

CREATIVE VENUES

Fees and Charges Schedule

July 2024 – June 2025

CREATIVE VENUES

Gippsland Performing Arts Centre (GPAC) Main Theatre

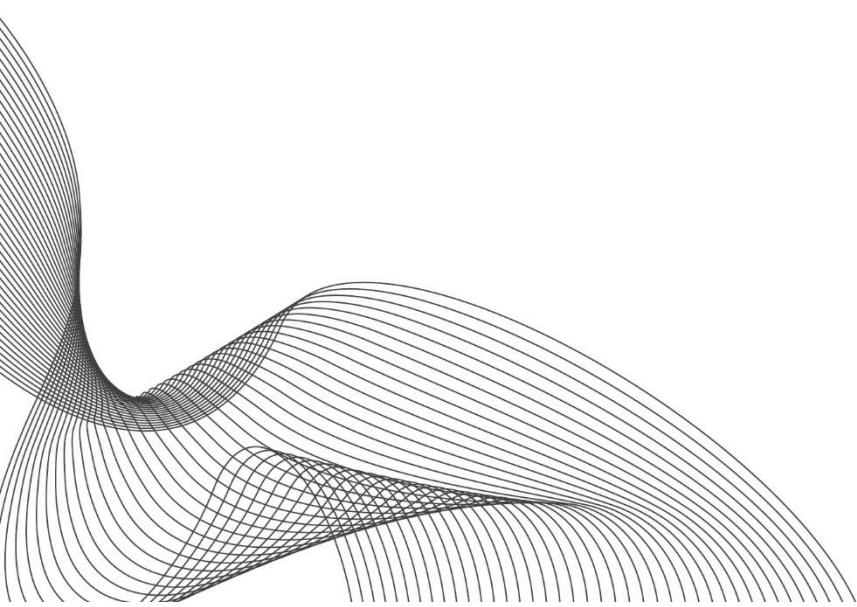
GPAC Little Theatre & GPAC Town Hall Theatre

GPAC Outdoor Area

Kernot Hall

Moe Town Hall

AGL Loy Yang Power Latrobe Community Sound Shell



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GPAC MAIN THEATRE

VENUE HIRE

Item	Unit	Standard	*Subsidised
Base rate	5 Hours (inc. 1 x FOH Supervisor 1 x Duty Technician)	\$3600	\$1300
Additional Venue hire	Per Hour (inc. 1 x FOH and 1 x Technician)	\$370	\$260
Dark Day	Per Day	\$600	\$550

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	\$450
Additional Venue hire	Per Hour (inc. 1 x staff, either FOH or Technician)	\$200	\$100
Dark Day	Per Day	\$200	\$200

GPAC OUTDOOR AREA

VENUE HIRE

Item	Unit	Standard	*Subsidised
Base Rate	5 Hours (inc. 1 x FOH and 1 x Technician)	\$1600	\$530
Undercover Area	5 Hours (inc. 1 x FOH and 1 x Technician)	\$800	\$400
Outdoor Screen	N/A	POA	POA
Additional venue hire	Per Hour (inc. 1 x FOH and 1 x Technician)	\$200	\$115

KERNOT HALL

VENUE HIRE

Item	Unit	Standard	*Subsidised
Base Rate	5 Hours (inc. 1 x FOH Supervisor and 1 x Duty Technician)	\$1500	\$750
Additional hrs	Per Hour (inc. 1 x FOH and 1 x Technician)	\$300	\$150
Kitchen Hire	Kitchen usage	\$315	\$165

MOE TOWN HALL

VENUE HIRE

Item	Unit	Standard	*Subsidised
Base Rate	4 Hours (inc. 1 x staff, either FOH or Technician)	\$750 (p/4hrs)	\$450 (p/5hrs)
Cleaning	Required with Venue Hire	Cost recov. +10%	Cost recovery

AGL LOY YANG POWER LATROBE COMMUNITY SOUND SHELL

VENUE HIRE

Item	Unit	Standard	*Subsidised
Base Rate	Standard Day	\$520	No Charge

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 Organisations cannot receive both subsidised rates and other financial support from Council for the purpose of venue hire (and associated costs).
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 ticketsHirers 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

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TICKETING GUIDELINES			
Item	Unit	Standard	*Subsidised
Ticketing Fee	Per Ticket (or 5% of box office, whichever is greater)	\$4.20	\$2.50
Ticketing Fee	Per Complimentary Ticket	\$2.10	\$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.			
STAFFING FEES			
Technician	Per Hour (3 hour minimum call)	\$78	\$63
Front of House	Per Hour (3 hour minimum call)	\$70	\$55
Merchandise Seller	Per Hour (3 hour minimum call) Merchandise must be sold by GPAC staff, unless otherwise agreed. Staff costs to be paid by hirer.	\$70	\$55
Merchandise Sales	15% of total Gross Sales	15%	15%
Riders	On request	POA	POA
Security	As determined	POA	POA
ADDITIONAL FEES			
Cleaning fee	If more in depth cleaning is required	Cost recov. + 10%	Cost recovery
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