

Syconium @ St Mark's Licensee Guide & Information Pack

St Mark's Church, Figtree Road, Hunters Hill NSW 2110

St Mark's Church is located in the leafy suburb of Hunters Hill.

The Church was built in 1858 as the Tarban School House and Chapel, and was originally located on church street, Hunters Hill (opposite the Hunters Hill Hotel). It was relocated stone by stone in 1961 to its current location after the Burns Bay Road Bridge was constructed.

It remains used as a worship space for Sunday mornings, and is available to the wider community for creative purposes on Sunday afternoons, Monday to Saturday.

The Parish wishes to engage with the creative arts, and see strong correlations between the spiritual and the creative processes, and so are most open to exploring using this space for art exhibitions, poetry, recitals, readings and much more. It is however important that that which occurs respects the sacred space which it is within.

Playing with the "figtree", which is part of its place name and a biblical image, we have taken up the name of this creative space as "Syconium", which is the interior part of a fig, and the part that bears fruit!

The interior of the church is designed for flexibility – stackable chairs that can be easily moved or re-arranged; fold out petitions with lighting that can be used to display creative works; and access to a piano (and with some negotiation) the Kinlock Organ.

On Figtree Road there is plenty of on street parking, and access to buses along Ryde Road (approx. 80 metres away).

Definitions

The Wardens of the Anglican Parish of Hunters Hill are the licensor, and may be referred to as "the Anglican Parish of Hunters Hill", "St Mark's" or "the Warden's" in this document.

"Syconium" is name given to St Mark's Church when it is used as a creative arts space.

The "Licensee" is the responsible person or company who will be taking up a licence for usage of Syconium, as per the terms of the licence and this document.

The license will be drawn up by the Parish Clerk and is set by the Diocese of Sydney. An example can be found at <https://www.sds.asn.au/approved-acpt-standard-form-licence-agreement-casual-one-use>

Public Liability Insurance is as per defined in the above website, which also contains links to obtaining one-off insurance from ANSVAR. Usage must comply with the "Property Use Policy" of the Diocese of Sydney.

Contact

Parish Office
2 Ambrose Street, Hunters Hill
02 98172167
syconium@aphh.com.au

Operational Hours

Syconium is available throughout the entire week, with the exclusion of Wednesday and Sunday mornings.

There are however some options for events that may be either side of this time to ensure the ease of not having to take down and reassemble a show – to be negotiated.

The space is available from 10am to 9:30pm.

A licence agreement is entered into with the Parish that will detail the hours of operation, including “bump in” and “bump out” times.

Site visits are by appointment only.

Accessibility, Parking and Deliveries

There is no on-site parking.

Street parking is available around the Church, and Figtree Road is wide enough for disabled parking.

Bus routes are accessible on Ryde Road, and stops are approximately 80 metres from the entrance to Syconium, along a gentle sloping road with pathways.

Deliveries are by arrangement, and included in the licence. There is a small driveway that may be accessed for ease of deliveries, but may only be used for no more than 15 minutes.

Syconium is accessible via a small single step upon entry, and a portable ramp is able to be put in place for access for wheel chairs.

Contractors

Contractors engaged by licensees are bound by the same terms and conditions of the licensees. Licensees are responsible for directing contractors to work within agreed conditions, WHS and use of approved materials. Licensees are responsible for ensuring all such contractors are covered by Public Liability Insurance.

Technical Equipment

All electrical equipment must be tested before use on site. Equipment must be operated by person familiar with and/or certified for safe and correct operation.

Usage of lights, sound equipment and musical instruments owned by the Parish will only be possible with written agreement in the licence, and instructions prior to usage.

Venue alterations

No alterations are permitted.

Storage

There is no storage available at Syconium.

Liquor

The service of liquor is only permitted with written agreement in the licence, and requires conditions to be met including fulfilling obligations around the responsible service of alcohol.

Noise

We love our neighbours, and wish to keep on the best possible terms. Noise in Syconium should not exceed 80dB (within the site), and be 50dB outside of the site.

Security

A monitored security system is located within Syconium, and access codes will be made available to the licensee along with keys at the time of "bump in". Keys and codes are not to be shared with any other parties. A bond will be required as per the licence, and will include the loss of keys, or security call outs due to the actions of the licensee. It is the responsibility of the licensee to ensure that the property is kept secure during all times of usage, and the Parish does not take any responsibility for anything lost or stolen while on-site.

Bump In / Bump Out Times

For installation and de-installation, or setting up, an allowance of up to three hours for exhibitions, and 1.5 hour for performances will be included within the licence agreement. Longer times may be negotiated, but will be stipulated in the licence agreement.

Installation

Exhibitors are responsible for installing their own works, unless otherwise arranged and providing any specific equipment required.

No items are to be placed on walls or furniture.

Hung works may be placed on three folding petitions. Each petition is 13 panels in length (2040 H X 7400 W) and Charcoal Black in Colour. Art hangers and LED lighting is available for usage, and installed after instructions from the Licensor.

Floor standing works must be capable of supporting themselves in a safe manner and must not block any exits, and may be placed within some sacred spaces with the consent of the Minister.

Powered works and lighting with extension cables must not run across main walkways or egress routes and must be secured with cable covers (no cloth tape allowed) to prevent trip hazards.

Artwork Sales

Are entirely at the discretion of the licensee, and no consignment is paid to the licensor.

However, this remains negotiable pending on the exhibition or performance, for example a percentage of profits may be given to a charitable fund through the Parish. Such terms and conditions will be contained within the licence.

Insurance

Licensees must hold current Public Liability Insurance. For valuable items or equipment it is also advisable to hold additional insurance covering damage or theft, for which we are not responsible or liable.

“House” Equipment

House PA equipment will only be accessible if written within the terms of the licence, and after demonstration of usage. All equipment will need to be returned to their default set-up, which we advise photographing upon arrival for bump-in.

Air-conditioning is also available for usage.

Items lost, broken or stolen during usage are at the responsibility of the licensee, and the licensor will either debit funds from the deposit to purchase, or require payment of replacement items within 14 days.

Audio and Lighting

Use of additional lighting is by negotiation, and all audio equipment is to be used in a manner that meets our noise requirements above.

Use of fog, smoke, or haze machines is not permitted.

Venue Capacity

The capacity of Syconium is 70 persons, including performers.

This capacity may be varied by Government Regulation, and the licensee is required to meet all such requirements.

COVID-19

As per the licence agreement, it will be the responsibility of the licensee to meet and ensure all regulations or requirements of the NSW Government and NSW Department of Health.

Postponement of Cancellation

If an event or exhibition needs to be postponed, we are happy to negotiate changes of times and usage, but availability cannot be guaranteed. Any costs incurred, as agreed in the licence, will need to be paid in advance of any agreement to changed dates and times.

If an event is cancelled with less than 30 days written notice, the licensee will forfeit the “Bond” and any expenses incurred, as outlined and agreed to in the licence.

Social Media and Website

The licensee is responsible for the appropriate management of any social media or websites onto which they promote their event, including ensuring that Syconium and the Anglican Parish of Hunters Hill are treated with respect in all comments and interactions.

Advertising materials which mention Syconium or the Anglican Parish of Hunters Hill should be approved in advance by the Minister in writing.

The Parish will, with agreement of the licensee, provide advertisement via the Syconium Facebook and Instagram accounts, and the Syconium Website.

Ticketing

Licensees are responsible for their own ticketing of any event, unless negotiated with the Parish.

Fees

The following fees are paid for use of Syconium.

1. Bond

A refundable (pending all conditions met) bond of \$500.00 is to be paid in advance of the event, and only upon receipt of this and a signed license agreement is an event able to be promoted and is considered to be booked.

2. Exhibitions

Usage Fee - \$250.00 plus GST

This includes access opening of the space, access to petitions and lighting and the use of the House PA. This does not include the cost of cleaning. It is the responsibility of the licensee to ensure that the space is kept clean, including toilets.

Daily Fee - \$75.00 plus GST

This includes usage of the space (including bump In and bump out times) for up to five hours per day. Additional hours in a day are charged at \$10.00 per hour.

3. Performances

Usage Fee - \$250.00 plus GST

This includes access opening of the space, access to petitions and lighting, the use of the House PA and piano. The tuning of the piano is an additional cost, and only done upon agreement by the Wardens. This does not include the cost of cleaning. It is the responsibility of the licensee to ensure that the space is kept clean, including toilets.

Performance Fee - \$50.00 plus GST

This includes usage of the space (including bump In and bump out times) for up to three hours on one day. Additional hours in a day are charged at \$10.00 per hour.



	Exhibition or seating space		Not accessible space or furniture		Entrance/Doorways		Usable with permission and guidance
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