



THEATRE HIRE

Particulars	Total Fee Payable incl. GST	Terms
Civic Theatre Full-Day Hire Rate (8am - Midnight) or 12% of the Gross Box Office takings (whichever is greater)	\$2,300.00	Hire fee does not include staff - minimum supervision requirements apply
Access fee per additional hour outside regular hire period (Between Midnight and 8am)	\$120.00	Hire fee does not include staff - minimum supervision requirements apply

STAFFING

Particulars	Total Fee Payable incl. GST	Terms
Monday to Friday inclusive		
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
Saturday		
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
Sunday		
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
Public Holidays		
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

Particulars	Total Fee Payable incl. GST	Terms
Backline Hire	Hire cost plus 10% sourcing fee	Hire as requested 30 days prior to the performance
Foldback Monitors	\$15.00	Each Per Hire - in addition to 2 included in hire
Haze Machine	\$50.00	Per Day
Lectern with Microphone	\$50.00	Per Hire
Lighting Design	\$55.00	Per Hire, any variation from the standard rig
Mirror Ball	\$50.00	Per Hire
Music Stands	\$4.00	Per Stand Per Hire
Grand Piano Hire	\$250.00	Per Day
Piano Tune	Tuning cost plus 10% fee	Per Tune
Venue Projector and Screen	\$160.00	Per Hire
Wireless Microphones	\$20.00	Per Hire
Rostra	\$15.00	Per Hire
Technical Specifications / Event Requirements late fee	\$50.00	Per Day Late
Testing and Tagging of Equipment	\$4.00	Per Item
Consumables	Cost plus 20% fee	Purchased as requested 30 days prior to performance



TICKETING

Civic Theatre		
Particulars	Total Fee Payable incl. GST	Terms
Booking Fee per ticket	\$4.00	Built into ticket Price
Transaction Fee	\$2.00	Per Transaction Charged to Customer
Credit Card Handling Charges	1.5% on all cards	Charged to Promotor
Complimentary Tickets per ticket	\$0.47	Charged to Promotor
Cancellation of Tickets (per booking)	\$8.00	Charged to Promotor if performance is cancelled
Printing of ticket for door sale per ticket	\$0.47	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 2019/2020 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
- 4 Ushers - the 4th Usher is required for any performances with over 300 patrons
- 1 Box Officer – mandatory for all performances with ticketing
- Plus any other additional staff, facilities and services required as per the Hiring Agreement

Included in the Theatre Hire Fee

Staff

- Bar Supervisor – 1 hour prior to performance

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 2018/2019 schedule of fees

- 1 Duty Technician
 - 1 Front of House Manager
 - 4 Ushers - 4th Usher is required for any performances with over 300 patrons
 - Program and or Merchandise sellers if requested
 - 1 Box Officer
 - 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.