



## 2017 Season (Mar-Dec) Submission Information

### Deadline for Submissions 5pm Friday 30 September 2016

*"The Depot Theatre punches well above its weight, presenting well-produced, confidently performed shows that both entertain and inspire."* WEEKEND NOTES

*"In the last year The Depot Theatre has continually delivered a diversity of outstanding well-rounded performances."* SYDNEY SCOOP

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 49sqm stage area, fixed raked seating on two sides for 98 people, 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.



*Image by Katy Green Loughrey*

# Submissions are now open for our 2017 Season

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

## What we're looking for:

We are seeking submissions from independent theatre companies that have a production they would like to stage between March and December 2017. 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. We welcome applications from both emerging and seasoned arts practitioners that can demonstrate the commitment, capacity and enthusiasm required to stage a world class independent production.

## Season length:

We would prefer to program three week seasons. However, we will also consider applications for two week or four week seasons. Applications for productions of less than two weeks or greater than four weeks will not be considered.

## How it works:

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

## The Depot Theatre will provide:

- **Use of the theatre:** Use of the stage area, in-house lighting rig and desk, sound equipment, electricity and backstage areas at specified times for the duration of the performance season at the times specified below.
- **One week bump in period in the theatre:** Access to the theatre for final rehearsals and bump in for one week prior to the first performance at the times specified below.
- **Use of the Workshop rehearsal studio:** Access to The Depot Theatre's rehearsal studio (free of charge at times subject to availability) for the Production Company to hold auditions, workshops, rehearsals and productions meetings.
- **Box office management:** Administration of the box office including comps/giveaways and all ticketing including online, phone and door sales.
- **Front of house/box office manager:** Management of the venue during the production season including a box office/front of house manager for each performance.
- **Opening night function:** Refreshments following the official opening night performance.
- **Marketing, publicity and promotion:** Assistance with marketing, publicity and promotion of the production via The Depot Theatre website, e-news and social media channels, some sponsored posts, event listings, media, reviewer and industry invites and cross promotional giveaway offers.
- **Public liability insurance:** Cover under The Depot Theatre's public liability insurance for all rehearsals and performances held at The Depot Theatre.
- **Minimal upfront and all inclusive charges:** A deposit to secure the production will be the only upfront charge to the Production Company. The season charges (listed below) are all inclusive and will be recouped via ticket sales.

- **Weekly box office settlements:** From the date tickets go on sale to the end of the performance season, after the minimum charges for the season have been recouped by The Depot Theatre, box office settlements will be paid weekly into the Production Company's nominated bank account.
- **Free off street parking:** The Addison Rd Centre has ample free off street parking available for use by the creative team and patrons.

### The Production Company will:

- Appoint a producer who will also be the point of contact. 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 take on this important role.
- Appoint a creative team that includes (but is not necessarily limited to) performers, a director, a set designer, a lighting designer, a costume designer, a stage manager and a technical operator. These roles may be doubled where appropriate and do not need to be fully appointed at the time of submission. The Depot Theatre reserves the right of approval over any members of the creative team appointed after the time of submission.
- 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 Depot Theatre's foyer, 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. The performance rights do not need to be confirmed at the time of submission. However, we need assurance in writing from the producer of their availability at the time of submission.



*Image by Katy Green Loughrey*

## Weekly performance times\*:

8pm Wednesday, 8pm Thursday, 8pm Friday, 8pm Saturday, 5pm Sunday

\*Fixed performance times apply.

## Weekly theatre 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-10pm |                  | 6pm-8pm          |                     | 8pm-11pm            |           |
| Fri   | 10am-10pm |                  | 6pm-8pm          |                     | 8pm-11pm            |           |
| Sat   | 10am-10pm |                  | 6pm-8pm          |                     | 8pm-11pm            |           |
| Sun   | 10am-10pm | 3pm-5pm          |                  | 5pm-8pm             |                     | 10am-10pm |

\*Fixed access and performance days/times apply. Bump in is from 10am on the Thursday prior to the first performance on the following Wednesday. Bump out is on the final Sunday from 10am-10pm.

## Charges to the Production Company\*:

|         | Two week season<br><i>9 performances, bump in (7 days) and bump out (1 day), plus access to the Workshop rehearsal room</i> | Three week season<br><i>14 performances, bump in (7 days) and bump out (1 day), plus access to the Workshop rehearsal room</i> | Four week season<br><i>19 performances, bump in (7 days) and bump out (1 day), plus access to the Workshop rehearsal room</i> |
|---------|---|--|---|
| Charge  | <b>\$3,200.00</b> or 30% actual box office (whichever is higher and capped at \$5,000.00)                                   | <b>\$4,200.00</b> or 30% actual box office (whichever is higher and capped at \$7,500.00)                                      | <b>\$5,200.00</b> or 30% actual box office (whichever is higher and capped at \$10,000.00)                                    |
| Deposit | \$1,000.00  | \$1,200.00   | \$1,400.00  |

\* The above charges are all inclusive – no other charges will be payable by the Production Company. Actual box office equals ticket sales minus any discounts, ticketing fees and charges etc. The Production Company will pay a deposit to The Depot Theatre upon signing the production agreement. 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.

## 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        |

\* Fixed ticket prices apply. 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. From the date tickets go on sale to the end of the performance season, after the minimum charges to the Production Company have been recouped by The Depot Theatre, box office settlements will be paid weekly into the Production Company's nominated bank account. 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.





*Image by Katy Green Loughrey*

### **What to include in your submission:**

1. Production/event title and the script (if applicable)
2. Producer contact name, phone and email
3. Preferred season dates between 23 March-17 December 2016
4. Any dates you can't do
5. Preferred season length - two, three or four weeks
6. A one line description of the production (tag line)
7. A one paragraph marketing blurb
8. A one page (max) description of the production
9. Short bio and headshot for the producer and each of the creative team appointed to date
10. Assurance in writing from the producer of the availability of the performance rights
11. Any other relevant information/material

### **How to submit your application:**

Email two PDF documents - to [info@thedepottheatre.com](mailto:info@thedepottheatre.com)

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

To find out more about The Depot Theatre visit our website: [www.thedepottheatre.com](http://www.thedepottheatre.com)