



Hire Fee Inclusions and Associated Costs

All prices listed below are inclusive of the Goods & Services Tax (GST) and are subject to change

1 Hire fee includes

- 1.1 Set-up of room with seating and tables in accordance with Hirer's requirements and subject to availability of furniture.
- 1.2 One (1) security attendant at front gate during the function (with the exception of the Meeting Hall).
- 1.3 One (1) in-house sound and lighting technician in the Auditorium for a maximum of eight (8) hours (Refer Clause 3).
- 1.4 Use of in-house public address system in Auditorium, Banqueting Room and Meeting Hall for speeches.
- 1.5 Use of dressing rooms for Auditorium events (subject to availability).

2 Services and Facilities for which additional fees will apply

- 2.1 Front of House staff, including ushers, ticket and programme sellers, stage door attendant, fire officer and after hours Event Supervisors. (Refer Clause 3).
- 2.2 Supervision of non-technical rehearsals.
- 2.3 In-house sound and lighting technician time after eight (8) hours (Refer Clause 3).
- 2.4 Any other additional technicians required.
- 2.5 Alterations to basic lighting rig (if approved).
- 2.6 Use of Nexo GEOs Tangent Array sound system in Auditorium for live bands and DJ's [price on application]
- 2.7 Stage Extensions
1.2, 2.4 & 3.7 metre stage extensions - \$460.00
4.9 & 6.1 metre stage extensions - \$660.00
Custom built staging, including split stages, full width stages, choral risers [price on application]
*A 1.2 metre stage extension is included for all catered events
- 2.8 Use of Grand Piano – \$530.00 per day (includes single tune).
- 2.9 Use of Upright Piano – \$229.00 per day (includes single tune).
- 2.10 Use of Organ – \$530.00 per day.
- 2.11 Community rate for use of Piano/Organ [price on application].
- 2.12 Relocation of Upright Piano in Meeting Hall.
- 2.13 Use of any other rooms/areas associated with your function (by arrangement only).
- 2.14 Broadcast Fee – \$95.00.
- 2.15 Early access before 8.30 am – from \$38.50 per hour (excluding catered events).
- 2.16 Telephone calls, office supplies, photocopying and fax facilities.
- 2.17 Additional cleaning if required at Managers discretion including confetti, streamer and glitter removal – starting from \$130.00.
- 2.18 Goods and services hired or purchased at Hirer's request.
- 2.19 Additional security guards [price on application].

- 2.20 Sale of Hirer's merchandise or programmes. 10% (plus applicable GST) on printed matter and clothing (excluding GST) 7.5% (plus applicable GST) on CDs, videos and audio cassettes (excluding GST).
- 2.21 The hanging of all banners, signage and displays in the Auditorium and Foyers - \$115.00 (2 x 1.2 m wide x 4 m long banners)
- 2.22 Catering as arranged.
- 2.23 After midnight room hire fee – \$150.00 per hour or part thereof.
- 2.24 Hire of additional dais/platforms/ramps [price on application].
- 2.25 Minimum penalty of \$150.00 applies if the Meeting Hall is left unlocked after use or the key not returned. Client is responsible for any damages incurred
- 2.26 Hire of dance floor in Banqueting Room [price on application].
- 2.27 Labour surcharges will apply for any major changes made on the day.

3 Staff Charges (Per hour)

- 3.1 **Front of House Staff** - minimum 3.5 hour call.
Standard Time is 8.00am to Midnight Monday – Saturday
Penalty Time is Midnight to 8.00am Monday – Saturday, Sundays, & overtime after 8 hours.

| Standard | Penalty | Public Holiday |
|------------------------------------|---------|----------------|
| <i>Front of House Manager</i> | | |
| \$38.50 | \$66.00 | \$82.50 |
| <i>Front of House staff</i> | | |
| \$26.00 | \$43.00 | \$54.00 |
| <i>Ticket Sellers (BASS Rates)</i> | | |
| \$41.80 | \$82.50 | \$82.50 |

- 3.2 **Technicians** – minimum 3 hour call (4 hour min Sunday)
Overtime after 8 hours \$75.00 per hour to the nearest half hour.
Missed meal break fee \$66.00 per missed break. Technicians are entitled to a half hour meal break at least every 6 hours. If they are unable to take a meal break, a missed meal break fee will be charged.

4 Minimum staff requirements for performances in Auditorium

- Front of House Manager (1).
- Front of House Staff: Ushers (2 – 4) depending on audience capacity.
- Front of House Staff: Stage Door attendant (1).
- Sound and Lighting Technician (1).