

CREATIVE VENUES

Fees and Charges Schedule

July 2023 – June 2024

CREATIVE VENUES

Gippsland Performing Arts Centre (GPAC) Main Theatre

GPAC Little Theatre

GPAC Town Hall Theatre

Kernot Hall

Latrobe Regional Gallery

Moe Town Hall

AGL Loy Yang Power Latrobe Community Sound Shell

VERSION 1.4

GPAC MAIN THEATRE

VENUE HIRE

Item	Unit	Standard	*Subsidised
Base rate	5 Hours (inc. 1 x FOH Supervisor 1 x Duty Technician)	\$3500	\$1250
Includes technical equipment as per venue Technical Specifications.			

ADDITIONAL FEES

Item	Unit	Standard rate	*Subsidised
Additional Venue hire	Per Hour (inc. 1 x FOH and 1 x Technician)	\$350	\$250
Dark Day	Per Day	\$500	\$500
Technician	Per Hour (3 hour minimum call)	\$75	\$60
Front of House	Per Hour (3 hour minimum call)	\$75	\$60
Merchandise Seller	Per Hour (3 hour minimum call)	\$75	\$60
Merchandise Sales	15% of total Gross Sales	15%	15%
Riders	On request	POA	POA
Security	As determined	POA	POA

Merchandise must be sold by GPAC staff, unless otherwise agreed. Staff costs to be paid by hirer.

Staffing Ratio - 1 x FOH per Door sold or minimum 1:125 PAX (FOH Supervisor not inc. in ratio) or as determined by venue.

Technicians as determined by venue.

ADDITIONAL TECHNICAL EQUIPMENT HIRE

Item	Daily Hire Fee (each)	Weekly Hire Fee (each)	Fortnightly Fee (each)
Piano Kawai SK7 Use	\$180	\$540	\$720
Piano Kawai SK7 Tune	\$360	N/A	N/A
Data Projector	\$100	\$300	\$400
Follow-spot	\$50	\$150	\$200
Wireless Mic - Handheld	\$50	\$150	\$200
Wireless Headset - DPA	\$60	\$180	\$240
Wireless Headset - Budget	\$30	\$90	\$120
Hazer/ Smoke Machine/ Low Fog	\$50	\$150	\$200

Other additional technical equipment hire is available upon request.

TICKETING GUIDELINES

Item	Unit	Standard	*Subsidised
Ticketing Fee	Per Ticket (or 5% of box office, whichever is greater)	\$4	\$2.50
Ticketing Fee	Per Complimentary Ticket	\$2	\$1
Bank Fees	Credit Card and EFTPOS	1.5%	1.5%

Seating type		
Performance	Allocated Seating only	Stalls and Balcony
Conference	General Admission permitted (PAX limits apply)	Stalls (400 max) Balcony (200 max)
Graduation Ceremony	Allocated Seating only	Stalls and Balcony
Awards Ceremony	Allocated Seating only	Stalls and Balcony

All GPAC Main Theatre hirers are required to utilise the internal ticketing system.

GPAC LITTLE THEATRE & TOWN HALL THEATRE

VENUE HIRE			
Item	Unit	Standard	*Subsidised
Base Rate	5 Hours (inc. 1 x staff, either FOH or Technician)	\$1000	\$400

Includes technical equipment as per venue Technical Specifications.

ADDITIONAL FEES			
Item	Unit	Standard	*Subsidised
Additional Venue hire	Per Hour (inc. 1 x staff, either FOH or Technician)	\$200	\$100
Dark Day	Per Day	\$200	\$200
Technician	Per Hour (3 hour minimum call)	\$75	\$60
Front of House	Per Hour (3 hour minimum call)	\$75	\$60
Merchandise Seller	Per Hour (3 hour minimum call)	\$75	\$60
Merchandise Sales	15% of total Gross Sales	15%	15%
Riders	On request	POA	POA
Security	As determined	POA	POA

Merchandise must be sold by venue staff, unless otherwise agreed. Staff costs to be paid by hirer. Staffing Ratio – 1 x FOH:105 PAX (FOH Supervisor not inc. in ratio) or as determined by venue, Technicians as determined by venue.

TECHNICAL EQUIPMENT HIRE (subject to availability)			
Item	Daily Hire Fee	Weekly Hire Fee	Fortnightly Fee
Piano Use	POA	POA	POA
Data Projector	\$100	\$300	\$400
Wireless Mic - Handheld	\$50	\$150	\$200
Wireless Headset - DPA	\$60	\$180	\$240
Wireless Headset - Budget	\$30	\$90	\$120
Hazer/ Smoke Machine / Low Fog	\$50	\$150	\$200

Other additional technical equipment hire is available upon request.

TICKETING GUIDELINES			
Item	Unit	Standard	*Subsidised
Ticketing Fee	Per Ticket (or 5% of box office, whichever is greater)	\$4	\$2.50
Ticketing Fee	Per Complimentary Ticket	\$2	\$1
Bank Fees	Credit Card and EFTPOS	1.5%	1.5%

Seating type		
Performance	Allocated seating only	Little Theatre
Performance	General Admission seating permitted (PAX limits apply)	Town Hall Theatre (max 300)
Conference	General Admission seating permitted (PAX limits apply)	Little Theatre (max 150)
Conference	General Admission seating permitted (PAX limits apply)	Town Hall Theatre (max 300)
Graduation Ceremony	Allocated seating only	Little Theatre
Awards Ceremony	Allocated seating only	Little Theatre

All GPAC Little Theatre & Town Hall Theatre hirers are required to utilise the internal ticketing system.

GPAC OUTDOOR EVENT

Item	Unit	Standard	*Subsidised
Base Rate	8 Hours (inc. 1 x FOH and 1 x Technician)	\$1600	\$800
Undercover Area	8 Hours (inc. 1 x FOH and 1 x Technician)	\$800	\$400
Outdoor Screen	N/A	POA	POA

ADDITIONAL FEES

Item	Unit	Standard	*Subsidised
Additional venue hire	Per Hour (inc. 1 x FOH and 1 x Technician)	\$200	\$110
Technician	Per Hour (3 hour minimum call)	\$75	\$60
Front of House	Per Hour (3 hour minimum call)	\$75	\$60
Merchandise Seller	Per Hour (3 hour minimum call)	\$75	\$60
Merchandise Sales	15% of total Gross Sales	15%	15%
Riders	On request	POA	POA
Security	As determined	POA	POA
Technical Equipment	By arrangement	POA	POA

Merchandise must be sold by venue staff, unless otherwise agreed. Staff costs to be paid by hirer.

Staffing Ratio - 1 x FOH:125 PAX (FOH Supervisor not inc. in ratio) or as determined, Technicians as determined.

TICKETING GUIDELINES

Item	Unit	Standard	*Subsidised
Ticketing Fee	Per Ticket (or 5% of box office, whichever is greater)	\$4	\$2.50
Ticketing Fee	Per Complimentary Ticket	\$2	\$1
Bank Fees	Credit Card and EFTPOS	1.5%	1.5%

All GPAC Outdoor Event hirers are required to utilise the internal ticketing system.

KERNOT HALL

VENUE HIRE

Item	Unit	Standard	*Subsidised
Base Rate	5 Hours (inc. 1 x FOH Supervisor 1 x Duty Technician)	\$1500	\$750

Includes technical equipment as per venue Technical Specifications.

ADDITIONAL FEES			
Item	Unit	Standard	*Subsidised
Additional hrs	Per Hour (inc. 1 x FOH and 1 x Technician)	\$300	\$150
Kitchen Hire	Kitchen usage	\$300	\$150
Cleaning fee	If more in depth cleaning is required	Cost recov. + 10%	Cost recovery
Technician	Per Hour (3 hour minimum call)	\$75	\$60
Front of House	Per Hour (3 hour minimum call)	\$75	\$60
Merchandise Seller	Per Hour (3 hour minimum call)	\$75	\$60
Merchandise Sales	15% of total Gross Sales	15%	15%
Riders	On request	POA	POA
Security	As determined	POA	POA

Merchandise must be sold by venue staff, unless otherwise agreed. Staff costs to be paid by hirer.
Staffing Ratio - 1 x FOH:125 PAX (FOH Supervisor not inc.) or as determined, Technicians as determined.

TICKETING GUIDELINES			
Item	Unit	Standard	*Subsidised
Ticketing Fee	Per Ticket (or 5% of box office, whichever is greater)	\$4	\$2.50
Ticketing Fee	Per Complimentary Ticket	\$2	\$1
Bank Fee	Credit Card and EFTPOS	1.5%	1.5%

All Kernet Hall performance hirers are required to utilise the internal ticketing system.

MOE TOWN HALL

VENUE HIRE			
Item	Unit	Standard	* Subsidised
Base Rate	4 Hours	\$90	\$55

Includes technical equipment as per venue Technical Specifications.

ADDITIONAL FEES			
Item	Unit	Standard	* Subsidised
Technician/FOH	Per Hour (3 hour minimum call)	\$75	\$60
Cleaning	Required with venue hire	Cost recov. +10%	Cost recovery

All Moe Town Hall performance hirers are required to utilise the internal ticketing system, merchandise and staffing requirements as per Kernet Hall's ticketing and additional fee guidelines or as determined by venue staff.

AGL LOY YANG POWER LATROBE COMMUNITY SOUND SHELL

VENUE HIRE			
Item	Unit	Standard	*Subsidised
Base Rate	Standard Day	\$500	No Charge

ADDITIONAL FEES			
Item	Unit	Standard	* Subsidised
Technician	Per Hour (3 hour minimum call)	\$75	\$60
Cleaning	Required with venue hire	Cost recov. +10%	Cost recovery

Technician may be required to be onsite for duration of venue hire period or as determined by the event details.

CONDITIONS OF CREATIVE VENUE HIRE

General conditions

All hirers must provide Public Liability Insurance to the value of \$20,000,000 or purchase Council's Community Public Liability Insurance. A Certificate of Currency must be provided to Latrobe City Council no later than three (3) days prior to the event. Hirers will be responsible for food permits and liquor licences as required. Hirers will be responsible for event permits as required. Merchandise must be sold by venue staff, unless otherwise agreed, with costs paid by hirer. Hirers will be responsible for additional fees associated with event set-up or pack-down. A booking will only be considered confirmed when all relevant paperwork is received. Bookings are not transferable. Council reserves the right to cancel the booking if the hirer breaches the conditions of hire. On cancellation of a confirmed booking by the hirer, no less than 5 working days from the booking, a Dark day fee for each booked date, Ticketing fees and Bank charges apply. On cancellation of a confirmed booking by the hirer, less than 5 working days from the booking, Venue Hire fees, Ticketing fees and Bank charges apply. All hirers must abide by the directions of venue staff during their booking period.

Staffing

Staffing ratios are as per Venue Hire schedules or as determined upon receipt of event details. Penalty rates may apply. Additional staffing can either be calculated on a maximum number of tickets available for purchase or no less than 7 days from booking.

*Subsidised

Conditions apply to receive Council subsidised hire rates.

1. Individuals cannot receive subsidised hire rates.
2. Hiring Organisation must be based within Latrobe City Council municipal boundaries.
3. Hiring Organisation must be a legal entity and not-for-profit (as defined in their constitution / articles of association)
4. Ticket prices for the event must be under \$50 (full price, inc GST if applicable), and there must be Access Pricing.
5. Hiring Organisation cannot have received other financial support from Latrobe City Council for this project, and having been granted subsidised hire rates will not be eligible for further financial support for the project from Council.
6. The use must serve a broader community need, encourage community participation and / or increase community access to performing arts activities
7. Subsidised hire rates may only be offered to one group for a maximum of 10 days per venue per calendar year
8. Events must be open to all to attend and cannot be by invitation or member only events.

Access Pricing

1. All hirers receiving Council subsidised hire fees must include Access Pricing with the cost borne by the hirer.
2. Access Pricing is a variable price, set by the hirer as appropriate, but must be lower than any other publicly available price.
3. There should be a minimum of 4% of capacity for each venue available at Access Price. This equates to:
 - GPAC Main Theatre– 30 tickets
 - GPAC Little Theatre – 8 tickets
 - GPAC Town Hall Theatre – 12 tickets
 Hirers may opt to offer more than 4% off tickets at Access Price should they wish.
4. Access Priced tickets should be available for purchase alongside all other tickets, until the allocation is exhausted. We encourage all producers to consider using an Access Price, as part of our commitment to access and equity.

Ticketing Guidelines

Hirers are required to utilise the internal ticketing system as per venue hire schedule or as by staff.

The use of the Creative Venues' ticketing system has been determined as necessary to:

1. Manage patron safety
2. Maintain Accessibility standards
3. Manage staffing requirements
4. Adhere to contract obligations

MEETING AND FUNCTION ROOM HIRE

GPAC MAIN THEATRE

VENUE HIRE					
Item	Capacity	Features	Unit	Standard	*Subsidised
Function Room 1	24 - 80	<ul style="list-style-type: none"> Data Projector & screen HDMI cable 	4 hours	\$400	\$200
			After 5pm	POA	POA
Function Room 2	24 - 80	<ul style="list-style-type: none"> Data Projector & screen HDMI cable 	4 hours	\$400	\$200
			After 5 pm	POA	POA

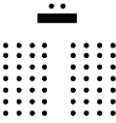
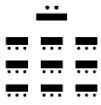

Functions rooms 1 and 2 can be combined to form one space.

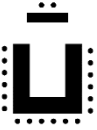

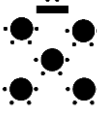
VENUE HIRE					
Item	Capacity	Features	Unit	Standard	*Subsidised
Meeting Room 3	8 - 10	<ul style="list-style-type: none"> HDMI enabled TV Whiteboard 	4 hours	\$200	\$100
			After 5pm	POA	POA
Meeting Room 4	8	<ul style="list-style-type: none"> HDMI enabled TV Whiteboard 	4 hours	\$200	\$100
			After 5 pm	POA	POA

Meeting Rooms 3 and 4 can be to form one space.

ADDITIONAL FEES				
Item	Unit	Standard	* Subsidised	
Additional hours Function Rm 1 & 2	Per hour	\$100	\$50	
Additional hours Meeting Rm 3 & 4	Per hour	\$50	\$25	
Front of House	Per hour (3 hour minimum call)	\$75	\$60	
Technician	Per hour (3 hour minimum call)	\$75	\$60	
Wireless Mic - Handheld	\$50	\$150	\$200	
Wireless Headset - DPA	\$60	\$180	\$240	
Wireless Headset - Budget	\$30	\$90	\$120	
Technical Equipment	By arrangement	POA	POA	

Venue hires are subject to additional staffing charges after 5pm or weekends or as determined on receipt of event details.

FUNCTION ROOM SEATING FORMATS		
Theatre	Classroom	Boardroom
		
Capacity: 80 -180	Capacity: 40	Capacity: 20 - 40

U Shape	Banquet	Cabaret
		
Capacity: 28 – 50	Capacity: 32 - 96	Capacity: 24 - 72

LATROBE REGIONAL GALLERY

VENUE HIRE

Item	Capacity	Features	Unit	Standard	*Subsidised
Event Hire		<ul style="list-style-type: none"> Guided Tours Catering available 	Evening/Weekend	POA	POA
			Full day	POA	POA
			Half day	POA	POA
Meeting Room 1	6	<ul style="list-style-type: none"> HDMI enabled TV 	Full day	\$364	\$0
			Half day	\$180	\$0
			Evening/Weekend	\$260	\$156
Meeting Room 2	10	<ul style="list-style-type: none"> HDMI enabled TV 	Full day	\$364	\$0
			Half day	\$180	\$0
			Evening/Weekend	\$260	\$156
Studio Workshop	25	<ul style="list-style-type: none"> Easels Kitchenette Facilitated workshop (POA) 	Full day	\$364	\$0
			Weekend	\$416	\$0
			Evening	\$416	\$156

Full day: 6hrs (between 10am -4pm), Half day: 4 hrs (between 10am – 4pm), Evening: 3 hrs min. (additional charges apply)

ADDITIONAL FEES

Item	Unit	Standard	* Subsidised
Additional hours	POA	POA	POA
Front of House	Per hour (3 hour minimum call)	\$75	\$60
Technician	Per hour (3 hour minimum call)	\$75	\$60
Art mat. & equip.	By negotiation	POA	POA

Venue hires are subject to additional staffing charges after 5pm or weekends or as determined on receipt of event details.

CONDITIONS OF MEETING AND FUNCTION ROOM HIRE**General conditions**

All hirers must provide Public Liability Insurance to the value of \$20, 000, 000 or purchase Council's Community Public Liability Insurance. A Certificate of Currency must be provided to Latrobe City Council no later than three (3) days prior to the event. Hirers will be responsible for additional fees associated with event set-up or pack-down. Guided tours subject to availability (charges may apply). Catering available on request (charges apply). Availability of Event hires are subject to the requirements of the Creative Venues' exhibitions and programs. A booking will only be considered confirmed when all relevant paperwork is received. Bookings are not transferable. Council reserves the right to cancel the booking if the hirer breaches the conditions of hire. All hires must abide by the directions of venue staff during their booking period.

Staffing

Venue hires are subject to additional staffing charges after 5pm or weekends or as determined on receipt of event details. Penalty rates may apply. Additional staffing can either be calculated on a maximum number of expected PAX or no less than 7 days from booking.

***Subsidised**

Conditions apply to receive Council subsidised hire rates.

1. Individuals cannot receive subsidised hire rates.
2. Hiring Organisation must be based within Latrobe City Council municipal boundaries.
3. Hiring Organisation must be a legal entity and not-for-profit (as defined in their constitution / articles of association)
4. Ticket prices for the event must be under \$50 (full price, inc GST if applicable), and there must be Access Pricing.
5. Hiring Organisation cannot have received other financial support from Latrobe City Council for this project, and having been granted subsidised hire rates will not be eligible for further financial support for the project
6. The use must serve a broader community need, encourage community participation and / or increase community access to performing arts activities
7. Subsidised hire rates may only be offered to one group for a maximum of 10 days per venue per calendar year
8. Events must be open to all to attend and cannot be by invitation or member only events.

Additional conditions

Latrobe Regional Gallery: Guided tours subject to availability (charges may apply). Catering available on request (charges apply). Availability of Event hires are subject to the requirements of the exhibition programs. Gippsland Performing Arts Centre: The foyer is available as a bookable space after 4pm only (Café area is not included). Catering restrictions apply.