

## **Theatre Festival (2026)**

### **Terms and Conditions**

- ❖ The Theatre terms and conditions (T&Cs) **MUST** be signed by SIG (Superintendent Group) and Church Overall Theatre Leader of the participating church even if the church is only participating with a single Theatre or single individual
- ❖ The Theatre T&Cs **MUST** be scanned as PDF file and uploaded to the online registration system at the time of the submission
- ❖ In case the SF Theatre sub-committee did not receive the Theatre T&Cs by the participating church at the time of the submission, then the submission will be considered as **VOID/NOT VALID** and will not be participating in the SF Theatre performance
- ❖ SF Theatre sub-committee will support all churches on the day with all instructions and guidance needed to ensure a successful performance for all churches. This will happen through the single point of contact from the church
- ❖ SF Theatre sub-committee will provide the participating church a checklist to go through it on the day with all instructions. That checklist will be co-signed by the SF Theatre sub-committee and participating church upon completion of the performance
- ❖ The following are the details of all T&Cs for SF Theatre Festival

#### **S1. Admission**

1. Participating Church is responsible for having a dedicated group/team of people to admit and organize their all attendees before, during and after the performance to the seating area
2. Participating Church is responsible for having a single point of contact on the performance day who will be in touch with the SF Theatre Sub-Committee to organize the participating teams and individuals in their waiting areas and order of coming on stage as per the communicated schedule
3. Participating Church **MUST** formally send an email to [theatre@sfmelb.org.au](mailto:theatre@sfmelb.org.au) at least 1 week before the performance day with list of names and contacts for the above two points
4. Failing to comply with (S1.1, S1.2 & S1.3), may result in the participating church not to perform on the day

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## **S2. Cleanness of the venue**

1. Food and drink are not permitted in the auditorium, backstage or control room. Evidence of such consumption will attract cleaning charges. This is the responsibility of the participating church admission team mentioned earlier
2. Participating Church is responsible of keeping and maintaining the stage, backstage rooms & its surrounding areas, waiting areas and the seating area (used by the parents and congregation) clean since your arrival to the venue and before departure from the venue. If the venue is left in an unsatisfactory condition and requires additional cleaning, a further fee will be charged
3. Participating Church may dedicate a group/team of people to ensure the cleanness of the place is maintained
4. Participating Church is responsible for notifying all their participants, responsible servants, and all attendees of the same
5. Cleaning charges will apply to the participating church if the venue is left not clean and in order (refer to charges and liability section)

## **S3. Use of external equipment**

1. Participating Church may need to bring any decoration for their performance. If that is the case, please notify SF Theatre sub-committee by formally sending email to [theatre@sfmelb.org.au](mailto:theatre@sfmelb.org.au) at least 5 weeks before the performance day
2. Participating Church may need to bring laptop or USB drive for presentation or sound files. If that is the case, please notify SF Theatre sub-committee by formally sending email to [theatre@sfmelb.org.au](mailto:theatre@sfmelb.org.au) at least 5 weeks before the performance day
3. Participating Church may like to bring external devices like: smoke machine, dry ice, additional lighting effect ... etc. That will be subject to the condition of the venue is providing a written permission/approval to the SF Theatre Sub-Committee to allow the use of such a device.

If that is the case, please notify SF Theatre sub-committee by formally sending email to [theatre@sfmelb.org.au](mailto:theatre@sfmelb.org.au) at least 5 weeks before the performance day with your requirements, technical specification of the device to be used and you will receive a reply once the venue provide its feedback

4. Participating Church will need to ensure that surge protection devices are brought when using external equipment that need an electricity supply to avoid any electrical hazards
5. Damage charges will apply if any of the external equipment being used caused any types of damages to the venue (refer to charges and liability section)

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- Charges will apply if any of the external equipment being used caused a trigger of the fire alarm of the venue which results in calling the fire brigade or other paid emergency services (refer to charges and liability section)

### **S4. Behaviour and Etiquette**

- Participating Church (inclusive of all its attendees, congregation, participants, servants and leaders) is expected to show and represent Christian behavior when dealing and communicating with others (inclusive of SF Theatre Subcommittee members, other participating church, other attendees from other churches)

***Some examples of non-Christian behavior are abusing other person verbally or physically, shouting at other person, humiliating other person, swearing at other person, using inappropriate language, threatening or putting in danger other person life, ...etc.***

- Participating Church is expected to respect the communicated schedule time for their performance (arrival, preparation, performance, and departure time). Penalties applies (refer to Theatre guidelines)
- Participating Church is expected to respect the quietness of the place while other churches are performing on the stage till they complete their performance. Penalties applies (refer to Theatre guidelines)
- Participating Church is fully responsible for ensuring the above is applied and maintained all the time before, during and after the performance
- Failure to comply with (S4.1 & S4.4), this may result in a disqualification of the whole participating church depending on the significance and the degree of the unchristian behavior represented on the day.

This will be carefully assessed by the SF Theatre Sub-Committee with consultation with the SF Central Committee. Once a decision is being made, the participating church will be formally notified of the outcome.

### **S5. First Aid**

- Participating Church is responsible for providing first aid assistance to its members. The participating church should nominate a first aid officer from their side and to be responsible for the application of first aid. A first aid kit should be provided by the participating church for the use of its members

### **S5. Prohibited Items**

- Candles, gas cylinders, explosive devices, fireworks, firearms or any items with a naked flame are strictly prohibited. The use of glitter, confetti, hay, straw, rose petals, rice and metallic sprinkles is not permitted within the venue or surrounding grounds. Sticky tape, double-sided tape and other adhesives may not be used to affix items to walls, doors or ceilings. Animals will not be permitted in the venue with the exception of guide and hearing assistance dogs. Chewing gum is not permitted in the venue at any time.

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### **S6. Charges and Liability**

1. Participating Church is required to pay one-time bond on top of the registration fees as following:
  - a. **\$300** (if the church is participating in only Theatre or Choir Festival)
  - b. **\$600** (if the church is participating in both Theatre and Choir Festival)

*The bond is on top of the registration Theatre fees and is fully refundable back to the participating church if none of the following below charges are applied upon the completion of the event and once the SF Theatre Subcommittee receive final invoice from the venue*

2. Cleaning charges will apply to the participating church as per (S2.5). This will be fully determined upon the completion of the venue assessment. If there is any extra charge on top of the paid bond, then that will be formally communicated to the participating church to complete the payment by a certain due date.

*The actual value will be determined by the venue upon the completion of the event and once the SF Theatre Subcommittee receives the final invoice from the venue*

3. Damages charges will apply to the participating church as per (S3.5 & S3.6). This will be fully determined upon the completion of the venue assessment. If there is any extra charge on top of the paid bond, then that will be formally communicated to the participating church to complete the payment by a certain due date.

*The actual value will be determined by the venue upon the completion of the event and once the SF Theatre Subcommittee receives the final invoice from the venue*

4. Emergency service charges will apply to the participating church in case of using unauthorized device as per (S3.3). The participating church shall be liable for any costs incurred by emergency services. This can be \$3000 upwards. This will be fully determined upon the completion of the venue assessment. If there is any extra charge on top of the paid bond, then that will be formally communicated to the participating church to complete the payment by a certain due date.

*The actual value will be determined by the venue upon the completion of the event and once the SF Theatre Subcommittee receives the final invoice from the venue*

5. Damages & Maintenance charges will apply to the participating church if there is any damage caused by any of the participating church attendees on the performance day to the venue like damages to venue equipment, fittings, furniture, rooms, glass, walls, doors, restrooms, ...etc. This will be fully determined upon the completion of the venue assessment. If there is any extra charge on top of the paid bond, then that will be formally communicated to the participating church to complete the payment by a certain due date.

*The actual value will be determined by the venue upon the completion of the event and once the SF Theatre Subcommittee receives the final invoice from the venue*

6. If the actual charges are below paid bond, then the difference will be paid back to the participant church

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### **S7. Specific Light and Sound Requirements**

1. Participating Church may have specific light and/or sound requirements. If that is the case, please notify SF Theatre sub-committee by formally sending email to [theatre@sfmelb.org.au](mailto:theatre@sfmelb.org.au) at least 5 weeks before the performance day with all your requirements and it is subject to availability and approval by the venue.

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## Signature

We [\(the church representatives signed below\)](#) **agree** on all the above terms and conditions and will comply with it all.

|  |  |                    |  |
|--|--|--------------------|--|
| <b>Church Name</b>                             |  |                    |  |
| <b>Overall Church Theatre Leader Name</b>      |  |                    |  |
| <b>Overall Church Theatre Leader Signature</b> |  | <b>Date Signed</b> |  |
| <b>SIG Member Name</b>                         |  |                    |  |
| <b>SIG Member Signature</b>                    |  | <b>Date Signed</b> |  |