



CIVIC THEATRE COMMUNITY HIRERS FEES & CHARGES 2017/2018

Theatre Hire

Civic Theatre		
Particulars	Total Fee Payable incl. GST	Terms
Full-Day Hire Rate (8am - Midnight)	\$850.00	these fees include no staff - minimum supervision requirements apply
Evening Performance Only - Access from 3pm	\$650.00	these fees include no staff - minimum supervision requirements apply
Rehearsal blocks (up to 4 hours, no public access. Dates by negotiation, only one per season)	\$250.00	these fees include no staff - minimum supervision requirements apply
Access Fee per additional hour outside regular hire	\$115.00	these fees include no staff - minimum supervision requirements apply

Staffing Charges

Monday to Friday inclusive		
Staff (backstage, follow spot, box office, ushers, programme sellers, administration, bar supervisor) (per hour)	\$39.00	Minimum 3 hour call
Duty Technician / Front of House Manager (per hour)	\$46.00	Minimum 3 hour call
Saturday		
Staff (backstage, follow spot, box office, ushers, programme sellers, administration, bar supervisor) (per hour)	\$46.00	Minimum 3 hour call
Duty Technician / Front of House Manager (per hour)	\$55.00	Minimum 3 hour call
Sunday		
Staff (backstage, follow spot, box office, ushers, programme sellers, administration, bar supervisor) (per hour)	\$57.00	Minimum 3 hour call
Duty Technician / Front of House Manager (per hour)	\$65.00	Minimum 3 hour call

Technical Fees

Civic Theatre		
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

Ticketing Fees

Civic Theatre		
Particulars	Total Fee Payable incl. GST	Terms
Booking Fee per ticket	Under \$20 Ticket - \$2.00/Over \$20 Ticket - \$3.00	
Credit Card Handling Charges	N/A	
Complimentary Tickets per ticket	\$0.45	
Cancellation of Tickets (per booking)	\$6.00	
Printing of ticket for door sale per ticket	\$0.45	

NOTE:

- These Charges will apply until 2018/2019 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 2018/2019 schedule of fees)
- Duty Technical x 1 (as per 2018/2019 schedule of fees)
- Ushers x 4 (as per 2018/2019 schedule of fees)
- Program and or Merchandise sellers if required (as per 2018/2019 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.