



**THEATRE HIRE**

| <b>Particulars</b>   | <b>Total Fee Payable incl. GST</b> | <b>Terms</b>   |
|--|------------------------------------|--|
| Civic Theatre Full-Day Hire Rate (8am - Midnight)  | \$850.00                           | Hire fee does not include staff - minimum supervision requirements apply |
| Civic Theatre Half-Day Hire Rate<br>(8 hours, 0800 – 1600 or 1600 – Midnight)              | \$650.00                           | Hire fee does not include staff - minimum supervision requirements apply |
| Community Rehearsal (4 hours, no public access. Dates by negotiation, only one per season) | \$260.00                           | Hire fee does not include staff - minimum supervision requirements apply |
| Access fee per additional hour outside regular hire period<br>(Between Midnight and 8am)   | \$115.00                           | Hire fee does not include staff - minimum supervision requirements apply |
| Weekly Civic Theatre Community Hire  | \$3,500.00                         | Hire fee does not include staff - minimum supervision requirements apply |

**STAFFING**

| <b>Particulars</b>                                    | <b>Total Fee Payable incl. GST</b> | <b>Terms</b>                   |
|---|------------------------------------|--------------------------------|
| <b>Monday to Friday inclusive</b>                     |                                    |                                |
| Staff - including technician, usher, merchandise, bar | \$45.00                            | Per Hour - Minimum 3 hour call |
| Duty Technician / Front of House Manager              | \$50.00                            | Per Hour - Minimum 3 hour call |
| <b>Saturday</b>                                       |                                    |                                |
| Staff - including technician, usher, merchandise, bar | \$50.00                            | Per Hour - Minimum 3 hour call |
| Duty Technician / Front of House Manager              | \$60.00                            | Per Hour - Minimum 3 hour call |
| <b>Sunday</b>   |                                    |                                |
| Staff - including technician, usher, merchandise, bar | \$60.00                            | Per Hour - Minimum 3 hour call |
| Duty Technician / Front of House Manager              | \$70.00                            | Per Hour - Minimum 3 hour call |
| <b>Public Holidays</b>                                |                                    |                                |
| Staff - including technician, usher, merchandise, bar | (Available Upon Request)           | Per Hour - Minimum 3 hour call |
| Duty Technician / Front of House Manager              | (Available Upon Request)           | Per Hour - Minimum 3 hour call |



**TECHNICAL**

| <b>Particulars</b>                                     | <b>Total Fee Payable incl. GST</b> | <b>Terms</b>   |
|--|------------------------------------|--|
| Backline Hire  | Hire cost plus 10% sourcing fee    | Hire as requested 30 days prior to the performance                   |
| Foldback Monitors                                      | \$10.00                            | Each Per Hire<br>- in addition to 2 included in hire                 |
| Haze Machine   | \$25.00                            | Per Day  |
| Lectern with Microphone                                | \$27.00                            | Per Hire   |
| Lighting Design  | \$60.00                            | Per Hire, any variation from the standard rig                        |
| Foyer Lighting Package                                 | \$60.00                            | Per Hire   |
| Mirror Ball  | \$27.00                            | Per Hire   |
| Music Stands   | \$4.00                             | Per Stand Per Hire   |
| Grand Piano Hire                                       | \$105.00                           | Per Day  |
| Piano Tune   | Tuning cost plus 10% fee           | Per Tune   |
| Venue Projector and Screen                             | \$85.00                            | Per Hire   |
| Wireless Microphones                                   | \$16.00                            | Per Hire   |
| Rostra   | \$11.00                            | Per Hire   |
| Technical Specifications / Event Requirements late fee | \$50.00                            | Per Day Late   |
| Testing and Tagging of Equipment                       | \$4.00                             | Per Item   |
| Consumables – Daily                                    | \$20.00                            | To cover technical consumables                                       |
| Consumables – Weekly                                   | \$50.00                            | To cover technical consumables                                       |
| Hospitality Delivery Fee                               | \$40.00                            | On top of rider items for the setup and strike of hospitality riders |



**TICKETING**

| Civic Theatre                               |                             |   |
|---|-----------------------------|---|
| Particulars                                 | Total Fee Payable incl. GST | Terms   |
| Booking Fee per ticket under \$20           | \$2.00                      | Built into ticket Price                         |
| Booking Fee per ticket over \$20            | \$3.00                      | Built into ticket Price                         |
| Transaction Fee                             | \$2.00                      | Per Transaction<br>Charged to Customer          |
| Credit Card Handling Charges                | 1.5% on all cards           | Charged to Promotor                             |
| Complimentary Tickets per ticket            | \$0.50                      | Charged to Promotor                             |
| Cancellation of Tickets (per booking)       | \$6.00                      | Charged to Promotor if performance is cancelled |
| Printing of ticket for door sale per ticket | \$0.50                      | Applies to door sales for external venues only  |
| Marketing / Advertising Handling Fee        | Cost plus 10% fee           | As requested 30 days prior to performance       |
| Additional EDM to Marketing List            | \$250                       | Per EDM requested as negotiated                 |

**Please Note:**

- These Charges will apply until 2020/2021 Fees and Charges are in place.
- These are in-house hire Fees and 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:

- 1 Duty Technician - mandatory at any time when the stage facilities are in use
- 1 Front of House Manager- mandatory at any time when the venue is open to the public
- 1 Box Officer – mandatory for all performances with ticketing
- 4 Ushers - the 4th Usher is required for any performances with over 300 patrons
- Plus any other additional staff, facilities and services required as per the Hiring Agreement

**Included in the Theatre Hire Fee**

**Staff**

- Bar Supervisor – bar open 1 hour prior to the performance and at interval

**Facilities and Services**

- Utilities including air conditioning and lighting and standard cleaning throughout the building
- Event setup in Box Office system and promoted on Civic Theatre's Website
- Opportunity to display posters and flyers in the foyer prior to performances
- Production Meeting prior to event if required
- Standard lighting and audio rig as per the Technical Specifications, all additional equipment chargeable
- Use of house curtain and stage drapery
- Use of backstage areas - dressing rooms, laundry, green room and loading dock
- Access to foyers for pre and post show functions

**Not included in the Theatre Hire Fee - additional charges applicable**

**Staff – charged as per the 2019/2020 schedule of fees**

- 1 Duty Technician
- 1 Front of House Manager
- 1 Box Officer
- 4 Ushers - 4th Usher is required for any performances with over 300 patrons
- Program and or Merchandise sellers if requested
- Additional Technical Staff – eg. Sound, Lighting, Followspot, Fly, Staging 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 suitable expertise on assessment by 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
- Tuning and setting up the piano and the costs of a standby tuner if required
- The Broadcast or Recording fees and staffing and other costs associated with such broadcasts
- The Hirer shall be responsible for of the cost of any cleaning or repairs required for which anything is damaged or has been left dirty or untidy by the Hirer's performance or usage