



# VENUE FEES & HIRE CHARGES - Enquiry Form

Effective 1 July 2020 to 30 June 2021. Prices include GST.

## VENUE HIRE - PERFORMANCE

These prices apply to ticketed events/performances. The rate charged is either that quoted below, or 10% of ticket income (including GST but net of booking fee and EFTPOS charges), whichever is greater. Access to dressing rooms is included. Select the areas you require. Minimum venue staffing rules apply – see below for details.

<b>What is your proposed date?</b>	Day:	Date:
<b>What is the name of Artist / Performance?</b>		

	Performance day	Non-performance day (e.g. bump in/out, rehearsal)
<b>Auditorium</b>	\$1,195	\$595
<b>Auditorium + Function Room</b> (includes kitchen)	\$1,420	\$820

### PIANO HIRE

<b>Steinway Concert Grand</b>	\$255	<b>Upright</b>	\$125	<b>Tuning</b>	At cost
-------------------------------	-------	----------------	-------	---------------	---------

### ^STAFF COSTS (Per hour, then \$98/hr after 8hrs, on Sundays and public holidays.)

<b>Duty technician / Box Office / FOH Supervisor / Duty Officer / Usher</b>	\$49 per hour^
<b>Assistant Technician / Follow Spot Operator / FOH additional staff</b>	\$49 per hour^

Please note that:

- A Duty Technician is mandatory at all times whilst the client is in the building, including community, local amateur and local artist hirers.
- Hire fees do not include consumable items such as gaffer or batteries unless otherwise stated.
- Additional charges will be made for damage or excess cleaning.
- The hirer is responsible for the cost of hiring any additional equipment for use at the Centre.
- The Conditions of Use for Hamilton Performing Arts Centre (contained in the Venue Hire Agreement) apply to all events.
- Management reserves the right to require security at any event. Security charges will be advised and met by the hirer.
- To meet legislative requirements, all electrical equipment brought in to the venue will be visually inspected and, if required, tagged before use. Any additional costs incurred due to testing and tagging of equipment will be passed on to the hirer.
- Merchandise attracts a venue commission of 10%. A float and staff can be provided, with prior notice, at a cost to the hirer.
- Hire price Rate is per day, or 10% of ticket income (inc. GST but net of booking fee and EFTPOS charges), whichever is greater. Includes use of the centre's sound and light equipment.

### \*\* MINIMUM VENUE STAFFING

All Theatre Events are subject to minimum staffing requirements. These include

- 1 x Duty Technician (minimum 3hrs, from 15 minutes prior to venue access to 15 minutes following venue closure)
- 1 x FOH Supervisor (from 90 minutes prior to advertised performance start time to 15 minutes following venue closure)
- 1 x Box Office Attendant (from 75 minutes prior to advertised performance start time for 2 hours)
- 1 x Venue Usher (from 45 minutes prior to advertised start time until 15 minutes after show end)
- Hamilton Performing Arts Centre reserves the right to specify additional staffing requirements to ensure OH&S and operational needs of the event are met and charged to the hirer. Minimum staffing requirements are not negotiable.

**Signed for and on behalf of:**

**Company Name:**

**Date:**

**Contact Name:**

**Phone:**

**Email:**

Please fill in as appropriate, download and email to: [info@hamiltonpac.com.au](mailto:info@hamiltonpac.com.au). The venue will contact you to advise the availability of your selected date within 2 business days. Not For Profit? - Contact the venue for fees & charges.