



WEIPA TOWN AUTHORITY POLICY

Outdoor Cinema Equipment Hire

Policy Number: WTA-P-WTA08
Version: V1

Date Adopted: June 2010
Review Date: May 2011

POLICY STATEMENT

1. Payment for the hire of the Outdoor Cinema Equipment will be required one week before the required date, and will be charged at the following rates:
 - (a) *Not-For-Profit organizations may hire the equipment for free, if it is to be used for fundraising purposes only.*
 - (b) *Businesses or individuals that hire the Outdoor Cinema Equipment in a manner that will generate income will be required to pay a standard charge of \$250.00 for up to four hours of projector use, and \$50 per hour thereafter, plus GST.*
2. The Outdoor Cinema Equipment may only be used under the supervision of a WTA approved and trained operator, with assistance provided by the hirer of five people to set up the inflatable screen.
3. Copyright laws need to be adhered too, and all films shown must have all relevant copyright clearances. This is the responsibility of the hirer, and copies of clearances with the film distribution company and APRA must be attached to the application. For playing music, you may only require a licence from PPCA. For more information, view the attached documents, or visit www.apra.com.au, www.copyright.org.au, and www.pcca.com.au.
4. It is the responsibility of the hirer to make sure the film rating laws are adhered to for the duration of the screening. The Australian Government, Office of Film Literature Classifications. For further information: www.oflc.gov.au
5. The following areas of event management are required for efficient and correct set up of equipment. This access must be made available a minimum of 24 hours before screening time.
 - (a) *Full access to electricity outlets and safety switches must be available to WTA approved coordinator from the bump-in time and 1hr after the screening finishes.*
 - (b) *WTA is to be notified of all underground plumbing, electrical & irrigation systems in the cinema screen area. WTA will not be held responsible for any damage sustained to these systems.*
 - (c) *All watering systems must be turned off while the cinema equipment is on site. Repair or replacement of equipment water damaged by sprinkler systems will be charged to the hirer.*
 - (d) *All event promotions are the responsibility of the hirer. The hirer is totally responsible for all ticketing and crowd management.*



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- (e) All lights in the area must be able to be covered or switched off during the screening.*
 - (f) Post-event, the equipment must be stored indoors before being returned to the WTA by the next working day. The storage room must be locked and secure.*
- 6. The Outdoor Cinema Equipment will NOT be used in rain, high winds or any other situations that may be considered a safety hazard for either persons or equipment. WTA reserves the right to cancel a screening in this event.
 - (a) Payment will be refunded for any cancellations including weather. However, you may choose to re-schedule your event instead.*
 - (b) Where the Movie is cancelled during the screening, the charge (as per part 1 of policy statement) will only be charged \$50.00 per hour of actual use.*
- 7. Indemnity: Fair wear and tear excepted, and for the duration of the hire, the hirer will agree to indemnify the Weipa Town Authority against loss or damage from any cause whatsoever to the Outdoor Cinema Equipment. In the event of damage, the hirer will pay to restore and deliver such equipment to the WTA, in the condition it was received, or to replace the damaged equipment with other equipment of an equivalent functionality.