



2016 Season (Mar-Dec) Submission Information

Deadline for Submissions 5pm Friday 20 November 2015

The Depot Theatre is a not-for-profit theatre company and Venue that collaborates with an eclectic range of emerging and established independent theatre makers to stage Australian and international works. We aim to entertain, challenge and inspire audiences with performances that are accessible, affordable and – most importantly – a really fun night out.

Known for its vibrant street culture, multicultural influences, and buzzing music and arts scene, **The Depot Theatre** is located in Sydney's inner west suburb of Marrickville. The theatre is situated within the historic Addison Road Community Centre, Sydney's largest and oldest, and a thriving hub for culture, arts and the environment visited by over 200,000 people annually.

The Depot Theatre consists of a 50sqm stage area, fixed raked seating on two sides for 100, a basic lighting rig and desk, sound equipment, a foyer, a rehearsal room and backstage areas including a dressing room, breakout area, kitchenette, toilet and shower.

To find out more about **The Depot Theatre** visit our website: www.thedepottheatre.com

Submissions are now open for our 2016 Theatre Production Season*

**NB: the terms, conditions and costs listed below are subject to change and indicative only. The Depot Theatre Incorporated is not registered for GST.*

We are seeking submissions from independent theatre companies that have a production they would like to stage between March and December 2016 for a season of between one and four weeks, with a producer, cast and crew either partially or fully appointed.

We are looking to program a diverse range of productions - anything from the completely experimental to the traditional, including new and classic Australian and international works from all genres.

Each "**Production Company**" will enter into an agreement in association with The Depot Theatre Incorporated (the "**Venue**"), the terms and conditions of which will include (but not be limited to) the following:

The Production Company will be provided by the Venue with:

- **Use of the Venue** including the **stage area, in-house lighting rig and desk, sound equipment, electricity and backstage areas** at specified times for the duration of the season.
- Use of the **Workshop rehearsal studio free of charge** (subject to availability) during the Production Company's rehearsal period.
- Access to the Venue for **bump in/out** and **performances** at the times specified below.
- Management of the Venue during the production season including a **box office/front of house manager** for each performance.
- **Administration of the box office** including online, phone and door sales.
- **Promotion of the production** via the Venue's website, e-news and social media channels.

Weekly performance times*:

8pm Wed, 8pm Thurs, 8pm Fri, 8pm Sat, 5pm Sun

*Extra performances if requested are subject to availability and are charged at \$200 per performance.

Weekly access times*:

Day	Bump in	Matinee Pre-show	Evening Pre-show	Matinee Performance	Evening Performance	Bump out
Mon	10am-10pm					
Tues	10am-10pm					
Wed	10am-7pm		6pm-8pm		8pm-11pm	
Thurs	10am-7pm		6pm-8pm		8pm-11pm	
Fri	10am-7pm		6pm-8pm		8pm-11pm	
Sat			6pm-8pm		8pm-11pm	
Sun		3pm-5pm		5pm-8pm		10am-10pm

*Fixed access times apply. Bump in is from 10am on the Monday prior to the first performance on Wednesday. Bump out is on the final Sunday from 10am-10pm. Extra performances and/or bump in/out days are subject to availability and are charged at \$200 per performance or per bump in/out day.

Advertised ticket prices*:

Type	Full	Concession	Group of 10 or more	Preview	Cheap Wednesday	School Student
Price	\$32.00	\$27.00	\$27.00	\$22.00	\$22.00	\$22.00

* Ticket prices are fixed for consistency. Online ticket sales and credit card sales incur a 30c booking fee per ticket charged to the purchaser. Cash sales do not incur booking fees.

Charges to the Production Company:

	One week season (4 performances + bump in & out)	Two week season (9 performances + bump in & out)	Three week season (14 performances + bump in & out)	Four week season (19 performances + bump in & out)
Cost	\$1,600.00 or 30% actual* box office, whichever is higher	\$3,000.00 or 30% actual* box office, whichever is higher	\$4,200.00 or 30% actual* box office, whichever is higher	\$5,400.00 or 30% actual* box office, whichever is higher
Deposit**	\$800.00	\$1,000.00	\$1,200.00	\$1,400.00

* Actual box office equals ticket sales minus any discounts, ticketing fees and charges etc.

**The Production Company will pay a deposit to the Venue upon signing the production agreement and prior to the 2016 Season announcement. The deposit will be reimbursed to the Production Company upon completion of the production minus any charges arising from the final inspection after bump out.

Payments and box office settlements:

- From the date tickets go on sale to the end of the performance season, box office settlements will be paid weekly into the Production Company’s nominated bank account, after the minimum charges to the Production Company have been recouped by the Venue.
- Online and credit card sales incur a credit card processing fee of 2.1% + 50c per transaction which is automatically deducted from box office settlements.
- Cash sales do not incur any fees.
- A deposit is to be paid upon signing of the production agreement and prior to the 2016 Season announcement. The deposit will be reimbursed to the Production Company upon completion of the production minus any charges arising from the final inspection after bump out.

The Production Company will:

- Appoint a producer who will also be the point of contact for the Venue. This person can be a member of the creative team. However, they need to be appointed at the time of submission and demonstrate the vision and capacity required to stage and market a world class independent production.
- Appoint a creative team, performers and a stage manager/technical operator.

- Develop, fully rehearse and stage a full length theatrical production.
- Develop and implement a marketing, publicity and promotion plan.
- Provide at least one (hero) promotional image, text, poster and other materials for the Venue's foyer, billboard, website, E-News, social media and other publicity channels.
- Hold the performance rights for all relevant creative elements of the production including the script and any music.
- Hold public liability and any other relevant insurances.

What to include in your submission:

1. Producer contact name, phone and email
2. Preferred season dates/length (1-4 weeks)
3. Production/event title and the script (if applicable)
4. Description of the production (max one page)
5. Short bio and headshot for each of the creatives/performers appointed to date
6. How you will generate an audience (max 1/2 page)
7. Any other relevant information/material

How to submit your application:

Email two PDF documents - to info@thedepottheatre.com

1. PDF version of the script
2. Submission information and any attachments (as one PDF)

Good luck and we very much look forward to hearing from you!

Julie Baz and David Jeffrey | Co-Artistic Directors
The Depot Theatre | 142 Addison Rd, Marrickville NSW 2204
T. +61 428 032 838 | E. info@thedepottheatre.com
W. www.thedepottheatre.com