



2018 Season Submission Information

Deadline for submissions - midnight Sunday 10 Sept 2017

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

"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 venue consists of a 49sqm stage area, fixed raked seating on two sides for 98 people, a lighting rig and desk, sound equipment, a foyer, a rehearsal room and backstage areas including a dressing room, breakout area, kitchenette and toilet.



2017 Season image by Peta Addy

Submissions are now open for our 2018 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's changed from 2017 to 2018:

- Bigger incentives to stage a three week season rather than a two week season. Why? Because we want to you to have more time for the productions to evolve and for word of mouth and the publicity to do its work. Three week seasons include:
 - an extra two days in the theatre for bump in and final rehearsals
 - priority access to the rehearsal room
 - minimum charges of only \$500 more – that's just under 16 adult tickets
 - the same amount for the upfront deposit as for a two week season
- An extra performance has been added to each season – totaling 10 performances for two week seasons and 15 for three week seasons.
- The day and time for matinees is moving from 5pm Sunday to 2pm Saturday.
- We are programming the full calendar year – January to December.

What we're looking for:

We are seeking submissions from independent theatre companies that have a production they would like to stage in 2018. We are looking to program a diverse range of productions - anything from the completely experimental to the more conventional, 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 seasons. Applications for productions of less than two weeks or greater than three 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 for the duration of the performance season at the times specified below.
- **Bump in period in the theatre:** Access to the theatre for final rehearsals and bump in for nine days (three week seasons) or seven days (two week seasons) 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. Three week seasons receive priority over two week seasons.

- **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 sound 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.

Weekly performance times*:

8pm Wednesday, 8pm Thursday, 8pm Friday, 2pm and 8pm Saturday

**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	12pm-2pm	6pm-8pm	2pm-5pm	8pm-11pm	
Sun	10am-10pm					10am-10pm

*Fixed access and performance days/times apply. Bump in is from 10am on the Tuesday (3 week season – 9 days) or Thursday (2 week season – 7 days) 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 10 performances, bump in (7 days) and bump out (1 day), plus access to the Workshop rehearsal room	Three week season 15 performances, bump in (9 days) and bump out (1 day), plus access to the Workshop rehearsal room
Charge	\$3,500.00 or 30% actual box office (whichever is higher and capped at \$5,000.00)	\$4,000.00 or 30% actual box office (whichever is higher and capped at \$7,500.00)
Deposit	\$1,000.00	\$1,000.00

* 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.

What to include in your submission:

1. Production title and the script (if applicable)
2. Producer contact name, phone and email
3. Preferred season dates between January and December 2018
4. Any dates you can't do
5. Preferred season length – two or three 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

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

Deadline for submissions is midnight Sunday 10 September 2017

Good luck!

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