



Fees and Charges 2018/19

Laycock Street Community Theatre

AUDITORIUM			
Hirer Categories	Definitions	Sun - Thurs Rate/hour	Fri - Sat Rate/hour
Community	Rate applies to not-for-profit and non-incorporated community organisations, schools, charities, churches and Government organisations.	\$180.00	\$225.00
Commercial	Rate applies to all other hirers including businesses and individuals.	\$350.00	\$430.00

DON CRAIG ROOM			
Hirer Categories	Definitions	Sun - Thurs Rate/hour	Fri - Sat Rate/hour
Community	Rate applies to not-for-profit and non-incorporated community organisations, schools, charities, churches and Government organisations.	\$80.00	\$90.00
Commercial	Rate applies to all other hirers including businesses and individuals.	\$130.00	\$140.00

PENINSULA THEATRE			
Hirer Categories	Definitions	Sun - Thurs Rate/hour	Fri - Sat Rate/hour
Community	Rate applies to not-for-profit and non-incorporated community organisations, schools, charities, churches and Government organisations.	\$80.00	\$90.00
Commercial	Rate applies to all other hirers including businesses and individuals.	\$130.00	\$140.00

Notes
1. Rental charges are applied from first access by the hirer through to final egress and are charged in 15-minute increments.
2. 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.
3. The above rates are venue rental only. Charges for staff, ticketing and other services are additional.



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STAFFING COSTS (All Venues)		
Day	Technical staff rate per hour	Front of House staff rate/hour
Monday to Friday	\$60.00	\$60.00
Saturday	\$75.00	\$75.00
Sunday	\$90.00	\$90.00
Public Holiday	\$150.00	\$150.00

Notes
1. 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 be in attendance at 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.
2. In addition to the above, the Hirer may provide his own technical staff, provided that any such person is approved by the Venue's Technical Coordinator as being adequately trained and competent to perform the task involved. The minimum of two (2) technical staff for evacuation purposes still applies.
3. 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.
4. 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.
5. 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.

MISCELLANEOUS FEES & CHARGES	
Cleaning & Repairs	
Normal (included in venue rental)	No charge
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
Marketing	
Inclusion on website, Facebook and monthly What's On EDM	Included in hire rate
A2 or A3 poster and DL flyers displayed in foyer (to be supplied)	Included in hire rate
Placement of promotional material on foyer and box office display screens	Included in hire rate
Placement in tri-annual listings publication Love Laycock Entertainment Guide	Included in hire rate
Commercial - external billboard, artwork to be supplied	\$474.00
Community - external billboard, artwork to be supplied	\$474.00



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Technical		
Production power – (house lights and general/foyer lighting are included in basic rental).		As metered @ \$0.25/kWH
Wireless handheld microphone	Per day	\$45.00
	Per week	\$135.00
Wireless body microphone	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
Piano use - 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 & 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)		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 2019, but may be amended earlier.		