

**Theatre Hire**

<b>Civic Theatre</b>		
<b>Particulars</b>	<b>Total Fee Payable incl. GST</b>	<b>Terms</b>
Full-Day Hire Rate (8am - Midnight) or 12% of the Gross Box Office takings (which ever is greater)	\$2,300.00	these fees include no staff - minimum supervision requirements apply
Access fee per additional Hour outside regular hire period (Between Midnight and 8am)	\$115.00	these fees include no staff - minimum supervision

**Staffing Charges**

<b>Monday to Friday inclusive</b>		
Staff (including backstage, additional technicians, ushers, merchandise, bar supervisor) (per hour)	\$37.00	Minimum 3 hour call
Duty Technician / Front of House Manager (per hour)	\$44.00	Minimum 3 hour call
<b>Saturday</b>		
Staff (including backstage, additional technicians, ushers, merchandise, bar supervisor) (per hour)	\$44.00	Minimum 3 hour call
Duty Technician / Front of House Manager (per hour)	\$52.00	Minimum 3 hour call
<b>Sunday</b>		
Staff (including backstage, additional technicians, ushers, merchandise, bar supervisor) (per hour)	\$55.00	Minimum 3 hour call
Duty Technician / Front of House Manager (per hour)	\$63.00	Minimum 3 hour call
<b>Public Holidays</b>		
Staff (including backstage, additional technicians, ushers, merchandise, bar supervisor) (per hour)	(Available Upon Request)	Minimum 3 hour call
Duty Technician / Front of House Manager (per hour)	(Available Upon Request)	Minimum 3 hour call

**Technical Fee**

Daily Technical Equipment Fee	\$125.00	Includes access to all technical equipment available
Weekly Technical Equipment Fee	\$360.00	Includes access to all technical equipment available

**Booking Fees**

<b>Particulars</b>	<b>Total Fee Payable incl. GST</b>	<b>Terms</b>
Tickets Fee per ticket	\$4.00	
Credit Card Handling Charges	1.5% on all cards	
Complimentary Tickets per ticket	\$0.45	
Cancellation of Tickets (per booking)	\$8.00	
Printing of ticket for door sale per ticket	\$0.45	

NOTE:

- These Charges will apply until 2017/2018 Fees and Charges are in place.
- These are in-house hire Fees and Charges.
- Staff Bump in/out before 6.00am and after 11.00pm incurs additional charges.
- Public Holiday Fees and Charges apply. Please contact Wagga Wagga Civic Theatre for Public Holiday Schedule.

## **Staffing, Facilities and Services**

### **It is mandatory for any performance to which the public is admitted to have**

- Front of House Manager x 1
- Ushers x 4 (A 4th Usher is required for any performances with over 300 patrons)
- Duty Technician shall be mandatory at any time when the stage facilities are in use
- Plus any other additional facilities and services as per the Hiring Agreement

### **Facilities and services included in the Theatre Hire & Technical Fee**

#### **Staff**

- Box Officer – 45mins prior to performance

#### **Facilities and services**

- Utilities including Air Conditioner, lighting throughout the building
- Technical facilities / equipment as per Technical Specifications
- Use of stage drapes and house curtain
- Use of the backstage areas - dressing rooms, wardrobe space, laundry, kitchen and loading dock.
- Normal cleaning
- Opportunity to display posters and flyers in the foyer prior to performances
- Event set up in Box Office system
- Access to foyers for opening night functions
- Event promoted on Civic Theatre's Website
- Production Meeting prior to event if required

### **Facilities and services for which additional charges may be made**

#### **Staff**

- Front of House Manager x 1 (as per 2016/2017 schedule of fees)
- Duty Technical x 1 (as per 2016/2017 schedule of fees)
- Ushers x 4 (as per 2016/2017 schedule of fees)
- Program and or Merchandise sellers if required (as per 2016/2017 schedule of fees)
- Sound and or Lighting and or Follow spot operators if required. The Hirer may elect to employ their own production personnel in addition to the Duty Technician at their own expense, subject to their being of suitable expertise, in the opinion of the Duty Technician, and their completion of the Safety Induction

#### **Facilities and services**

- Administrative Support – phone, fax, photocopier
- Advertising assistance to the extent and subject to the conditions agreed in writing by the Manager including 10% handling fee
- Additional technical equipment
- The film, television, radio broadcast or recording fee plus direct staffing or other costs associated with such broadcasts (if applicable).
- Tuning and setting up the piano and the costs of a standby tuner if required.
- In the event of the user failing to clean or repair at the Manager's request, the Hirer shall be responsible for of the cost of any said cleaning or repairs for which is or has been created by the Hirer's performance or usage.
- If smoke is being used on stage a charge of \$220.00 will apply for the changing over of our smoke detectors to thermal detectors.