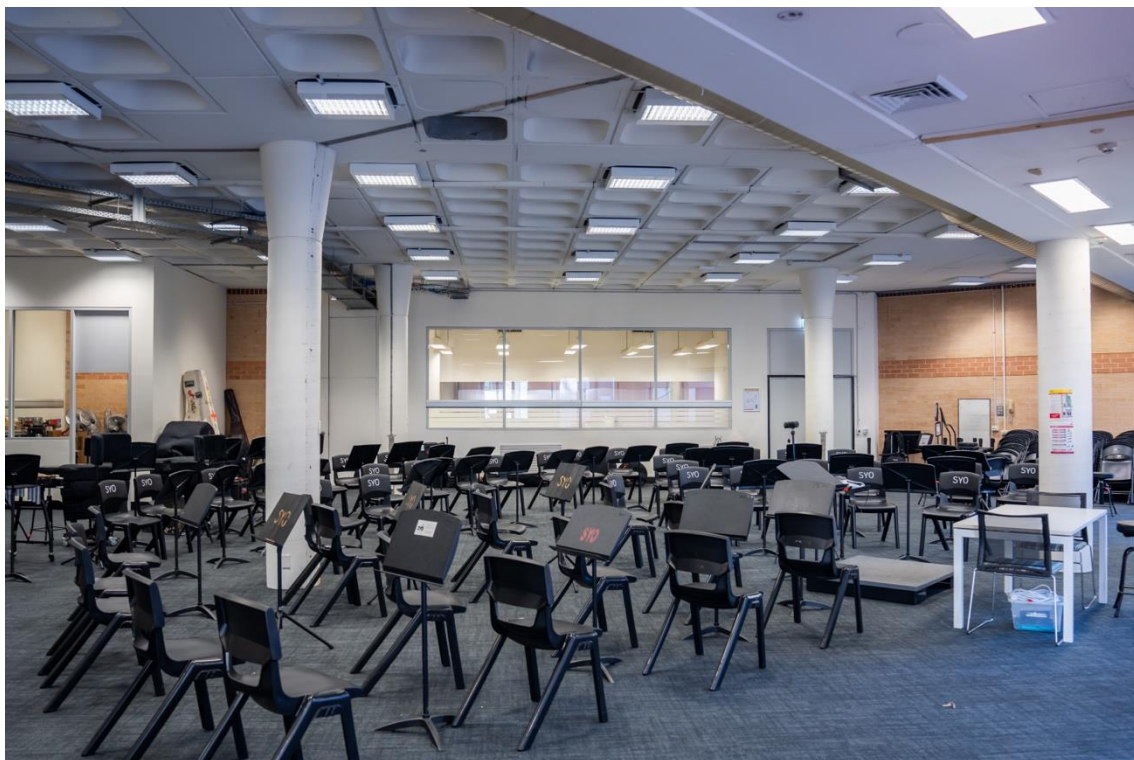
### Capacity

- 110 people

### Features

- Fully flat flooring
- NBN Wi-Fi
- Air conditioning
- Seating and music stands available on request
- Foyer entrance/waiting area
- Access to shared lounge and kitchen facilities
- Accessible bathrooms
- Secure access

## SYO ORCHESTRA ROOM PHOTOS



# KEY INFORMATION

ITEM	DETAIL
<b>Address</b>	UTS Building, Block A and Block B 1 Quay St Haymarket NSW
<b>Bookings</b>	<b>Venue Hire Manager</b> Sydney Youth Orchestras (SYO) E: <a href="mailto:Venue@syo.com.au">Venue@syo.com.au</a> W: <a href="https://syo.com.au/venue-hire/">https://syo.com.au/venue-hire/</a> T: 02 9251 2422 Office Hours: Monday – Friday 9.30am – 5.30pm
<b>Transport</b>	<b>Car</b> There is <b>no parking</b> available on the UTS Campus. Metred street parking is available immediately outside the venues on Quay St and Darling Drive. Several 30-minute Loading Zones Market City Car Park are located at 2 Quay Street Haymarket <b>Train</b> 5-minute walk from Central Station <b>Light Rail</b> 5-minute walk from Light Rail on Elizabeth Street and Central Station <b>Bus</b> 5-minute walk Central Station Bus Stands
<b>Hospital</b>	St Vincent's Hospital

ITEM	DETAIL
	390 Victoria St, Darlinghurst NSW 2010 02 8382 1111
<b>Police</b>	Day Street Police Station 192 Day St, Sydney 2000 02 9265 6499
<b>UTS Campus Security (24/7)</b>	For any emergency or access issues: Free Call 1800 249 559 02 9514 1192/94

# Emergencies

In the event of an out of hours emergency, raise the alarm and notify any occupants in the vicinity. **If necessary, call Emergency Services on 000.**

# UTS



# BLDG 05

## EMERGENCY PROCEDURES

ADDRESS: 1-59 QUAY STREET, HAYMARKET, NSW 2000  
CROSS STREET: QUAY STREET AND ULTIMO ROAD





### WHEN YOU HEAR THE ALERT SIGNAL

**BEEP... BEEP... BEEP...** 



- > Shut down or secure machinery and computers
- > Prepare to Evacuate
- > Check if anyone around you needs assistance  
- > If danger is present, evacuate immediately

### WHEN YOU HEAR THE EVACUATION SIGNAL

**WHOOOP... WHOOOP... WHOOOP...** 

- > Evacuate immediately
- > A public announcement may tell you to:  
"EVACUATED AS DIRECTED" 
- > Leave the building via the nearest fire exit
- > Do not use lifts
- > Follow the directions of Emergency Services, Wardens and Security Staff
- > Provide assistance to others where required  
- > Proceed to the assembly area 
- > Do not return to the building until told it is safe to do so by UTS Security Staff

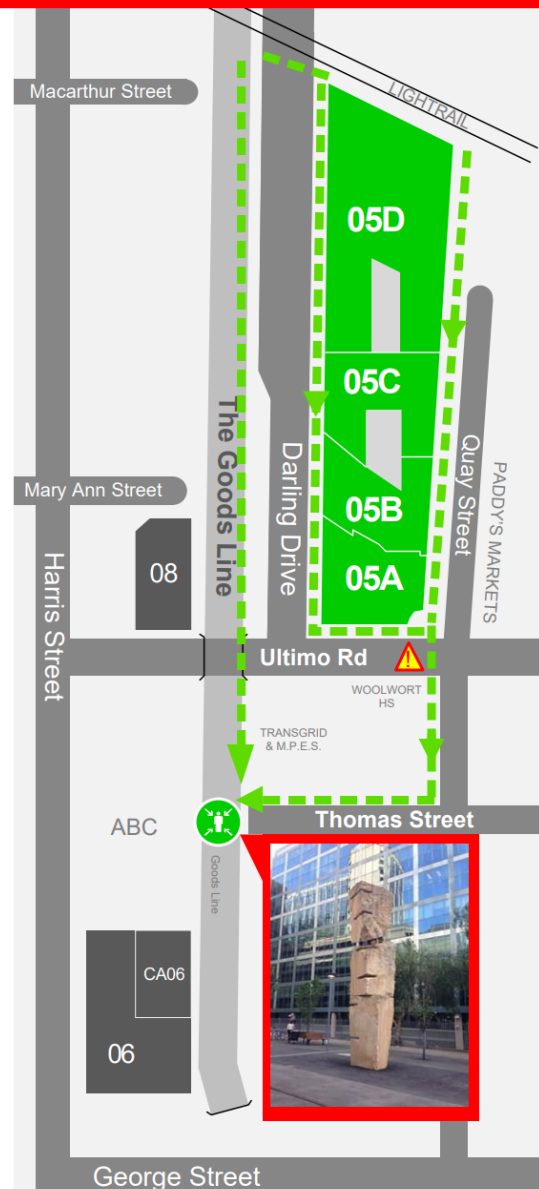
### WHEN INSTRUCTED TO SHELTER IN PLACE

- > Listen for instructions
- > Secure your immediate environment by locking doors if safe to do so
- > Keep others away from public areas such as foyers and hallways
- > Silence Mobile Phones, and turn off Machinery and Audio-Visual equipment if possible.
- > Close all windows, blinds and curtains
- > Move away from the doors and windows, remain quiet and stay there until told otherwise by Police or UTS Security
- > Provide assistance to others where required  
- > Follow the directions of Emergency Services, Wardens and Security Staff

IN AN EMERGENCY – **DIAL '6'**

OR **1800 249 559**

- > Emergency 000
- > Emergency TTY 106



Security Enquiries  
BROADWAY: 02 9514 1192

HAYMARKET: 02 9514 3399

# FAQS

## How do I apply to hire the spaces?

All application information and enquiry contact details are available at

<https://syo.com.au/venue-hire/>

## How often and long can the spaces be hired?

The spaces are available for hire seven days a week, 7.00am – 11.00pm. The minimum booking period is 4 hours per day. Bump in and bump out periods must be included within your booking time.

For potential recurring bookings, please discuss with Venue Manager.

## Inspections / tours

Inspections and tours of the spaces are available. To register, please contact the Venue Hire Manager as early as possible by email [venue@syo.com.au](mailto:venue@syo.com.au)

## Accessibility

The spaces are located on the ground floor with street level entry via Ultimo Road and Hay Street.

Accessible ramps are available for entry into the Main Theatre.

Accessible toilets are located:

- Near the Moot Court and Main Theatre on the ground floor of Block B.
- Near the SYO Orchestra Room on Level 3 of Block A (access via lift)

## Children on site

Children under the age of 15 must be always accompanied by an adult. Children are not permitted on site during bump in and bump out periods or any other time and place where high risk activities are occurring.

## Production and technical services

Limited AV equipment is available at additional cost. No production or technical support is available onsite.

Any questions in relation to production or the technical capabilities of spaces can be addressed with the Venue Hire Manager in advance or at a scheduled onsite inspection.

## Is there a loading dock?

There is no loading dock onsite. Bump in items can be delivered to the spaces from the street via main entrances which include double doors.

### **Are rehearsal markups permitted and can items be stored securely?**

Rehearsal markups, bump in and bump out must occur within booking period. Hirers have exclusive access to all hired spaces for the duration of their booking. Any consecutive day hire under 4 hours must strike down the space, bearing in mind limited secure storage is available within the theatre space only during the time of your hire.

### **Cleaning**

All spaces are to be left clean and in the condition at commencement of hire. Cleaning to be arranged at additional cost of hirer if venue is not left in satisfactory condition.

**For all other enquiries, please contact the Venue Hire Manager via email at [venue@syo.com.au](mailto:venue@syo.com.au)**

## **VENUE HIRE RULES**

These *Haymarket Creative Venue Hire Rules* (Venue Hire Rules) apply to all Venue Space Hirers.

Compliance with the Venue Hire Rules is a condition of all Hires.

### **HEALTH AND SAFETY**

#### **Fire Safety**

UTS Building Management has emergency procedures in place for the controlled evacuation of the building should the need arise. Please ensure that your organisation, your staff and participants support and are familiar with these procedures. Evacuation Diagrams and Emergency Procedures posters are located throughout all UTS Buildings.

Where the property is fitted with an appropriate fire safety and emergency warning system, the system will activate automatically in case of fire and or smoke within the building.

De-activation of these systems will only be permitted whilst testing is in progress, repairs and additions are being carried out or whilst conditions which may cause false alarms are evident. Only the UTS Facility Manager may authorise the isolation of fire safety systems. Under no circumstances are fire safety systems to be isolated until this authority is received.



Any charges incurred as a result of the Fire Brigade responding to false alarms will be charged back to the relevant Tenant.

### **Smoking & Substances**

Illicit drugs (as defined by the NSW Police Force), smoking, vaping or being in possession of lit cigarettes, cigars or pipes is not permitted in Haymarket Creative.

As required by the *Smoke-free Environment Act 2000*, smoking is banned in areas within 4 metres of the entrances and exits to the building.

Hirers must take all steps reasonably necessary to ensure that people in the premises do not smoke and that people are not exposed to cigarette smoke.

Hirers are responsible to ensure to follow this policy and report any repeat breaches to the Venue Hire Manager.

### **Reporting of incidents**

If you become aware of any hazard or damage in the common areas of the premises, please advise UTS Security and the Haymarket Creative Venue Hire Manager immediately.

For emergencies please call: 1800 249 559

For General Security matters please call: 9514 339

### **Dangerous goods**

Items classified as dangerous goods, chemicals and hazardous substances under the United Nations Globally Harmonised System and Workplace Health and Safety Regulation 2011 (NSW) are prohibited at WBAP. Make sure other chemicals are accompanied by safety data sheets and in compliance with the safety data sheets. Notice of intent to use or display dangerous goods must be submitted to the Precinct Manager minimum 14 days before start of hire period. Do not store fuel indoors at any time.

## **USE OF AREAS**

### **Shared Areas**

Shared areas are defined as spaces that are open for use by all Haymarket Creative Hirers in addition to their hired spaces. Shared Areas include corridors, main doorways, toilets and kitchens and any other places available for use by all Hirers.

Hirers are required to treat all furnishings and items within these areas with respect and report any damage or maintenance issues to the Haymarket Creative Venue Hire Manager as soon as possible.

Hirers are required to keep noise levels within the shared areas to a minimum and manage personnel and participants to avoid blocking shared passageways.

Hirers cannot leave or store items in kitchens or other common areas.

Any electrical items used within shared spaces are required to be tagged by UTS electricians as organised with the Haymarket Creative Venue Hire Manager.

### **Block B Ground Floor Common Area**

This is a communal space open to UTS students, all building Hirers and accessible by the general-public during Hours of Operation. It includes accessible toilets, a shared kitchenette and open plan areas.

## **CLEANING & WASTE MANAGEMENT**

Hirers are responsible for keeping the spaces clean and in the condition at the start of the hire.

Hirers are also responsible for ensuring their waste is placed into provided waste disposal areas, which is then collected by contracted cleaners.

Common areas are cleaned once a day from Monday to Friday by an external cleaning contractor.

## INSURANCES

Hirers are required to provide the following insurances:

- **Public liability insurance:** Proof of currency for public liability insurance of AU \$20 million minimum for any one event is required. Any contractors (such as caterers) will similarly be required to ensure their insurance policies comply with this.
- **Other insurance:** Provide evidence of any other insurance required in the Venue Hire Agreement, including Workers' Compensation cover. Any insurance required to cover other risks will be the responsibility of the event organiser, including equipment insurance, wet weather insurance and event cancellation insurance.