

# VENUE CHECKLIST

You're about to sign on the dotted line with your venue. Have you included in your agreement, **in writing**, the following?

- ☐ Confirmed performance dates and times.
- ☐ Venue Hire costs and conditions (e.g. does the venue take a % of Box Office or a flat fee?). What venue resources are included in the hire cost?
- ☐ Venue COVIDSafe plan that complies with government regulations that are current at the time of your performances. The plan should include provision for QR code (or other) contact tracing, cleaning procedures, hand sanitiser, capacity limits, crowd flow management. The Festival will have templates available for you to share with your venue if you think they need assistance.
- ☐ Cancellation conditions and costs. Take special note of your obligations (and financial exposure) should performances be cancelled due to COVID-19.
- ☐ Accessibility for people
  - ☐ who use wheelchairs or walking aids
  - ☐ with vision or hearing impairment
  - ☐ a stage area for AUSLAN interpreters with clear sightlines
  - ☐ a safe space for audiences during RELAXED performances.
- ☐ Marketing – does the venue list gigs online and/or in print? Access to venue database, for example, inclusion in EDMs (electronic direct mail) to customers. Are posters allowed in venue?
- ☐ Venue's Public Liability Insurance, a Festival requirement
- ☐ Ticketing, does the venue require you to sell tickets via an inhouse system, if so, are you allowed an allocation on another system? Or, can you use an independent ticketing system, such as, Festival ticketing.

Also, to consider/discuss (email recommended):

- ☐ In house equipment, costs and conditions of use.
- ☐ Licensing for APRA AMCOS and Liquor Licence conditions (18+, 16+, All ages).
- ☐ Venue sharing details (other artists, other events, regular venue activities).
- ☐ Have you made sure your show will fit in the venue / on the stage?
- ☐ Staffing: technical; front-of-house; and box office. Who hires and pays staff?
- ☐ Merchandise sales, is there a commission to venue?
- ☐ Loading zones and bump in and out times and access to building.
- ☐ Customer car parking or public transport to your venue.
- ☐ Cash float (for door and merchandise sales) or EFT machine available?
- ☐ Waste disposal & venue cleaning.
- ☐ Power usage and charges.
- ☐ Emergency exits and evacuation procedures. Fire extinguishers.
- ☐ First Aid kits and First Aid accredited staff.
- ☐ Security personnel on site and their accreditation.
- ☐ Code of Conduct.