

Cultural Venues Fees and Charges Subsidised Rates

Applicable to 2024-25 Financial Year

Auditorium Hire Fees	Rate
Venue Hire Deposit	\$250 Daily \$500 One week +
Performance – Full Day (4-8 hrs)	\$825 Wonthaggi \$700 Cowes
Performance – Half Day (up to 4 hrs)	\$415 Wonthaggi \$348 Cowes
Technical and Rehearsal – Full Day (4-8 hrs)	\$300
Technical and Rehearsal – Half Day (up to 4 hrs)	\$150
Additional Hours per hour over 8 hrs	\$85
Black-out Days	\$90

Other Spaces Hire Fees - Per hour unless stated *	Rate
Cowes - Community & Function - All Spaces	\$40
Cowes - Community & Function - Large	\$25
Cowes - Community & Function - Medium	\$20
Cowes - Community & Function - Small	\$15
Cowes - Community & Function – Small or Medium as BOH room - Accompanying Auditorium Hire - Day Rate	\$52
Cowes - Grand Hall (additional charge)	\$65
Cowes - Kitchen (additional charge) DAY Rate	\$17

* Other Spaces Additional Conditions

- Minimum hire 1 hour until 4pm on a weekday.
- Minimum hire 3 hours after 4pm or on weekend.
- Use of standard audio-visual equipment included in hourly rate, please check room specifications.
- Bookings after 4pm or on weekends require one Duty Manager minimum at listed hourly rate.
- Non-ticketed events or event setup and strike may not require additional staffing up until 4pm.

Cowes Gallery	Rate
Standard EOI Exhibition Gallery Fee Per day + commission on works sold	\$0.00 p/day + 30% sales
Subsidised EOI Exhibition Gallery Fee Per week + commission on works sold	\$0.00 p/week + 10% sales
Commissioned Exhibition Gallery Fee	30% of sales

Bass Coast Cultural Venues - Fees and Charges

All Staffing Fees – Rate Per hour, minimum call 3 hour call per staff member	
Duty Technician	\$50
Technical Staff – Lighting, Sound, AV, Flys, Staging, Stage Manager etc.	\$45
Duty Manager	\$45
Front of House Staff – Usher, Box Office, Merchandise, Function staff etc.	\$40
Contracted Staffing	Cost + 10%

Ticketing & Box Office Fees	Rate
Booking Fee per ticket	\$2.50
Community Booking Fee – per ticket over \$60	\$4.50
Complimentary tickets issued per ticket	\$1.00

Other Charges	Rate
Hired or Sourced Equipment and Services	Cost + 10%
Merchandise Commission on Gross Sales	10%
Hospitality Setup Fee	\$20

Staffing, Facilities and Services

Minimum supervision and staffing requirements apply:

- 1 x Duty Technician - mandatory at any time when the stage facilities are in use
Shift starts a minimum of 30 minutes before hirer access and ends up to 30 minutes after hirer departs
- 1 x Duty Manager - mandatory at any time when the venue is open to the public
- 1 x Box Officer – mandatory for all performances with ticketing
- Ushers – number to be determined by audience size
- Any other additional staff, facilities and services required as per the Hiring Agreement

Included in the Venue Hire Fee

Staff

- Kiosk / Bar Supervisor – bar open prior to the performance and at interval at the discretion of venue management
- 1 x Box Officer – included in ticketing fees

Facilities and Services

- Utilities including air conditioning, lighting, and standard cleaning throughout the building
- Event setup in Box Office systems, basic online marketing listings, online and phone sales channels, merchant card fees and third-party fees
- Production Meeting prior to event if required
- Standard rig and technical equipment as per the Technical Specifications
- Use of all backstage areas - dressing rooms, laundry, green room and loading dock
- Access to foyers for pre and post show functions as required

Not included in the Venue Hire Fee

Staff – charged as per the 2024/2025 schedule of fees

- 1 x Duty Technician
- 1 x Duty Manager
- Ushers – number to be determined by audience size
- Additional FOH Staff – eg. Usher, Box Office, Merchandise, Function staff
- Additional Technical Staff – eg. Stage Manager, Sound, Lighting, Followspot, Flys, Staging operators *

**The Hirer may elect to employ their own production personnel in addition to the Duty Technician at their own expense; subject to suitable expertise on assessment by the Duty Technician, and their completion of a Venue and Safety Induction*

Facilities and Services

- Marketing assistance as requested
- Additional technical equipment outside of Technical Specifications
- Tuning and setting up the piano and the costs of a standby tuner if required
- Content Licensing, Broadcast or Recording fees other costs associated
- The Hirer shall be responsible for the cost of any cleaning or repairs required for which anything is damaged or has been left dirty or untidy by the Hirer's performance or usage.

Subsidised Hire

- The Subsidised Rate applies to community groups and organisations who are either an unincorporated volunteer group, emergency service authority or a registered “not-for-profit” legal entity (such as an incorporated association) and have their own Public Liability Insurance. This also includes schools, dance schools and individual Bass Coast Professional Artists.
- Additional Venue Hire hours are charged per hour above 8 hours access on a performance, technical or rehearsal day.
- Rehearsal bookings:
 - 6 technical days per season across multiple performance weeks (2+)
 - 6 rehearsal days per season across multiple performance weeks (2+)
 - 2 rehearsal days per single performance week
 - Additional rehearsals are negotiated based on venue availability
- Blackout days – not available on Thursday through Sunday
 - 3 blackout days per performance week across multiple performance week season (2+)
 - 1 blackout day per single performance week
- Subsidised Venue Hire includes 1 x Duty Technician - capped at 4 hours for half day and 8 hours for full day. Applicable hourly rates apply thereafter. *Note: additional 30 minutes required before and after access times.*
- Subsidised Hirers may elect to provide their own Ushers subject to their completion of a Venue and Safety Induction in advance of the performance or season commencement.