

Cultural Venues Fees and Charges Standard Rates

Applicable to 2023-24 Financial Year

Auditorium Hire Fees	Rate
Venue Hire Deposit	\$500
Performance – Full Day (4-8 hrs) Fee or 10% of the Net Box Office takings (whichever is greater)	\$1,580 Wonthaggi \$1,340 Cowes
Additional Hours per hour over 8 hrs	\$160

Other Spaces Hire Fees - Per hour unless stated *	Rate
Cowes - Community & Function - All Spaces	\$84
Cowes - Community & Function - Large	\$54
Cowes - Community & Function - Medium	\$42
Cowes - Community & Function - Small	\$32
Cowes - Community & Function – Small or Medium as BOH room - Accompanying Auditorium Hire - Day Rate	\$100
Cowes - Grand Hall (additional charge)	\$126
Cowes - Kitchen (additional charge) DAY Rate	\$32

* 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	\$100 p/day + 30% sales
Subsidised EOI Exhibition Gallery Fee Per week + commission on works sold	\$300 p/week + 10% sales
Commissioned Exhibition Gallery Fee	30% of sales

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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	\$4.50
Complimentary tickets issued per ticket	\$2.00
Cancellation Fee Per Booking (not ticket)	\$4.50
Rescheduling Fee per Performance	\$50

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

- 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
- 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
- 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 2023/2024 schedule of fees **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*

- 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 *
- 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.