

COMMUNITY HIRE – FEES AND CHARGES

(Registered not for profit/charity)

Financial Year 2025/2026

Laycock Theatre Hire

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Community Performance (Up to 6 hours)	Per performance	\$727.27	\$800.00*
Community Hire	Per hour	\$181.82	\$200.00
Rehearsal Session	Per 8-hour session	\$618.18	\$680.00
8 hours of bump in, rehearsal and other non-presentation related venue hire.			
<i>Hire Fees do not include staff – minimum supervision requirements apply</i>			
<i>*\$800.00 OR 10% gross box office (inclusive of GST) - whichever is greater</i>			

Don Craig Studio Hire

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Community Performance (Up to 6 hours)	Per performance	\$327.27	\$360.00*
Community Hire	Per hour	\$90.91	\$100.00
Additional Performance same day	Per additional performance	50% of relevant venue hire (inclusive of GST)	
Rehearsal Session	Per 8-hour session	\$318.18	\$350.00
8 hours of bump in, rehearsal and other non-presentation related venue hire.			
Studio as Dressing Room Hire	Per session <u>up to</u> 6 hours	\$140.91	\$155.00
Studio as Dressing Room Hire	Per session <u>over</u> 6 hours	\$281.82	\$310.00
<i>Hire Fees do not include staff – minimum supervision requirements apply</i>			
<i>*\$360.00 OR 10% gross box office (inclusive of GST) - whichever is greater</i>			

Peninsula Theatre Hire

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Community Performance (Up to 6 hours)	Per performance	\$363.64	\$400.00*
Community Hire	Per hour	\$109.09	\$120.00
Additional Performance same day	Per additional performance	50% of relevant venue hire (inclusive of GST)	
Rehearsal Session	Per 8-hour session	\$409.09	\$450.00
8 hours of bump in, rehearsal and other non-presentation related venue hire.			
<i>Hire Fees do not include staff – minimum supervision requirements apply</i>			
<i>*\$400.00 OR 10% gross box office (inclusive of GST) - whichever is greater</i>			

Other Fees

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Venue Hire Deposit – 20% of venue fee Standard deposit for all venue hires	Per booking	20% of venue hire (inclusive of GST)	
Dark Days Fee	Per performance	20% of daily performance rate (inclusive of GST)	
Where the Theatre or Studio is hired over a period of multiple days or weeks and not used on any particular day in that period, the Dark Day Theatre Hire Rate will apply			

Event/Performance Cancellation Fee

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Event/Performance cancellations fee (in addition to forfeiting deposit paid; the event creation, ticketing, and refund fees payable)	Per cancellation	\$225.00	\$247.50

Theatre Packages – Long Term Hire

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Long Term Hire (subject to agreement)	Per agreement	By quote inclusive of GST	

Overruns

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Overruns	Per hour or part half hour	Charged at the applicable venue hire hourly rate for each half hour or part half hour that the use of the venue runs over the time scheduled (inclusive of GST)	

Technical and Front of House (FOH) Staffing

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Monday to Friday	Per person per hour	\$61.82	\$68.00
Saturday	Per person per hour	\$77.27	\$85.00
Sunday	Per person per hour	\$90.00	\$99.00
Public Holiday	Per person per hour	\$154.55	\$170.00

Minimum 3-hour call for all staff

All events in Laycock Theatre – Minimum 2 Technical Staff required and Minimum 3 FOH Staff required, 4 FOH Staff required if over 70% attendance

All events in Don Craig Studio – Minimum 1 Technical Staff required and Minimum 2 FOH Staff required

All events in Peninsula Theatre – Minimum 2 Technical Staff required and Minimum 2 FOH Staff required

Catering

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Riders – catering bar stock by request	Per request	Retail Price (inclusive of GST)	
Use of commercial kitchen facilities	Per day	\$90.91	\$100.00

Cleaning

Name	Unit of Measure	Fee (ex GST)	Fee (inc GST)
Additional Cleaning	Per hour, or part thereof	\$163.64	\$180.00

Costs incurred will be charged to the hirer at the discretion of Venue Management. This includes, but is not limited to, stains on carpets and other soft furnishings from make-up, glitter, chewing gum and spilt substances

Stains or damage to venue furnishings and fittings will be repaired, dry-cleaned and/or re-fireproofed at the hirer's expense	Per venue hire	By quote (inclusive of GST)
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Repairs needed because of a hire of the venue will be charged to the Hirer. The venue reserves the right to withhold this amount from the Hirer's account

Marketing

Name	Unit of Measure	Fee (ex GST)	Fee (incl GST)
Community – External billboard (artwork to be supplied)	2-month period (dependent on availability)	\$481.82	\$530.00

Ticketing

(Note: All tickets must be sold through Venue Box Office)

Name	Unit of Measure	Fee (ex GST)	Fee (incl GST)
Credit Card or Merchant Fee – levied on all hirers	Per transaction	Up to 1% of ticket sales (inclusive of GST)	
Ticket Booking Fee	Per ticket	\$4.09	\$4.50
Refund/Exchange	Per ticket	\$8.00	\$8.80
Event Creations	Per booking	\$127.28	\$140.00

Technical

Name	Unit of Measure	Fee (ex GST)	Fee (incl GST)
Wireless handheld microphone – daily	Per day	\$50.00	\$55.00
Wireless handheld microphone – weekly	Per week	\$150.00	\$165.00
Wireless body microphone – daily	Per day	\$59.09	\$65.00
Wireless body microphone – weekly	Per week	\$177.27	\$195.00
Wireless communications pack and headset (daily)	Per day	\$27.27	\$30.00
Wireless communications pack and headset (weekly)	Per week	\$81.82	\$90.00
Haze machine – Look Solutions Unique (daily)	Per day	\$59.09	\$65.00
Haze machine – Look Solutions Unique (weekly)	Per week	\$172.73	\$190.00
Smoke machine – Jem ZR33 Hi Mass DMX (daily)	Per day	\$59.09	\$65.00
Smoke machine – Jem ZR33 Hi Mass DMX (weekly)	Per week	\$172.73	\$190.00
Piano hire and tuning – Yamaha C7 grand	Per booking	\$281.82	\$310.00
Additional Piano tuning request	Per request	By quote (inclusive of GST)	
Batteries – 9 volt	Each	\$5.45	\$6.00
Batteries – AA	Each	\$2.73	\$3.00
Gaffer tape	Per roll	\$30.00	\$33.00
Leukoplast tape	Per roll	\$11.82	\$13.00
Data Projector – Panasonic single use less than 10 minutes	Per use	\$68.18	\$75.00
Data Projector – Panasonic 20,000 ansi lumens	Per day	\$663.64	\$730.00
Data Projector – Panasonic 20,000 ansi lumens	Per week (3 or more days)	\$2,000.00	\$2,200.00
Data Projector – Don Craig Studio	Per day	\$68.18	\$75.00
Stage Risers – 1.2m x 2.4m (Heights - 300mm, 600mm, 900mm)	Per unit	\$31.82	\$35.00