



# **Creative Venues Fees & Charges Schedule**

July 2021 – June 2022



## Creative Venues

Latrobe City Council owns and operates the City's key cultural venues and a suite of six hireable community venues. In addition, Council owns a range of community halls, sporting pavilions and senior citizens centres that are managed by community committees or directly by one of Council's other community services.

Council is committed to ensuring equity and access to all of its services, and we encourage community groups, creative producers and artists to discuss their specific requirements with our Creative Venue Operations team.

The following venues are managed by Council's Creative Venue Operations Team:

### Cultural Venues

- Latrobe Regional Gallery
- Latrobe Performing Arts Centre (Little Theatre & Town Hall)
- Gippsland Performing Arts Centre – *opening November 2021*
- Loy Yang Latrobe Community Soundshell (Victory Park)

### Community Venues

- Kernot Hall
- Moe Town Hall
- Newborough Hall
- Churchill Public Hall
- Traralgon South Hall
- Traralgon East Community Centre

Other venues managed by Council are listed on our [website](#).

## Community & Commercial Hire

Council defines a community hirer of a cultural or community venue as a group or organization that is:

- not for profit;
- social, cultural or educational in nature, and;
- has a core membership is located in Latrobe City.

Small businesses, sole traders and for-profit activity groups are considered commercial hirers. Individuals who are residents of Latrobe City may access community venues at the community rate. Sole traders who are running artistic or creative workshops may access the community rate.

A list of common hirer types and eligibility for accessing the community rate is attached in **Appendix 1**.

If you have questions about whether you or your group is eligible for community rates, please contact the Creative Venue Operations team.

Contact [venue.operations@latrobe.vic.gov.au](mailto:venue.operations@latrobe.vic.gov.au)

## Fees & Charges Schedule

Applicable 1 July 2021 – 30 June 2022

### Latrobe Regional Gallery

Space	Suitable For	Community Rate	Commercial Rate
<b>Meeting Room 1</b> <ul style="list-style-type: none"> <li>Seats 6 people at table</li> <li>HMDI enabled screen</li> <li>Lounge seating</li> </ul>	<ul style="list-style-type: none"> <li>Social groups and community meetings</li> <li>Small creative workshops (non-studio)</li> </ul>	<b>10am – 4pm</b> No Charge <b>Evenings</b> \$150	<b>10am – 4pm (M-F)</b> \$350 <b>Evenings/ Weekends</b> \$250
<b>Meeting Room 2</b> <ul style="list-style-type: none"> <li>Seats 10 people at table</li> <li>HDMI enabled screen</li> </ul>	<ul style="list-style-type: none"> <li>Board style meetings</li> <li>Group training</li> <li>Larger creative workshops (non-studio)</li> </ul>	<b>10am – 4pm</b> No Charge <b>Evenings</b> \$150	<b>10am – 4pm (M-F)</b> \$350 <b>Evenings/ Weekends</b> \$250
<b>The Workshop</b> <ul style="list-style-type: none"> <li>Seats 25 people</li> <li>Easels, art supplies and equipment</li> <li>Kitchenette</li> </ul>	<ul style="list-style-type: none"> <li>Social art groups</li> <li>Art workshops &amp; classes</li> <li>Facilitated workshops – POA</li> </ul>	<b>10am – 4pm</b> No Charge <b>Evenings</b> \$150 session	<b>10am – 4pm (m-F)</b> \$350 session <b>Evenings/ Weekends</b> \$400 session
<b>Gallery 3 + Courtyard</b> <ul style="list-style-type: none"> <li>Function Space</li> </ul>	<ul style="list-style-type: none"> <li>Corporate and social events 50 -250</li> <li>Subject to exhibition program</li> </ul>	N/A	POA
<b>Foyer + Gallery 1 &amp; 2</b> <ul style="list-style-type: none"> <li>Function Space</li> </ul>	<ul style="list-style-type: none"> <li>Corporate and social events 100-350</li> <li>Subject to exhibition program</li> </ul>	N/A	POA

### General Conditions of Hire

- Group and individual hirers of The Workshop must provide Public Liability Insurance or purchase Council's Community Public Liability Insurance.
- Function hires are subject to the requirements of the exhibition program. Potential hirers should contact us no less than 6 weeks prior to your event.
- All function hirers must pay a 20% deposit to hold dates. Latrobe City Council reserves the right to deduct any irrecoverable costs should either party cancel.
- Meeting rooms are available 10am – 4pm daily, meetings after 4pm can be accommodated with 2 weeks prior notice.

## Latrobe Performing Arts Centre

Space/ Service	Suitable For	Community Rate	Commercial Rate
<b>Little Theatre – Theatrical Hire</b> <ul style="list-style-type: none"> <li>227 Capacity @ 100%</li> <li>170 Capacity @ 75%</li> <li>Theatrical lighting &amp; audio</li> </ul>	<ul style="list-style-type: none"> <li>Live performance for small audiences</li> <li>Live music for small audiences</li> <li>Lectures, podcasting &amp; live streaming (with audience)</li> </ul>	<b>Base Rate</b> \$1,500 / 5 hours <b>Ticketing Fee</b> \$450 (100%) \$350 (75%)	<b>Base Rate</b> \$2,500 / 5 hours <b>Ticketing Fee</b> \$675 (100%) \$550 (75%)
<b>Little Theatre – Non-Theatrical Hire</b> <ul style="list-style-type: none"> <li>50 capacity on stage</li> </ul>	<ul style="list-style-type: none"> <li>Group rehearsals (theatre, dance and music)</li> <li>Podcasting &amp; live streaming (no audience)</li> </ul>	<b>Base Rate</b> \$200/ 4 hours <b>Rehearsals</b> No Charge	<b>Base Rate</b> \$400/ 4 hours <b>Rehearsals</b> \$150/2 hr
<b>Town Hall – Theatrical Hire</b> <ul style="list-style-type: none"> <li>401 capacity @ 100%</li> <li>300 capacity @ 75%</li> </ul>	<ul style="list-style-type: none"> <li>Live performance for mid-sized audiences</li> <li>Social events</li> </ul>	<b>Base Rate</b> \$1,500 / 5 hours <b>Ticketing Fee</b> \$800 (100%) \$600 (75%)	<b>Base Rate</b> \$2,500 / 5 hours <b>Ticketing Fee</b> \$1,250 (100%) \$900 (75%)
<b>Town Hall – Non-Theatrical Hire</b> <ul style="list-style-type: none"> <li>200 capacity conference style</li> <li>Live streaming capacity (POA)</li> </ul>	<ul style="list-style-type: none"> <li>Public workshops and meetings</li> <li>Group rehearsals (theatre, dance and music)</li> </ul>	<b>Base Rate</b> \$200/ 4 hours <b>Rehearsals</b> No Charge	<b>Base Rate</b> \$400/ 4 hours <b>Rehearsals</b> \$150/2 hours
<b>Additional Labour Charges</b> <ul style="list-style-type: none"> <li>Technicians 5-hour block</li> <li>FOH/ Box Office 4-hour block</li> </ul>	<ul style="list-style-type: none"> <li>Required when additional audio, lighting, stage mechanics, ticket &amp; merchandise selling or bar is required.</li> </ul>	<b>Technicians</b> \$250 each <b>FOH/ Usher</b> \$200 each <b>Additional Hours</b> \$50 hour	<b>Technicians</b> \$350 each <b>FOH/ Usher</b> \$280 each <b>Additional Hours</b> \$70 hour

### General Conditions of Hire

- All commercial theatrical hirers must pay a 20% deposit to hold dates. Community hirers must pay a 10% deposit. Latrobe City Council reserves the right to deduct any irrecoverable costs should either party cancel.
- All hirers must provide Public Liability Insurance or purchase Council's Community Public Liability Insurance.
- Theatrical hires include a minimum of 2 in house technicians and 3 in house front of house staff subject to requirements. Additional labour will be charged at the applicable rate.
- Theatrical hires are inclusive of all technical consumables, and access to in house equipment. Additional hires and consumables will be charged at cost.
- Non-theatrical hires are inclusive of 1 duty staff.
- Ticketing fees are non-negotiable and are calculated according to capacity.
- The Little Theatre is not available for non-theatrical hire.
- Full conditions of hire are outlined in Council's Use Agreement.

Note: Due to operational needs the Little Theatre will be unavailable for theatrical hire from 1 November 2021 – 31 January 2022. The Town Hall will be unavailable for theatrical hire after 1 November 2021.

## Gippsland Performing Arts Centre

Space/ Service	Suitable For	Community Rate	Commercial Rate
<b>Theatre – Theatrical Hire</b> <ul style="list-style-type: none"> <li>750 capacity @100%</li> <li>560 capacity @ 75%</li> </ul>	<ul style="list-style-type: none"> <li>Live theatrical performance, music and dance for large audiences</li> <li>Broadcasting and live streaming</li> </ul>	<b>Base Rate (Fri-Sun)</b> \$2,500 / 5 hours <b>Ticketing Fee</b> \$1,250 (500 min)  <b>Base Rate (Mon-Thu)</b> \$2,000/ 5 hours <b>Ticketing Fee</b> \$1,000 (500 min)	<b>Base Rate</b> \$3,500/ 5 hours <b>Ticketing Fee</b> \$1,750 (500 min)
<b>Conference Rooms</b> <ul style="list-style-type: none"> <li>30 capacity @ 100%</li> <li>20 capacity @ 75%</li> <li>2 available</li> </ul>	<ul style="list-style-type: none"> <li>Public workshops and meetings</li> <li>Board style meetings</li> <li>Large group training</li> <li>Group rehearsals (theatre, dance and music)</li> </ul>	<b>Base Rate</b> \$200/ 4 hours each <b>Rehearsals</b> No Charge	<b>Base Rate</b> \$400/ 4 hours each <b>Rehearsals</b> \$150/2 hr
<b>Meeting Room</b> <ul style="list-style-type: none"> <li>10 capacity @ 100%</li> <li>6 capacity @ 75%</li> </ul>	<ul style="list-style-type: none"> <li>Small public workshops and meetings.</li> <li>Small group training</li> <li>Team meetings</li> </ul>	<b>Base Rate (10am – 4pm)</b> \$140/ 4 hours <b>Evenings</b> \$120/ 2 hours	<b>Base Rate (M-F) (10am – 4pm)</b> \$250/ 4 hours <b>Evenings/ Weekends</b> \$180/ 2 hours
<b>Conference (Whole Venue)</b> <ul style="list-style-type: none"> <li>750 capacity @100%</li> <li>560 capacity @ 75%</li> </ul>	<ul style="list-style-type: none"> <li>Large multi-day conferences with break out spaces</li> <li>Inclusive of theatre style presentation, all conference and meeting rooms, outdoor event space</li> </ul>	<b>Base Rate</b> \$2,800/ 8 hours <b>Ticketing Fee</b> \$1,250 (500 min)	<b>Base Rate</b> \$4,000/ 8 hours <b>Ticketing Fee</b> \$1,750 (500 min)
<b>Outdoor Event Space</b> <ul style="list-style-type: none"> <li>1,500+ capacity</li> </ul>	<ul style="list-style-type: none"> <li>Live outdoor performance</li> <li>Outdoor exhibitions</li> <li>Outdoor markets</li> </ul>	<b>Base Rate</b> \$880 (8 hr) \$110/ hour additional Labour additional	<b>Base Rate</b> \$1,600 (8 hr) \$200/ hour additional Labour additional
<b>Additional Labour Charges</b> <ul style="list-style-type: none"> <li>Technicians 5-hour block</li> <li>FOH/ Box Office 4-hour block</li> </ul>	<ul style="list-style-type: none"> <li>Required when additional audio, lighting, stage mechanics, ticket &amp; merchandise selling is required.</li> </ul>	<b>Technicians</b> \$250 each <b>FOH/ Usher</b> \$200 each <b>Additional Hours</b> \$50 hour	<b>Technicians</b> \$350 each <b>FOH/ Usher</b> \$280 each <b>Additional Hours</b> \$70 hour

## General Conditions of Hire

- All commercial theatrical, conference and public event hirers must pay a 20% deposit to hold dates. Community hirers must pay a 10% deposit. Latrobe City Council reserves the right to deduct any irrecoverable costs should either party cancel.
- All hirers must provide Public Liability Insurance or purchase Council's Community Public Liability Insurance.

- Theatrical hires include a minimum of 3 in house technicians and 5 in house front of house staff subject to requirements of 1 front of house staff per 100 patrons. Additional labour will be charged at the applicable rate.
- Theatrical hires are inclusive of all technical consumables, and access to in house equipment. Additional hires and consumables will be charged at cost.
- Non-theatrical hires are inclusive of 2 duty staff.
- Ticketing fees are non-negotiable and are calculated on an average of 500 patrons. Additional ticketing fees will apply for patron numbers over 500. A deduction may be applicable for patron numbers under 500 – this will be finalised at settlement.
- Full conditions of hire are outlined in Council’s Use Agreement.

*Note: Due to operational needs this venue is available for commercial hire from January 2022. For community hire in December 2021 please contact our team.*

### Loy Yang Latrobe Community Soundshell

Space/ Service	Suitable For	Community Rate	Commercial Rate
<b>Soundshell</b> <ul style="list-style-type: none"> <li>• 3000+ capacity outdoor performance venue</li> <li>• Theatrical lighting &amp; audio available</li> </ul>	<ul style="list-style-type: none"> <li>• Live performance for outdoor audiences</li> <li>• Live music for outdoor audiences</li> <li>• Markets and outdoor dining</li> </ul>	<b>Base Rate</b> No Charge <b>Technical Support</b> \$900 minimum	<b>Base Rate</b> \$500/ day <b>Technical Support</b> \$1,500 minimum

### General Conditions of Hire

- All commercial hirers must pay a 20% deposit to hold dates. Latrobe City Council reserves the right to deduct any irrecoverable costs should either party cancel.
- All hirers must provide Public Liability Insurance or purchase Council’s Community Public Liability Insurance.
- All hirers must be responsible for any food permits and liquor licences required. Latrobe City Council is not able to offer this as part of our service.
- For all outdoor events an Event Permit must be approved by Council’s Events team prior to the event. Contact [events@latrobe.vic.gov.au](mailto:events@latrobe.vic.gov.au)
- Full conditions of hire are outlined in Council’s Use Agreement.

**Kernot Hall**

Space/ Service	Suitable For	Community Rate	Commercial Rate
<b>Main Hall</b> <ul style="list-style-type: none"> <li>864 capacity indoor event venue</li> <li>Can be divided into 2 spaces</li> <li>Theatrical lighting &amp; audio available</li> </ul>	<ul style="list-style-type: none"> <li>Expos, large public events</li> <li>Formal dances</li> <li>Sit down dinners for 300 people</li> </ul>	<b>Base Rate</b> \$600/ 5 hours \$150 / hour (extra) <b>Cleaning Charge</b> \$250 per day  <b>Audio &amp; Lighting</b> \$500 minimum	<b>Base Rate</b> \$1000/ 5 hours \$250/ hour (extra) <b>Cleaning Charge</b> \$500 per day  <b>Audio &amp; Lighting</b> \$700 minimum
<b>Foyer</b> <ul style="list-style-type: none"> <li>150 capacity foyer with bar</li> </ul>	<ul style="list-style-type: none"> <li>Pre-event drinks</li> <li>Extension of event/ expo/ market area</li> </ul>	<b>Base Rate</b> Included in Hire <b>FOH Support</b> \$250 minimum	<b>Base Rate</b> Included in Hire <b>FOH Support</b> \$300 minimum
<b>Kitchen</b> <ul style="list-style-type: none"> <li>Full commercial kitchen suitable for a range of functions</li> </ul>	<ul style="list-style-type: none"> <li>Dinner service, kiosk or onsite catering.</li> </ul>	<b>Cleaning Charge</b> \$150 per day	<b>Cleaning Charge</b> \$300 per day

**General Conditions of Hire**

- A duty officer must be present during the entirety of your hire including set up and pack down regardless of type of hire. *This is included in the base rate fees and charges stated.*
- All commercial hirers must pay a 20% deposit to hold dates. Community hirers must pay a 10% deposit. Latrobe City Council reserves the right to deduct any irrecoverable costs should either party cancel.
- All quoted fees and charges are due 5 business days prior to your event. Additional charges will be invoiced within 10 business days after your event.
- All hirers must provide Public Liability Insurance or purchase Council's Community Public Liability Insurance.
- All hirers must be responsible for any food permits and liquor licences required. Latrobe City Council is not able to offer this as part of our service.
- Please note: we are not able to provide catering services to hirers.
- For all events that exceed 1000 patrons an Event Permit must be approved by Council's Events team prior to the event. Contact [events@latrobe.vic.gov.au](mailto:events@latrobe.vic.gov.au)
- Full conditions of hire are outlined in Council's Use Agreement.

## Other Community Venues

Venue / Service	Suitable For	Community Rate	Commercial Rate
<b>Moe Town Hall</b> <ul style="list-style-type: none"> <li>126 fixed seats, 225 sqm dance floor and stage</li> <li>Large foyer and ticket booth</li> <li>Medium community kitchen</li> <li>Backstage area and dressing rooms</li> <li>Theatrical lighting &amp; audio available</li> </ul>	<ul style="list-style-type: none"> <li>Community performances</li> <li>Indoor markets and exhibitions</li> <li>Large community meetings</li> <li>Social gatherings and dances</li> </ul>	<b>Base Rate</b> \$55/ 4 hours <b>Audio &amp; Lighting</b> \$500 minimum	<b>Base Rate</b> \$90/ 4 hours <b>Audio &amp; Lighting</b> \$700 minimum
<b>Newborough Hall</b> <ul style="list-style-type: none"> <li>200+ capacity indoor venue</li> <li>Small onsite kitchen</li> </ul>	<ul style="list-style-type: none"> <li>Social gatherings and dances</li> <li>Indoor markets and exhibitions</li> <li>Health and fitness activities</li> </ul>	<b>Base Rate</b> \$55/ 4 hours	<b>Base Rate</b> \$90/ 4 hours
<b>Churchill Public Hall</b> <ul style="list-style-type: none"> <li>90 capacity indoor venue</li> <li>Additional small venue</li> </ul>	<ul style="list-style-type: none"> <li>Social gatherings and dances</li> <li>Indoor markets and exhibitions</li> <li>Health and fitness activities</li> </ul>	<b>Base Rate</b> \$55/ 4 hours	<b>Base Rate</b> \$90/ 4 hours
<b>Traralgon South Hall</b> <ul style="list-style-type: none"> <li>120 capacity indoor venue</li> <li>Small onsite kitchen</li> <li>Additional small meeting room</li> <li>Changerooms</li> </ul>	<ul style="list-style-type: none"> <li>Social gatherings and dances</li> <li>Indoor markets and exhibitions</li> <li>Health and fitness activities</li> </ul>	<b>Base Rate</b> \$55/ 4 hours	<b>Base Rate</b> \$90/ 4 hours
<b>Traralgon East Community Centre</b> <ul style="list-style-type: none"> <li>30 capacity indoor venue</li> </ul>	<ul style="list-style-type: none"> <li>Small community social groups</li> <li>Playgroups and family days</li> </ul>	<b>Base Rate</b> \$55/ 4 hours	<b>Base Rate</b> \$90/ 4 hours
<b>COVID Cleaning Charge</b>	<ul style="list-style-type: none"> <li>Required between hires</li> </ul>	<b>Cleaning Charge</b> \$55/ hire	<b>Cleaning Charge</b> \$75/ hire

## General Conditions of Hire

- Regular hirers are invited to express interest in an Annual Use Agreement which is paid quarterly. A discount is applied for hirers who enter an Annual Use Agreement.
- All hirers must provide Public Liability Insurance or purchase Council's Community Public Liability Insurance.
- All hirers must be responsible for any food permits and liquor licences required. Latrobe City Council is not able to offer this as part of our service.
- Full conditions of hire are outlined in Council's Use Agreement.



**Appendix 1: Common Hirer Types & Community Rate Eligibility**

Type of Group	Located in Latrobe City?	Non-Profit	Social, Cultural or Education?	Eligible for Community Rate
Sole Trader/ Artist: Workshops	Yes	No	Yes	Yes
	No	No	Yes	No
Dance School	Yes	No	Yes	Yes
	No	No	Yes	No
School / Education Provider	Yes	Yes	Yes	Yes
	No	Yes	Yes	No
Theatre Producer/ Group	Yes	No	Yes	Yes
	Yes	Yes	Yes	Yes
	No	Yes	Yes	No
	No	No	Yes	No
Touring Presentation or Performance	No	Yes	Yes	No
	No	No	Yes	No
All Other Groups & Individuals	Yes	Yes	No	Yes
	Yes	No	No	No
	No	Yes	No	No