

THEATRE HIRE – WAGGA WAGGA CIVIC THEATRE

NAME	FEE (ex GST)	GST	FEE (inc GST)	UNIT
Civic Theatre – Full day (8am – Midnight) OR 12% NBO*	\$2,181.82	\$218.18	\$2,400.00	Per day
Theatre Hire Deposit – Daily hire rate	\$909.09	\$90.91	\$1,000.00	Per hire
Fee per additional hour outside regular hire period **	\$127.27	\$12.73	\$140.00	Per hour
Upper Foyer Hire Only	\$381.82	\$38.18	\$420.00	Per 4 hours
Upper Foyer Hire Only - Per Additional Hour	\$104.55	\$10.45	\$115.00	Per hour

Theatre Hire fees do not include staff – minimum supervision requirements apply

*\$2,400.00 OR 12% Net Box Office, whichever is higher

**Between midnight and 8am

THEATRE HIRE – RIVERINA PLAYHOUSE

NAME	FEE (ex GST)	GST	FEE (inc GST)	UNIT
Riverina Playhouse – Full day (8am – Midnight)	\$654.55	\$65.45	\$720.00	Per day
Riverina Playhouse – Evening Performance Only*	\$381.82	\$38.18	\$420.00	Per hire
Fee per additional hour outside regular hire period **	\$59.09	\$5.91	\$65.00	Per hour

Theatre Hire fees do not include staff – minimum supervision requirements apply

*Access from 3pm only

**Between midnight and 8am

WOLLUNDRY LAGOON PRECINCT

NAME	FEE (ex GST)	GST	FEE (inc GST)	UNIT
Wollundry Lagoon Precinct	\$368.18	\$36.82	\$405.00	Per day
Wollundry Lagoon Precinct – BOND	\$1295.45	\$129.55	\$1,425.00	Per event
Wollundry Amphitheatre	\$368.18	\$36.82	\$405.00	Per day
Wollundry Amphitheatre – BOND	\$1295.45	\$129.55	\$1,425.00	Per event
Civic Theatre Toilet Hire	\$127.27	\$12.73	\$140.00	Per day

Hire fee does not include staff

STAFFING – MONDAY TO FRIDAY

NAME	FEE (ex GST)	GST	FEE (inc GST)	UNIT
Front of House Supervisor / Duty Technician	\$57.27	\$5.73	\$63.00	Per hour
Usher / Technician / Merchandise Seller	\$55.00	\$5.00	\$55.00	Per hour

STAFFING – SATURDAY

Front of House Supervisor / Duty Technician	\$66.82	\$6.68	\$73.50	Per hour
Usher / Technician / Merchandise Seller	\$57.27	\$5.73	\$63.00	Per hour

STAFFING – SUNDAY

Front of House Supervisor / Duty Technician	\$78.18	\$7.82	\$86.00	Per hour
Usher / Technician / Merchandise Seller	\$65.91	\$6.59	\$72.50	Per hour

STAFFING – PUBLIC HOLIDAYS

Available upon request

EXTERNAL STAFFING HIRE

Front of House Supervisor/Duty Technician/Usher/Technician/Merchandise Seller			Cost plus 10%	Per Hour
Minimum 3-hour call for staff				

EQUIPMENT

NAME	FEE (ex GST)	GST	FEE (inc GST)	UNIT
Additional equipment/backline hire			Cost plus 10%	Per hire
Consumables	\$30.91	\$3.09	\$34.00	Daily
Consumables	\$118.18	\$11.82	\$130.00	Weekly
Foldback Monitors*	\$14.55	\$1.45	\$16.00	Each per hire
Foyer Lighting Package	\$63.64	\$6.36	\$70.00	Per hire
Grand Piano Hire	\$240.91	\$24.09	\$265.00	Per day
Grand Piano Tune			Cost plus 10%	Per tune
Haze/Smoke Machine	\$50.00	\$5.00	\$55.00	Per day
Hospitality Admin Fee	\$38.18	\$3.82	\$42.00	Per hire
Lectern and Microphone	\$54.55	\$5.45	\$60.00	Per hire
Live Stream Equipment**	\$454.55	\$45.45	\$500.00	Per hire
Projector and Screen	\$152.73	\$15.27	\$168.00	Per hire
Orchestra Pit Removal/Replacement			Cost plus 10%	Per hire
Rostra	\$14.55	\$1.45	\$16.00	Per hire

Event Requirements Late Fee***	\$50.00	\$5.00	\$55.00	Per day
Testing and Tagging	\$3.63	\$0.36	\$4.00	Per item
Wireless Microphones	\$38.18	\$3.82	\$42.00	Per hire

*Additional to the two included in the venue hire

**Fee does not include staff

*** Event Requirements are required 30 days prior to the show as per the hire agreement. Fee imposed each day requirements are late

BOX OFFICE AND MARKETING

NAME	FEE (ex GST)	GST	FEE (inc GST)	UNIT
Booking Fee – Ticket value \$100.00 and above	\$4.55	\$0.45	\$5.00	Per ticket
Booking Fee – Ticket value \$51.00 - \$99.00	\$4.09	\$0.41	\$4.50	Per ticket
Booking Fee – Ticket value \$50.00 and under	\$3.64	\$0.36	\$4.00	Per ticket
Transaction Fee*	\$1.82	\$0.18	\$2.00	Per transaction
Complimentary Ticket Printing	\$0.91	\$0.09	\$1.00	Per ticket
Printing of Tickets for Door sales (External Venues)	\$0.47	\$0.05	\$0.52	Per ticket
Credit Card Handling Fee			1% on all cards	Per event
Cancellation of Event – Refund Fee**	\$7.27	\$0.73	\$8.00	Per booking
Rescheduling of Tickets per booking***	\$240.91	\$24.09	\$4.00 or \$265.00	Per event
External Ticketing Venue Build	\$95.45	\$9.55	\$105.00	Per event
Event Build Set Up	\$77.27	\$7.73	\$85.00	Per event
Dedicated EDM	\$286.36	\$28.64	\$315.00	Per EDM
Marketing and Advertising Handling Fee			Cost plus 10%	As requested

*Charged to customer

**Charged to hirer if event is cancelled

***Charged to hirer if event is re-scheduled – cost whichever is higher

NOTES

- These charges will apply until 2027/2028 FY 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 stage facilities are in use
- 1 Front of House Supervisor – mandatory at any time the venue is open to the public
- 1 Box Office – mandatory for all performances with ticketing
- Minimum 3 hour call

- Minimum 3 ushers when patrons are in the auditorium. When audience number over 250 patrons 4 ushers are required.
- Plus any other additional staff, facilities and services required as per the Hiring Agreement.

INCLUDED IN HIRE FEES – FACILITIES AND SERVICES

- Utilities including air conditioning, lighting and standard cleaning throughout the venue
- Event setup in Box Office Ticketing System and advertising on Civic Theatre website
- Venue Wifi
- Opportunity to display posters and flyers in the foyer prior to the event
- Production meeting prior to the event if required
- Standard lighting and audio rig as per Venue Technical Specifications. Any additional equipment is chargeable
- Use of house curtain and stage drapery
- Use of backstage areas including dressing rooms, laundry, green room and loading dock
- Access to foyers for pre and post show functions.

**NOT INCLUDED IN HIRE FEES – ADDITIONAL CHARGES APPLICABLE
FACILITIES AND SERVICES**

- Administrative support – phone, fax and photocopier
- Additional advertising and marketing bookings – cost plus 10% fee
- Additional technical equipment
- Tuning and use of Grand Piano
- Broadcast or recording fees and staffing costs associated with the event
- Cost of any deep and specialized cleaning and repairs required from damage and facilities left by the hirer.

**NOT INCLUDED IN HIRE FEES – ADDITIONAL CHARGES APPLICABLE
STAFFING**

- 1 Duty Technician
- 1 Front of House Supervisor
- 1 Box Office
- Minimum 3 ushers
- Merchandise Seller
- Additional Technical staff – Sound, Lighting, Followspot, Fly and staging if required

The hirer may elect to employ their own production personnel in addition to the Duty Technician at their own expense. This is subject to suitable expertise on assessment by the Duty Technician on their completion of the Safety Induction.