



# 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 B 09/11/2023

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, Campfire X, Chaser Digital, Cultural Media, Floating Leaf Pictures, Incognito Arts, Music in the Regions, Sydney Writers' Room, Sydney Youth Orchestra, Soft Tread Enterprises, 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 Monday to Friday, 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 industry private events.

All spaces provide exclusive access to allow for rehearsal mark-up and the use of sets/props for the duration of the hire period. Any consecutive day hirer must strike down the space, bearing in mind limited storage is available.

## 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 Orchestra (SYO).

### 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 in your Hire Application Form.

### RATES (as at October 2023)

	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

A former lecture theatre, the Moot Court is a large 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 a wide range of activities including rehearsals, workshops, and creative industry events.

### Size

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

### Capacity

- 124 people

### Activity types

- Rehearsal for music, film and theatre
- Workshops
- Panel discussions
- Conferences and industry events
- Screenings
- Audience testing
- Livestreamed and hybrid events

### Features

- Tiered and flat flooring
- NBN Wi-fi
- Airconditioning
- Capacity for projector installation
- Basic sound system
- Collapsible seating available on request (up to 124 seats)
- Foyer entrance/waiting area
- Access to kitchen facilities
- 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 rehearsal, workshops and screenings and a large cinema sized screen.

### Size

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

### Capacity

- 113 fixed seats + 113 temporary seat capacity

### Activity types

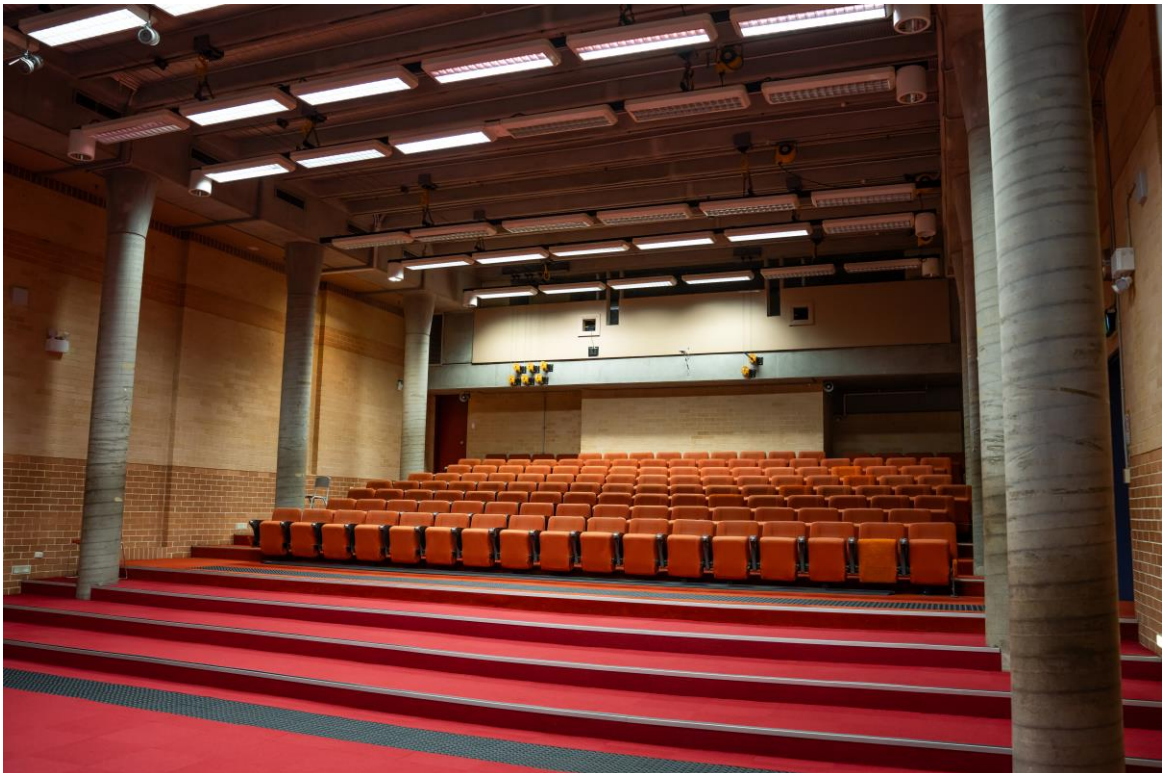
- Rehearsals for music, film and theatre
- Workshops
- Panel discussions
- Conferences and industry events
- Screenings
- Audience testing
- Livestreamed and hybrid events

### Features

- Tiered and flat flooring
- NBN Wi-Fi
- Airconditioning
- Large scale screen
- Capacity for projector installation
- Basic sound system
- Collapsible seating available on request (up to 113 additional seats)
- Two entry points
- 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. Collapsible seats and music stands are available and included in the hire cost.

### Size

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

### Capacity

- 110 people

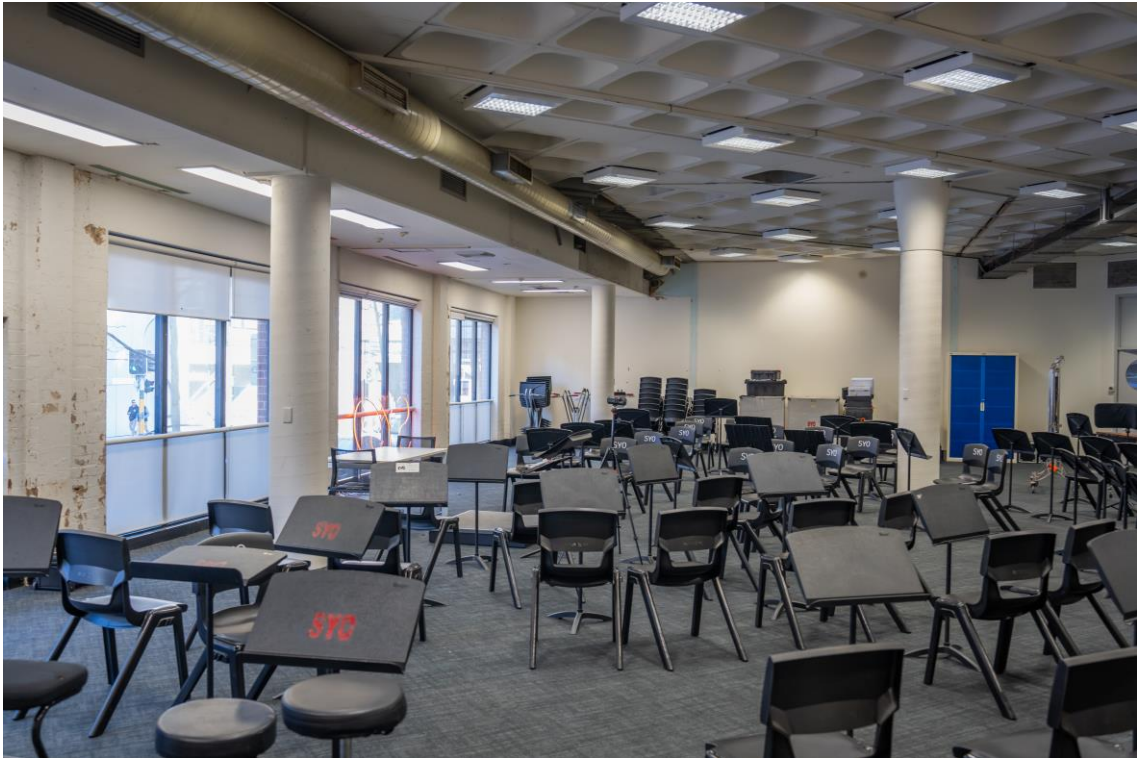
### Activity types

- Rehearsal for music and theatre
- Workshops
- Panel discussions
- Conferences and Forums
- Livestreamed and hybrid events

### Features

- Fully flat flooring
- NBN Wi-Fi
- Airconditioning
- Collapsible 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 Orchestra (SYO) E: <a href="mailto:Venue@syo.com.au">Venue@syo.com.au</a> T: 02 9251 2422
<b>Transport</b>	<p><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</p> <p><b>Train</b> 5-minute walk from Central Station</p> <p><b>Light Rail</b> 5-minute walk from Light Rail on Elizabeth Street and Central Station</p> <p><b>Bus</b> 5-minute walk Central Station Bus Stands</p>
<b>Hospital</b>	St Vincent's Hospital 390 Victoria St, Darlinghurst NSW 2010 02 8382 1111



ITEM	DETAIL
<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 [venue@syo.com.au](mailto:venue@syo.com.au)

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

The spaces are available for hire Monday to Friday.

Maximum one day period (7.00am – 11.00pm) between Monday and Friday pending availability.

For potential weekend bookings, please discuss with Venue Manager. Regular bookings are available.

## Inspections / tours

Inspections and tours of the spaces are available. To register, please contact the Venue Hire Manager as early as possible by email.

## 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 2 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 move in and move out periods or any other time and place where high risk activities are occurring.

## Production and technical services

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?**

With a minimum 4 hour booking per day, both spaces can provide exclusive access to allow for rehearsal mark-up and the use of sets/props for the duration of the hire period. Any consecutive day hire under 4 hours must strike down the space, bearing in mind limited storage is available within the theatre space only during the time of your hire. Hire items can be stored securely within both spaces.

**What does a private industry event mean?**

A private event is an event that is not open to the general public. It may be a ticketed or non-ticketed event where guests or attendees are pre-registered.

**How do I apply to host a private industry event?**

Please provide the following information in your Hire Application Form:

- Detailed event plan, including event layout plans, a pre-event checklist, move in and move out details, details of any queuing outside of entry requirements for guests etc.
- Evidence of currency for insurance cover.
- Event risk assessment.
- Evidence of all statutory permits and approvals required.

All private industry events are subject to approval via the Venue Hire Manager as per UTS requirements.

**Are food and beverages permitted at private industry events?**

Yes. This must be specified in the Hire Application Request or via the Venue Hire Manager.

**Liquor licence**

For events where alcohol is to be served, the event organiser will be required to confirm with Liquor and Gaming NSW all requirements. To serve alcohol, you will be required to submit written confirmation prior to the event that the hirer has confirmed, and meets, all valid Liquor and Gaming NSW requirements, including copies of any required licences.

**Cleaning**

All spaces are to be left clean and in the condition at commencement of hire.

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.

## 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 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.

## EVENT APPROVAL PROCESS

Events will be assessed for suitability. Event organisers are required to provide the following information to facilitate this process:

- Detailed event plan, including event layout plans, a pre-event checklist, move in and move out details, details of any queuing outside of entry requirements for guests etc.
- Evidence of currency for insurance cover.
- Event risk assessment.
- Evidence of all statutory permits and approvals required