

Fees and Charges 2020/21



Laycock Street
Community
Theatre

For Central Coast Council's full Fees and Charges 2020/21, please visit

<https://www.centralcoast.nsw.gov.au/delivery-program-and-operational-plan>.

Laycock Street Community Theatre Auditorium			
Venue rental only. Charges for staff, ticketing and other services are additional.			
Community		Sunday - Thursday	Friday - Saturday
Community Non Performance Rate	Per hour	\$180.00	\$225.00
Community Performance	Per performance	\$720.00	\$900.00
Community Deposit – 20% of Performance Fee	Per performance	\$144.00	\$180.00
Commercial		Sunday - Thursday	Friday - Saturday
Commercial Non Performance Rate	Per hour	\$350.00	\$430.00
Commercial Performance	Per performance	\$1,400.00	\$1,720.00
Commercial Deposit – 20% of Performance Fee	Per performance	\$280.00	\$344.00
Dance Schools		Sunday - Thursday	Friday - Saturday
Dance Schools Rehearsal	Per session	\$400.00	\$600.00
Other Fees		Sunday - Thursday	Friday - Saturday
Show cancellation fee (in addition to forfeiting deposit paid; the event creation, ticketing and refund fees are payable).	Per cancellation	\$200.00	\$200.00
Dark Days Fee - Applies Thursday to Sunday as per Hire agreement	Per performance	20% of Community Performance rate (inc GST)	20% of Community Performance rate (inc GST)

Don Craig Room, Laycock Street Community Theatre

Venue rental only. Charges for staff, ticketing and other services are additional.

Community		Sunday - Thursday	Friday - Saturday
Community Non Performance Rate	Per hour	\$80.00	\$90.00
Community Performance	Per performance	\$320.00	\$360.00
Community Deposit – 20% of Performance Fee	Per performance	\$64.00	\$72.00
Commercial		Sunday - Thursday	Friday - Saturday
Commercial Non Performance Rate	Per hour	\$130.00	\$140.00
Commercial Performance	Per performance	\$520.00	\$560.00
Commercial Deposit – 20% of Performance Fee	Per performance	\$104.00	\$112.00
Dance Schools		Sunday - Thursday	Friday - Saturday
Dance Schools hire (holding room) up to 6 hours	Per session up to 6 hours	\$140.00	\$140.00
Dance Schools hire (holding room) – more than 6 hours on the same day	Per session more than 6 hours	\$280.00	\$280.00
Other Fees		Sunday - Thursday	Friday - Saturday
Show cancellation fee (in addition to forfeiting deposit paid; the event creation, ticketing and refund fees are payable).	Per cancellation	\$200.00	\$200.00

Peninsula Theatre Auditorium, Woy Woy

Venue rental only. Charges for staff, ticketing and other services are additional.

Community		Sunday - Thursday	Friday - Saturday
Community Non Performance Rate	Per hour	\$80.00	\$90.00
Community Performance	Per performance	\$320.00	\$360.00
Community Deposit – 20% of Performance Fee	Per performance	\$64.00	\$72.00
Commercial		Sunday - Thursday	Friday - Saturday
Commercial Non Performance Rate	Per hour	\$130.00	\$140.00
Commercial Performance	Per performance	\$520.00	\$560.00
Commercial Deposit – 20% of Performance Fee	Per performance	\$104.00	\$112.00
Other Fees		Sunday - Thursday	Friday - Saturday
Show cancellation fee (in addition to forfeiting deposit paid; the event creation, ticketing and refund fees are payable).	Per cancellation	\$200.00	\$200.00

STAFFING COSTS (All Venues)

Day	Technical staff rate per hour	Front of House staff rate per hour
Monday to Friday	\$60.00	\$60.00
Saturday	\$75.00	\$75.00
Sunday	\$90.00	\$90.00
Public Holiday	\$150.00	\$150.00

MISCELLANEOUS FEES & CHARGES

Cleaning & Repairs

Normal cleaning (included in venue hire)	No charge
Additional cleaning - costs incurred will be charged to the hirer at the discretion of the 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.	\$160.00
Stains or damage to venue furnishings and fittings will be repaired, dry-cleaned and/or re-fireproofed at the hirer's expense. Repairs needed as a consequence 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.	By quote (inclusive of GST)

Catering	
Dressing room rider/event catering	Cost plus 10% (inclusive of GST)
Use of commercial kitchen facilities	\$90.00
Tea and coffee set up for Auditorium meetings/events - includes tea/coffee/water/biscuits plus one Front of House staff for two hours.	\$400.00
Tea and coffee set up for Don Craig Room meetings/events – includes tea/coffee/water/biscuits plus one Front of House staff for two hours.	\$200.00

Marketing and Merchandising	
Inclusion on website/Facebook (included in hire rate)	No charge
Display A3 poster and DL flyers displayed in foyer (content to be supplied)	No charge
Design and Print Poster and Flyers Includes 500 x DL flyers 1 Side on 250 gsm paper, and 1 x A3 poster on 200 gsm paper – Content to be supplied	\$350.00
Additional A3 posters	\$25.00
Commercial - external billboard, artwork to be supplied	\$474.00
Community - external billboard, artwork to be supplied	\$474.00
Newspaper advertisement placement – size dependant (Artwork to be supplied)	By quote (inclusive of GST)
Commercial Hirers – additional staff available at standard Front of House rates	By quote (inclusive of GST)
Commercial Hirers – 10% commission charged on merchandise sales	By quote (inclusive of GST)

TECHNICAL		
Production power – (house lights and general/foyer lighting are included in basic rental)		As metered @ \$0.25/kWH
Wireless handheld microphone (each)	Per day	\$45.00
	Per week	\$135.00
Wireless body/headset microphone (each)	Per day	\$55.00
	Per week	\$165.00
Haze machine – Look Solutions Unique	Per day	\$55.00
	Per week	\$165.00
Smoke machine – Jem ZR33 Hi Mass DMX - per day	Per day	\$55.00
	Per week	\$165.00
Wireless Communications pack and headset (each)	Per day	\$25.00
Piano hire and tuning - Yamaha C7 grand	Per booking	\$250.00
Additional piano tuning on request		By quote
Batteries - 9 volt - each		\$5.00
Batteries – AA - each		\$2.50
Gaffer tape – per roll		\$30.00
Leukoplast – per roll		\$11.00
Gel - specific show orders - per sheet		\$36.00
Data projector - Auditorium - Panasonic 20,000 ansi lumens	Single use - less than 10 minutes	\$65.00
	Per day	\$650.00
	Per week - three or more days	\$1,950.00
Data projector - Don Craig Room	Per day	\$65.00
Stage Risers - 1.2m x 2.4m (Heights - 300mm, 600mm, 900mm) – per unit		\$28.00

TICKETING

ALL tickets must be sold through the venue box office.

All advertised prices MUST include the \$3.95 booking fee and 10% GST.

Advertised ticket prices must not be itemised.

Booking fee per ticket sold (includes exchanged, complimentary, cancelled and refunded tickets)	\$3.95
Telephone/internet transaction charge (levied on patrons, per transaction)	\$3.20
Event creation charge (levied on Hirers, per booking)	\$120.00
Merchant fee (ticket sales by credit card, as levied to hirers)	1%
Refund/Exchange fee (at discretion of Theatre Management)	\$6.00

All charges shown include GST.

Central Coast Council will review all fees and charges on 1 July annually, but may be amended earlier.

Notes

- Community Rate:** Not-for-profit, non-incorporated community organisations, schools, charities, churches and Government organisations.
Commercial Rate: All other hirers including businesses and individuals.
- Where an admission price is levied for an event or performance, the charge shall be capped at four (4) hours' rental, or 10% gross box office receipts, whichever is the greater. Where there is no public performance, or the performance or event has no cover charge the full hourly rate will be applied.
- Fire and safety regulations require the engagement of trained venue staff. This is mandatory and at least one member of the venue's staff must attend all times during every period of hire. For activities in the auditorium, a minimum of two (2) technical staff will be engaged by the venue at the hirer's expense.
- In addition to the above, the hirer may provide their own technical staff, provided that any such person is approved by the venue's Team Leader Operations as being adequately trained and competent to perform the task involved. The minimum of two (2) technical staff for evacuation purposes still applies.
- A minimum staff call of three (3) hours applies to all events, charged in 15-minute increments. Note that staff calls may commence prior to the hirer's access to the venue and conclude after the hirer's egress from the venue.
- Entry to the venue by production personnel is via the Stage Door. The safety and security of all performers and crew is paramount and if deemed necessary by the venue management, a Stage Door security attendant will be employed at the hirer's expense. The applicable technical staff rate shown above will apply.
- Technicians must be provided with a thirty (30) minute meal break every five (5) hours. Failure to provide for meal breaks will incur a thirty (30) minute overrun charge.