

2011/2012 Fees & Charges

Laycock Street Theatre

AUDITORIUM – Sunday to Thursday

Hirer Categories	Definitions	Rate / Hr
Community	All School, Church, Government & GCC bookings. Rate also applies to Non For Profit & Non Incorporated Community Organisations and private functions.	\$160.00
Commercial	All incorporated for profit businesses that are putting on a performance/function/ event/ workshop to make a profit from their event eg. This rate also applies to all commercial businesses that may have a private function eg. Staff Christmas Party.	\$300.00

AUDITORIUM – Friday and Saturday

Hirer Categories	Definitions	Rate / Hr
Community	All School, Church, Government & GCC bookings. Rate also applies to Non For Profit & Non Incorporated Community Organisations and private functions.	\$200.00
Commercial	All incorporated for profit businesses that are putting on a performance/function/ event/ workshop to make a profit from their event eg. This rate also applies to all commercial businesses that may have a private function eg. Staff Christmas Party.	\$375.00

DON CRAIG ROOM – Sunday to Thursday

Hirer Categories	Definitions	Rate / Hr
Community	All School, Church, Government & GCC bookings. Rate also applies to Non For Profit & Non Incorporated Community Organisations and private functions.	\$100.00 # \$50.00
Commercial	All incorporated for profit businesses that are putting on a performance/function/ event/ workshop to make a profit from their event eg. This rate also applies to all commercial businesses that may have a private function eg. Staff Christmas Party.	\$180.00 # \$90.00

DON CRAIG ROOM – Friday and Saturday

Hirer Categories	Definitions	Rate / Hr
Community	All School, Church, Government & GCC bookings. Rate also applies to Non For Profit & Non Incorporated Community Organisations and private functions.	\$125.00 # \$60.00
Commercial	All incorporated for profit businesses that are putting on a performance/function/ event/ workshop to make a profit from their event eg. This rate also applies to all commercial businesses that may have a private function eg. Staff Christmas Party.	\$225.00 # \$100.00

When used in conjunction with the hire of the Auditorium.

Notes:

1. Rental charges are applied from first access by the hirer through to final egress and are charged in 15-minute increments. A 4-hour minimum charge applies for all events other than meetings, for which a minimum 2-hour charge is applicable.
2. Where an admission price is levied for an event or performance, the charge shall be 4 hours' rental or 10% Gross Box Office Receipts, whichever is the greater.
3. Rehearsals held on the same day as a performance are included in the performance rental. Rehearsals held on other days attract the full hourly rate.
4. Costs for staffing and catering are not included in the above rates.

Peninsula Theatre

THEATRE – Sunday to Thursday

Hirer Categories	Definitions	Rate / Hr
Community	All School, Church, Government & GCC bookings. Rate also applies to Non For Profit & Non Incorporated Community Organisations and private functions.	\$100.00
Commercial	All incorporated for profit businesses that are putting on a performance/function/ event/ workshop to make a profit from their event eg. This rate also applies to all commercial businesses that may have a private function eg. Staff Christmas Party.	\$200.00

THEATRE – Friday and Saturday

Hirer Categories	Definitions	Rate / Hr
Community	All School, Church, Government & GCC bookings. Rate also applies to Non For Profit & Non Incorporated Community Organisations and private functions.	\$125.00
Commercial	All incorporated for profit businesses that are putting on a performance/function/ event/ workshop to make a profit from their event eg. This rate also applies to all commercial businesses that may have a private function eg. Staff Christmas Party.	\$250.00

Notes:

1. Rental charges are applied from first access by the hirer through to final egress and are charged in 15-minute increments. A 4-hour minimum charge applies for all events other than meetings, for which a minimum 2-hour charge is applicable.
2. Where an admission price is levied for an event or performance, the charge shall be 4 hours' rental or 10% Gross Box Office Receipts, whichever is the greater.
3. Rehearsals held on the same day as a performance are included in the performance rental. Rehearsals held on other days attract the full hourly rate.
4. Costs for staffing and catering are not included in the above rates.

STAFFING COSTS (All Venues)

Day	Technical Staff Rate/Hr	Front of House Staff Rate / Hr
Monday - Friday	\$45.00	\$40.00
Saturday	\$55.00	\$50.00
Sunday	\$67.50	\$60.00
Public Holiday	\$112.50	\$100.00

Notes:

1. Fire and safety regulations require the engagement of trained venue staff. This is mandatory and at least one member of the Venue's staff must be in attendance at all times during every period of hire. For performances, a minimum of two technical staff and one front-of-house attendant will be engaged by the Venue at the Hirer's expense.
2. Subject to the above, the Hirer may provide his own technical staff to substitute for the Venue's staff, provided that any such person substituting for a Venue technician must be approved by the Venue's Technical Coordinator as being adequately trained and competent to perform the task involved.
3. A minimum staff call of 3 hours applies to all events, charged in 15-minute increments. Note that staff calls may commence prior to the Hirer's access to the Venue and conclude after the Hirer's egress from the Venue.
4. Entry to the Venue by production personnel is via the Stage Door. The safety and security of all performers and crew is paramount and if deemed necessary by the Venue management, a Stage Door Security Attendant will be employed at the Hirer's expense. The applicable Technical Staff rate shown above will apply.

MISCELLANEOUS FEES & CHARGES

Charge Type	Cost
Administration	
Telephone calls	Actual Cost + 25%
Faxes - incoming/outgoing, first page	\$2.50
Faxes - incoming/outgoing, subsequent pages, each	\$1.10
Photocopying – A4 black & white, per page	\$1.00
Photocopying – A4 colour, per page	\$3.00
Photocopying – A3 black & white, per page	\$1.25
Photocopying – A3 colour, per page	\$5.00
Stationery – A4 paper, white or coloured, per ream	POA
Stationery – other	POA
Air Conditioning	
	Included in venue rental
Catering	
Tea / Coffee / Juice - one serving / per person	\$3.00
Tea / Coffee / Juice / biscuits - one serving / per person	\$3.50
Other specific catering requests	POA
Use of commercial kitchen facilities – per day	\$150.00
Cleaning	
Normal	Included in venue rental
Additional cleaning costs to that normally incurred will be charged to the Hirer at the discretion of the Venue Management. This includes, but is not limited to, stains on carpets and other soft furnishings from make-up, glitter, chewing gum and spilt substances. Per hour, or part thereof:	from \$125.00
Marketing	
Inclusion in monthly newsletter (service available from date to be advised)	No charge
Inclusion on website	No charge
A3 poster displayed in foyer (content to be supplied)	No charge
Inclusion in monthly distribution of listing information to regional media	No charge
Distribution of up to 15 posters offsite (content to be supplied)	No charge
Distribution of up to 1000 flyers	No charge
Distribution of 1000+ flyers – per thousand	\$25.00
Distribution of 50+ posters (content to be supplied) - per poster	\$1.60
Inclusion in Centre Stage brochure (Printrun 20,000). Distributed to theatre mailing list - monthly b2b distribution. (service available from date to be advised)	\$100.00 # \$60.00
Broadcast email to theatre database - Set up fee	\$85.00
Broadcast email to theatre database - sending fee per contact	\$0.10
Plasma hire – per fortnight	\$100.00 # \$75.00
Plasma hire - per month	\$200.00 # \$150.00
External billboard for 2 month period dependent upon availability (artwork to be supplied)	\$365.00 # \$330.00
13cm x 9cm newspaper advertisement placement – at 50% commercial rate (artwork to be supplied)	\$440.00
Direct mail of DL flyer to theatre database -12,000 contacts (content to be supplied)	\$1050.00 # \$780.00
# Community rate	
Merchandising	
Commission levied on programs and merchandise sold	10.00%
Repairs	
Stains or damage to Venue furnishings and fittings will be repaired, dry-cleaned and/or re-fireproofed at the Hirer's expense. Any repairs needed as a consequence of a hire of the Venue will be charged to the Hirer. The Venue reserves the right to withhold this amount from the Hirer's	POA

	account.	
Security		
	At request of Hirer or at discretion of Venue management	POA
Technical		
	Production power – (House lights and general / foyer lighting are included in basic rental) - per day or part thereof	\$40.00
	Wireless handheld microphone - per day	\$36.00
	Wireless handheld microphone - per week	\$108.00
	Wireless body microphone - per day	\$49.00
	Wireless body microphone - per week	\$144.00
	Haze machine – Look Solutions Unique - per day	\$49.00
	Haze machine – Look Solutions Unique - per week	\$144.00
	Haze machine – Look Solutions Unique - fluid, per bottle	\$62.00
	Smoke machine – Jem ZR33 Hi Mass DMX - per day	\$28.00
	Smoke machine – Jem ZR33 Hi Mass DMX – per week	\$77.00
	Smoke machine – Jem ZR33 Hi Mass DMX - fluid, per bottle	\$52.00
	Piano use - Yamaha C7 grand - per day	\$50.00
	Piano use – Yamaha P120 Electric Piano - per day	\$25.00
	Piano tuning	\$133.00
	Mini Disc HHB 80 min- each	\$6.00
	CDR 80 min - each	\$4.00
	Batteries - 9 volt - each	\$6.00
	Batteries – AA - each	\$3.00
	Gaffer tape – per roll	\$32.00
	Leukoplast – per roll	\$12.00
	Gel - specific show orders - per sheet	\$25.00
	Lectern – per day	No charge
	Data projector - Liesegang, 4500 ansi lumens – per day	\$195.00
	Data projector - Epson, 2600 ansi lumens - per day	\$57.00
	Screen only use – per day	\$25.00
	Stage Risers - 1.2m x 2.4m (Heights - 300mm, 600mm, 900mm) – per unit	\$26.00
	Painting stage floor back to black – Laycock Street Theatre	from \$410.00
	Painting stage floor back to black – Peninsula Theatre	from \$190.00
Ticketing (Note: all tickets must be sold through Venue box office)		
	Booking Fee per ticket sold (includes exchanged, complimentary, cancelled and refunded tickets)	\$3.50
	Telephone/Internet transaction charge (levied on patrons, per transaction)	\$3.00
	Event creation charge (levied on Hirers, per booking)	\$60.00
	Credit card charge (levied on Hirers, based on ticket value sold via credit cards)	2.50%

All charges shown include GST.

All fees and charges are next due for review from 1 July 2012, but may be amended earlier.