

## APPENDIX E – PERSONNEL REQUIREMENTS HIRE FEES AND CHARGES

### LIST OF MINIMUM STAFF REQUIREMENTS AND CHARGES

It is mandatory for any performance to which the public is admitted to have:

- Front of House Manager x 1
- Ushers x 2 (up to 260) 4 ushers (over 260)
- Duty Technician and Technician at any time when the stage facilities are in use.

### THEATRE COMMERCIAL HIRE FEES & CHARGES

Effective from 1<sup>st</sup> July, 2017 to 30<sup>th</sup> June 2018

All Hire Fees include GST

Public Holiday Fees and Charges apply. Contact Griffith Regional Theatre for Public Holiday Schedule.

Monday to Friday Inclusive		
Particulars	Basis	Total Fee Payable incl GST
Performance Only (4 hours Max) (Includes technician and cashier)	Each	\$800 or 11.5% of Gross Box Office whichever is greater
Second Show on same day (4 hours Max) (Includes duty technician and cashier)		\$600 or 11.5% of Gross Box Office whichever is greater
FOH Manager commence 1 hour & 15 min before performance ( 3 hour minimum call)	Hour	\$45
Duty Technician (3 hour minimum call)	Hour	\$55
Sound Engineer (3 hour minimum call)	Hour	\$50
Additional staff ( Technical, Ushers, Merchandise Seller - 2 hour minimum call)	Hour	\$40
Rehearsals excluding staff	Hour	\$65/hr

<b>Saturday</b>		
<b>Particulars</b>	<b>Basis</b>	<b>Total Fee Payable incl GST</b>
Performance Only (4 hours Max) (Includes technician and cashier)	Each	\$800 or 11.5% of Gross Box Office whichever is greater
Second Show on same day (4 hours Max) (Includes duty technician and cashier)		\$600 or 11.5% of Gross Box Office whichever is greater
FOH Manager commence 1 hour & 15 minutes before show (3 hour minimum call)	Hour	\$60
Duty Technician (3 hour minimum call)	Hour	\$70
Sound Engineer (3 hour minimum call)	Hour	\$60
Additional staff ( Technical, Ushers, Merchandise Seller – 2 hour minimum call)	Hour	\$55
Rehearsals excluding staff	Hour	\$80

<b>Sunday</b>		
<b>Particulars</b>	<b>Basis</b>	<b>Total Fee Payable incl GST</b>
Performance Only (4 Hours Max) (Includes technician and cashier)	Each	\$800 or 11.5% of Gross Box Office whichever is greater
Second Show on same day (4 hours Max) (Includes duty technician and cashier)		\$600 or 11.5% of Gross Box Office whichever is greater
FOH Manager commence 1 hour & 15 minutes before show (3 hour minimum call)	Hour	\$70
Duty Technician (3 hour minimum call)	Hour	\$80
Sound Engineer (3 hour minimum call)	Hour	\$70
Additional staff ( Technical, Ushers, Merchandise Seller - 2 hour minimum call)	Hour	\$65
Rehearsals excluding staff	Hour	\$90

<b>General Charges</b>		
<b>Particulars</b>	<b>Basis</b>	<b>Total Fee Payable incl GST</b>
Booking Fee (including complimentary)	Each	\$3.00
Online Booking Fee (paid by patron)	Each	\$1.50
Credit Card/ Eftpos		1.99%
Consumables (tape, gels etc)	Each	Cost + 10%
Promotion Levy – provides you with media releases, weekly theatre column in local paper, counter flyers, web page and poster display in theatre ** This is a mandatory charge for each Hirer	Each	\$250
Merchandise		10% Gross Sales
Piano Hire	Each	\$200
Tune piano request		Cost + 25%
Hire of Technical Equipment	Each	Cost + 10%

#### **4 hour Performance Hire Fee**

##### **Facilities and services included in the 4 hour performance Hire Fee**

###### **Staff:**

- Technician – free to move between backstage, lighting and sound
- Cashier – 1 hour prior to performance

###### **Facilities and Services:**

- Utilities including air conditioner, heating and lighting throughout building
- Use of stage drapes and house curtains
- Use of backstage areas – dressing rooms, laundry and loading dock
- Normal Cleaning
- Opportunity to display posters and flyers in foyer prior to performance
- Event set up in box office system
- Event promoted on Theatre web site

##### **Facilities and services for which additional charges will be made**

###### **Staff:**

- Front of House Manager x 1, and Front of House staff (as per schedule fees 2017/2018)
- Merchandise Sellers if required (as per schedule fees 2017/2018)
- Sound and or lighting and or spot operators if required. The Hirer may elect to employ their own production personnel in addition to Duty Technician at their own expense, subject to their being of suitable expertise, in the opinion of the Duty Technician and their completion of the Safety Induction.

###### **Facilities and services:**

- Promotion Levy, as above
- Additional marketing or advertising (negotiated prior)
- Any additional technical equipment
- Tuning and setting up the piano