

TRACKDOWN

EVENTS GUIDE



Rebekah Jackson

+61 8353 2614

rebekah@trackdown.com.au

www.trackdown.com.au

Elaine Beckett

+61 8353 2765

elaine@trackdown.com.au

www.trackdown.com.au

The Venue

Trackdown is among Sydney's most unique and versatile venues. As a blank canvas, it provides the potential for truly spectacular events. The Simon Leadley Scoring Stage houses everything from an orchestra recording to a film launch.





The Venue

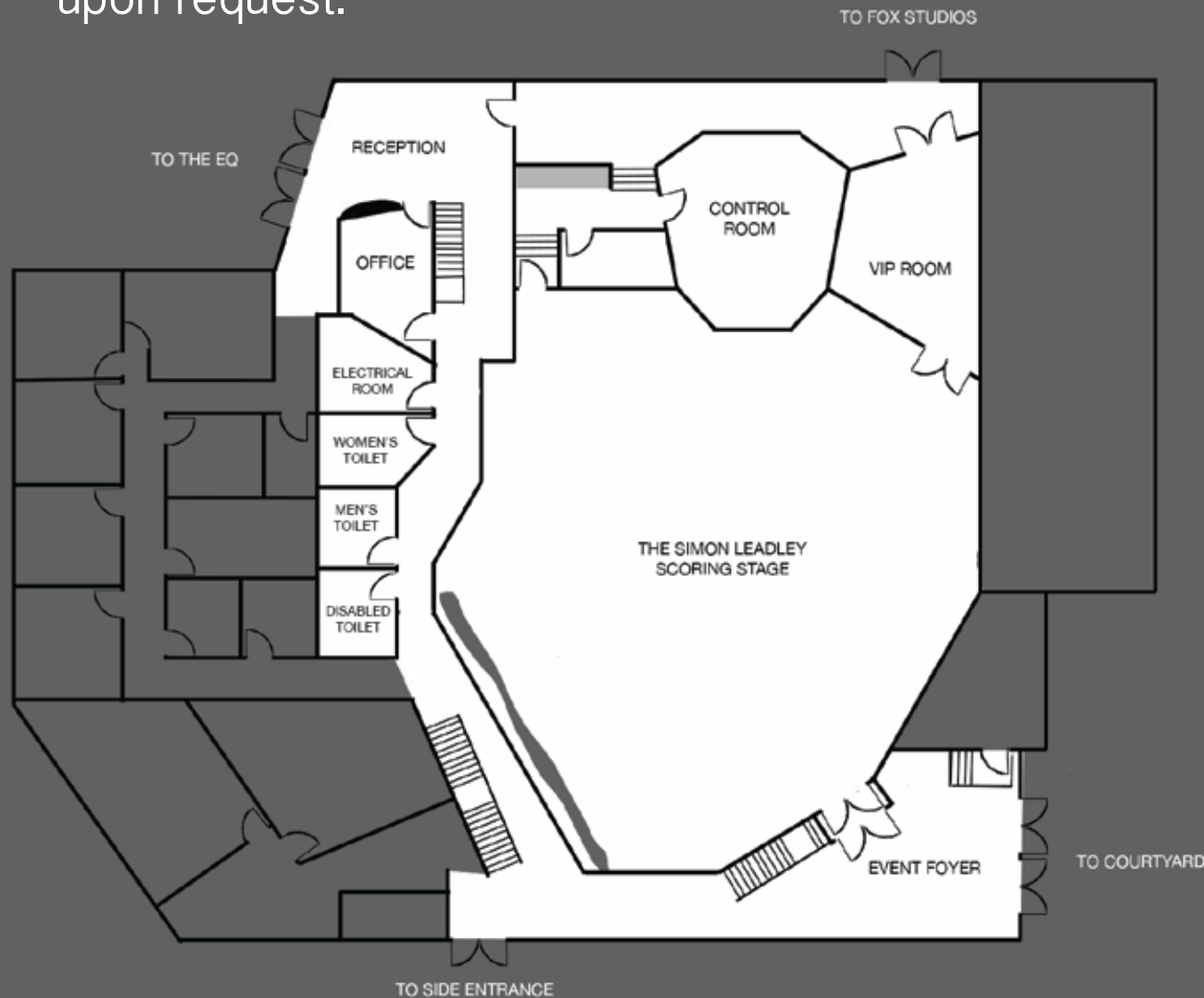
Alongside the Scoring Stage, Trackdown offers separate venue entry, a private outdoor courtyard and VIP room.

Capacity

Cocktail Party	350 people
Sitdown dinner (without stage)	230 people
Sitdown dinner (with stage)	200 people
Concert	350 people
Conference/Presentation	200 people

Floorplan

A floorplan with measurements of the space is available upon request.





Events Logistics

All events held at Trackdown must be finished by midnight, with all guests off the premises by midnight.

Bump down of an event must be finished by 2am unless a prior arrangement has been made with Trackdown Management.

If bump out has not concluded by 2am, Trackdown reserve the right to request that the venue be vacated and that the bump out resume at 8am.



Lighting

Trackdown's house lights include: Floodlights; Hi- Bays; Wall Lights and Stationary Spotlights. All houselights are on dimmers.

Trackdown is also equipped with a lighting grid. A map of the grid, and pricing on the one-man lift needed is available upon request.



Power

240V GPO: Trackdown's Main Hall has 240V power points located around the room. Lighting and Audio are on their own circuit.

3 Phase Power: There is 1 x 3 Phase Power Outlet and 8 x 3 Phase Plugs located in the Electrical Room a 30m cable run from the Main Hall. Trackdown has 1 x 30m 3 Phase Power cable.



Audio + Visual

Trackdown does not have any AV equipment included with the hire of the venue.

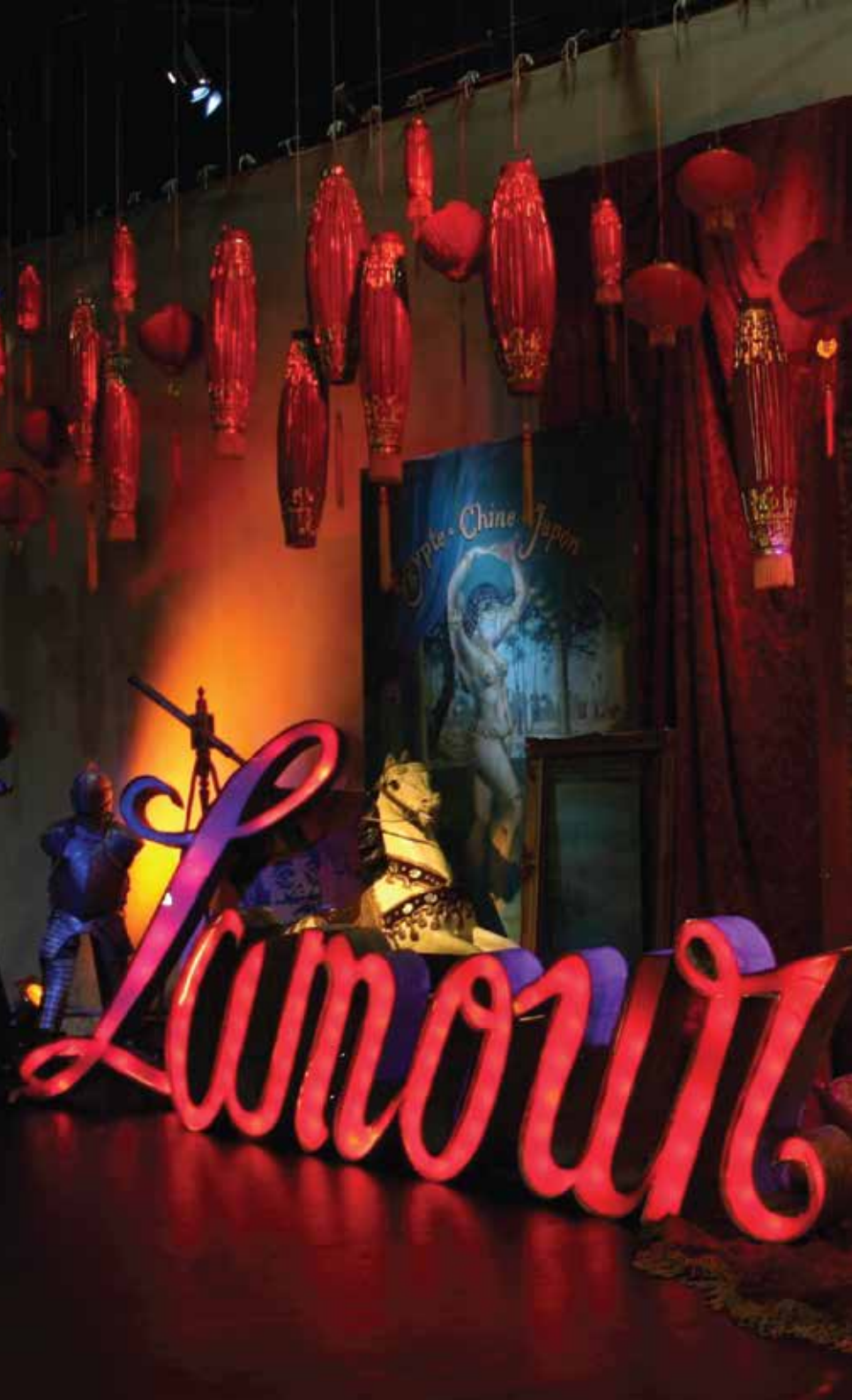
A small PA and a projector are available for hire.

Access

There are 3 bump in access points:

1. Rear Loading Dock – via Fox Studios.
2. Courtyard Loading Dock – via Fox Studios.
3. Front entry – entry via The Entertainment Quarter.

Please provide names of all drivers that require access to Trackdown 48 hours prior to your event.



Fees + Booking

Venue hire is calculated from the time of bump in to the time that bump out is completed.

12 hour venue hire: \$3 200 +GST
Hourly venue hire: \$300/hr +GST

Booking forms are available upon request.
A bond of \$1 000/day is to be paid with a 50% deposit to confirm booking.

In the event a confirmed booking is cancelled the following fees apply:

14-30 days prior	25% fee payable
4-13 days prior	50% fee payable
0-3 days prior	100% fee payable

Terms & Conditions of Hire

1. All persons on the property of Trackdown are required to abide by its rules and regulations. Detailed information on these will be provided on request.
2. Trackdown may deny an application for hire, or may cancel a previously approved application without notice if extraordinary or unusual circumstances warrant such an action. Trackdown also reserves the right to refuse the hire facilities to any applicant without giving a reason for such refusal. Where matters beyond the reasonable control of Trackdown impair or prevent Trackdown being able to perform its obligations under this agreement, the Hirer releases Trackdown from any liability or loss incidental or consequential to such matters.
3. If Trackdown has reason to believe that the event or any part of the event will affect the smooth running of Trackdown's business, its security or reputation, the management reserves the right to cancel the event or any part of it at its discretion and without prior notice or liability.
4. Any authorised representatives of Trackdown shall at any time be permitted free access to any event held at Trackdown by the Hirer.
5. Trackdown reserves the right to invite the general public to any event that is sponsored by Trackdown.
6. No advertisement may be made in relation to the hiring of the facilities at Trackdown without the approval of Trackdown and the advertisement is not to imply that Trackdown is associated with the event other than providing the facility.
7. Without express permission of Trackdown no advertisement, poster, handbill or any other form of announcement or statement may be placed on, attached to or written on any structure or natural feature of the building, such as doors, walls, windows, the surface of walkways, footpaths or roads, posts, or other fixtures or fittings.
8. Permission to introduce intoxicating liquor onto the premises at any event must be obtained in advance from the Operations Manager. Such requests will normally be approved in those areas generally used for social gatherings. The sale of alcohol on Trackdown premises is illegal.
9. Permission must be granted in advance for the consumption of food and drink in the scoring stage area. If such permission is granted to a Hirer then food and drink can be given to participants but must not be sold
10. A minimal amount of car parking spaces may be available at the facility, however the hiring of the facility does not entitle the Hirer to parking, this must be arranged with the Operations Manager. Please contact the Operations Manager for further information on Parking Available.
11. Smoking is prohibited in all Trackdown Facilities.
12. Animals and Birds are not allowed on the premises without prior written approval from the Operations Manager. The Operations Manager must give separate written approval at least one week prior to the event. Trackdown requires all clients requesting this arrangement to leave a liability bond that will be forfeited in the event of any damage to the facility.
13. A third party must not use the room hired without receiving prior written permission from the Operations Manager. Consent for this arrangement will only be granted where the principal hirer has agreed to the sharing of the facility hired.
14. During the event it is essential that no fire doors or public entrances or thoroughfares be blocked in any way. The availability of the facility is in accordance with dates/times booked for the event.
15. Minors must remain within the designated event space and under constant supervision from a responsible adult, parent or guardian.
16. The Hirer is financially responsible and agrees to indemnify Trackdown for all damage sustained to the facility and grounds during an event as an action of employees/invitees/guests of the Hirer. The Hirer agrees to indemnify Trackdown against personal injury occurring to any of the Hirers guests, employees or contractors arising out of actions of the Hirer or any of his guests, employees or contractors. The Hirer is responsible for any damage to the buildings, facilities and furnishings on the property and for loss however arising, as a result of any action by your guests, employees or contractors. Please ensure all relevant third parties are made aware of this.
17. Whilst the staff of Trackdown will take every care with the security and protection of property, Trackdown is unable to accept any responsibility for damage or loss to property before, during or after an event. The Hirer is responsible for the safekeeping of personal belongings and equipment. We recommend that the Hirer take out insurance. Trackdown may be able to assist with suggested insurers. Trackdown is to be nominated as the co-insured for the purposes of the policy.
18. Bump-In is permitted during the hours of your booking but no earlier. Bump out must be completed within your booking. It is the Hirer's responsibility to ensure all decorations, props and equipment are removed immediately after the event. Items not removed by you or an agent during your booking time will be charged a daily fee for storage and/or removal which will be deducted from your bond. Trackdown reserves the right to take other event bookings up to two hours before and two hours after your booking and to hold events simultaneously in adjoining facilities.
19. Spaces available generally contain only basic furniture. Charges for services, furnishings and equipment considered to be in excess of those normally associated with the facility may be levied in addition to the agreed fee either before or after the event. If furniture is changed or re-arranged during the course of an event and not returned to its original state the re-set will be at the expense of the hirer.