

## Bathurst Memorial Entertainment Centre 2022 - 2023 Fees & Charges

	GST	2022/2023
<b>BATHURST MEMORIAL ENTERTAINMENT CENTRE</b>		\$
<b>DEFINITIONS</b>		
* "Rehearsals" are considered to be those times when no members of the public are present and the company is rehearsing.		
* "Matinees" are considered to be public performances with an advertised starting time prior to 5pm.		
* "Matinee" & Evening Performance on the same day. Where a matinee occurs on the same day as an evening performance, venue hire will be charged for each performance as a discrete event.		
* If "Matinee" is over the 4 Hr hire in the theatre, full performance rate will be charged		
* "Hourly Rate" - When hourly rates are charged, use of a proportion of an hour shall be computed to the next hour		
* "BMEC" - Bathurst Memorial Entertainment Centre		
* "Hire from LGA" - Hirer from the Local Government Area		
* "Hire not from LGA" - Hirer outside the boundary of Local Government Area		
<b>THEATRE</b>		
* Please note required staffing level and loadings will apply in labour charges below.		
* A fire warden will be required if the duty technician cannot perform this role due to other responsibilities. Notice must be given in advance for the use of pyrotechnics, smoke and haze machines in order to roster a fire warden if required. Labour cost to be determined by venue management.		
<b>Theatre or Concert</b>		
<b>Hirer not from LGA:</b>		
(i) Evening Performance (up to 8 hours in theatre) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	1,987.00
(ii) Matinee (up to 4 hours in theatre) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	992.00
(iii) Dress or Technical Rehearsal (up to 8 hours)	y	1,021.00
(iv) Rehearsal or set-up (hour)	y	133.00
(v) Bump In and Bump Out (per hour if outside 8 hour performance day hire or 4 hour matinee hire)	y	133.00
<b>Hire from LGA:</b>		
(i) Evening Performance (up to 8 hours in theatre) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	1,391.00
(ii) Matinee (up to 4 hours in theatre) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	696.00
(iii) Dress or Technical Rehearsal (up to 8 hours)	y	696.00
(iv) Rehearsal or set-up (hour)	y	102.00
(v) Bump In and Bump Out (per hour if outside 8 hour performance day hire or 4 hour matinee hire)	y	102.00
<b>Conference, Seminar or Film Screening</b>		
<b>Hirer not from LGA:</b>		
(i) Day (up to 8 hours in theatre) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	1,987.00
(ii) Half Day (up to 4 hours in theatre) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	992.00
(iii) Per hour	y	133.00
<b>Hirer from LGA:</b>		
(i) Day (up to 8 hours in theatre) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	1,391.00
(ii) Half Day (up to 4 hours in theatre) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	696.00
(iii) Per hour	y	103.00
(iv) Small meeting including set up and dismantle (per Hour)	y	36.00
<b>SERVICES INCLUDED IN HIRE FEES</b>		
* Up to 3 hours of meetings with management to discuss requirements		
* Standard lighting (4 colour wash + front fill) Theatre and (general white wash) City Hall. Any additional lighting cost will be charged at an hourly rate		
* Lamp and electricity costs		
* Air-conditioning		
* Use of the dressing rooms on the day of the performance and storage of costumes and belongings on other days during a continuous season as available (for theatre and city hall hire only)		
* Standard Sound (Lectern and mic, FOH system, 2 monitors) Theatre & City Hall only		
* Sound for conference rooms incurs additional costs.		
* Standard curtains & drapery - Theatre & City Hall only		

<b>CITY HALL</b>		
<b>* Please note required staffing level and loadings will apply in labour charges below.</b>		
<b>* Additional charge may apply as listed below for performances and / or ticketed events</b>		
<b>*A fire warden will be required if the duty technician cannot perform this role due to other responsibilities. Notice must be given in advance for the use of pyrotechnics,smoke and haze machines in order to roster a fire warden if required. Labour cost to be determined by venue management.</b>		
<b><u>Theatre, Concert, Caberet, Conference, Seminar or Film screening</u></b>		
<b>Hirer not from LGA:</b>		
(i) Day (up to 8 hours in Hall) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	1,603.00
(ii) Half Day (up to 4 hours) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	837.00
(iii) Dress or Technical Rehearsal (up to 8 hours)	y	837.00
(iv) Rehearsal or set-up (hour)	y	104.00
(v) Bump In and Bump Out (per hour if outside 8 hour performance day hire or 4 hour matinee hire)	y	104.00
<b>Hirer from LGA:</b>		
(i) Day (up to 8 hours in Hall) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	846.00
(ii) Half Day (up to 4 hours) Or 10% of gross box office less booking and credit card fees, whichever is greater.	y	481.00
(iii) Dress or Technical Rehearsal (up to 8 hours)	y	481.00
(iv) Rehearsal or set-up (hour)	y	82.00
(v) Bump In and Bump Out (per hour if outside 8 hour performance day hire or 4 hour matinee hire)	y	82.00
<b><u>Ball or Wedding/Dinner over 200 people (300 people for school formals)</u></b>		
<b>Hirer not from LGA:</b>		
(i) Day (10:00 am - 1:00 am)	y	1,558.00
(ii) Setup outside venue rental per hour if available during business hrs of 8.30am to 5.30pm	y	72.00
(iii) Setup outside venue rental per hour if available outside business hrs	y	147.00
<b>Hirer from LGA:</b>		
(i) Day (10:00 am - 1:00 am)	y	846.00
(ii) Setup outside venue rental per hour if available during business hrs of 8.30am to 5.30pm	y	62.00
(iii) Setup outside venue rental per hour if available outside business hrs	y	82.00
<b><u>Ball or Wedding/Dinner under 200 people (300 people for school formals)</u></b>		
<b>Hirer not from LGA:</b>		
(i) Day (10:00 am - 1:00 am)	y	689.00
(ii) Setup outside venue rental per hour if available during business hrs of 8.30am to 5.30pm	y	72.00
(iii) Setup outside venue rental per hour if available outside business hrs	y	147.00
<b>Hirer from LGA:</b>		
(i) Day (10:00 am - 1:00 am)	y	394.00
(ii) Setup outside venue rental per hour if available during business hrs	y	62.00
(iii) Setup outside venue rental per hour if available outside business hrs	y	82.00
<b>SERVICES INCLUDED IN HIRE FEES</b>		
* Up to 3 hours of meetings with management to discuss requirements		
* Standard lighting (4 colour wash + front fill) Theatre and (general white wash) City Hall. Any additional lighting cost will be charged at an hourly rate		
* Lamp and electricity costs		
* Air-conditioning		
* Use of the dressing rooms on the day of the performance and storage of costumes and belongings on other days during a continuous season as available (for theatre and city hall hire only)		
* Standard Sound (Lectern and mic, FOH system, 2 monitors) Theatre & City Hall only		
* Sound for conference rooms incurs additional costs.		
* Standard curtains & drapery - Theatre & City Hall only		



<b>EQUIPMENT HIRE &amp; SERVICES</b>		
*Birdog IP Cameras. Allowing for straming or recording of events and shows. Set up price per camera. (Additional staffing charges may be applicable for a tech to run the console for a live stream).	y	100.00
* Upright piano: per day plus tuning at cost	y	89.00
*Steinway Concert Grand Piano : Booking per day plus tuning at cost (Only available on Theatre Stage) Hirer not from LGA	y	262.00
* Steinway Concert Grand Piano : Booking per day plus tuning at cost (Only available on Theatre Stage) Hirer from LGA	y	250.00
Yamaha C7 (only available in City Hall) plus tuning at cost	y	157.00
* Rostra - each, per session	y	29.00
Data projector to be determined by technical staff to ensure presentation quality		
* Standard Data projector	y	92.00
*Large LED screen TV's	y	100.00
* Hitachi CPWU9410 Data/Video projector	y	233.00
* Laptop computer per session	y	42.00
* Whiteboard and / or flip chart each	y	9.00
*Vision switcher HO Kramer VP-747	y	157.00
*Vision switcher datavideo SE 500 -	y	21.00
*Stump FL mono box 64 front or rear projection screen	y	133.00
*Handheld or Headset/Lapel Radio microphones - (Hirer not from LGA - per session) (bulk hire rates may be negotiated)	y	47.00
*Handheld or Headset/Lapel Radio microphones - (Hirer from LGA - per session) (bulk hire rates may be negotiated)	y	35.00
* Lectern & mic (lapel) - Conference hires - per session	y	33.00
* Mic /DI - per session	y	13.00
* Music Stand - per session	y	4.00
* Sconce light - per session	y	3.00
*Robe haze machine - Hirer not from LGA	y	42.00
* Robe haze machine - Hirer from LGA	y	31.00
*Unique 2.1 haze machine - Hirer not from LGA	y	73.00
*Unique 2.1 haze machine - Hirer from LGA	y	52.00
*Mirror Ball including lighting	y	73.00
<b>*all Lights beyond standard rig - price based on request</b>		
* Fold back monitors, beyond 2 included in hire	y	16.00
*Mac 250 Moving Light	y	42.00
*DPA Headset Mic - additional cost	y	32.00
* TV & DVD or portable stereo - per session	y	14.00
* Set up of Chairs - per chair	y	0.70
* Set up of Tables - per table	y	3.00
<b>*NB movement of foyer tables and chairs will be charged on a labour cost recovery basis</b>		
<b>*Point rigging for circus apparatus and decorations charged on a labour cost recovery basis</b>		
<b>*Pre rigs will be charged on labour cost recovery basis</b>		
*In House Linen -Hirer not from LGA, apart from linen for standard tea & coffee stations - per table cloth	y	5.00
*In House Linen - Hirer from LGA, apart from linen for standard tea & coffee stations - per table cloth	y	3.00
* Acoustic panels - full set of 16, Hirer not from LGA (BMEC manager to set rate for partial hire)	y	735.00
* Acoustic panels - half set, Hirer not from LGA (BMEC manager to set rate for partial hire)	y	354.00
<b>Available in Theatre only</b>		
* Acoustic panels - full set of 16, Hirer from LGA (BMEC manager to set rate for partial hire)	y	368.00
* Acoustic panels - half set, Hirer from LGA (BMEC manager to set rate for partial hire)	y	212.00
* Signage on Coming Attractions board - Option 1	y	60.00
* Signage on Coming Attractions board - Option 2	y	136.00
* Signage on Coming Attractions board - Option 3	y	216.00
* Foyer monitor (Marketing for upcoming events)	y	65.00
* Consumables at cost		
<b>* Hirer not from LGA Hanging of Banners</b> - hirers will be charged the relevant labour costs per hour/per staff member for the hanging of banners and other decorations	y	57.00
<b>* Hirer from LGA Hanging of Banners</b> - hirers will be charged the relevant labour costs per hour/per staff member for the hanging of banners and other decorations	y	47.00

<b>LABOUR CHARGES</b>		
* Technicians, Front of House Supervisor, Head Usher, Merchandising staff, stage door keepers, labour for bump in, bump out and removal and replacement of orchestra pit cover - Hirer not from LGA	y	57.00
* Technicians, Front of House Supervisor, Head Usher, Merchandising staff, stage door keepers, labour for bump in, bump out and removal and replacement of orchestra pit cover - Hirer from LGA	y	47.00
*A fire warden will be required if the duty technician cannot perform this role due to other responsibilities. Notice must be given in advance for the use of pyrotechnics, smoke and haze machines in order to roster a fire warden if required. Labour cost to be determined by venue management.		
* The BMEC Manager will determine appropriate staffing levels for bookings. All bookings of the Theatre and City Hall require at least one technician. All performances require a Front of House Supervisor from an hour prior to the performance until FOH areas have been vacated following the performance. For events which require the services of ushers there will generally be at least one paid Head Usher assisted by volunteer ushers.		
* Merchandise sold will incur a commission to be paid to the venue 10 % of gross sales		
Events requiring removal or "pack down" of hirers equipment by BMEC staff, such as chair covers, will be charged for the labour incurred.		
* Additional Cleaners - per hour if required	y	53.00
* The Local Government (State) Award 2010 applies to all BMEC staff. Any penalties incurred on behalf of the hirer will be passed on to the hirer at cost. Such penalties will apply for work between 11pm & 6am Mon to Fri and all weekend work.		
<b>KITCHEN FACILITIES</b>		
Food safety standards apply to the use of the kitchen. Caterers are required to fill out a Catering Accreditation form prior to using the kitchen. In some exceptional instances limited kitchen access may be granted to charitable organisations. In this case a cleaning deposit will apply at the discretion of the BMEC Manager		
<b>CATERING</b>		
Hirers of BMEC may nominate the caterer of their choice providing they meet the requirements as set out by the venue		
Payment for catering services will be made by BMEC to the caterer as part of the event settlement providing all conditions are met as agreed by both parties. Failure to meet these conditions may result in the forfeit of a percentage of the catering fee to cover the cost of compliance.		
*Catering - Full use of Kitchen will incur a charge of 13% of turnover	y	
*Catering - Minimal use of Kitchen will incur a charge of 7.5% of turnover	y	
*Catering - No use of Kitchen will incur a charge of 5% of turnover	y	
NB: The interpretation of the level of use will be at the sole discretion of BMEC management		
<b>OTHER CHARGES</b>		
* All props, sets, costumes and other equipment must be removed immediately at the end of the hire period. Any equipment not removed within 24hrs will be disposed of unless a prior agreement has been reached with the BMEC Manager. Disposal charges may apply.		
* Access or special set up on the day/s prior to an event may incur a charge based on the additional labour cost and a venue hire fee to be determined by the BMEC Manager.		
* Penalty rate when building vacated after 1.00am: per hour	y	246.00
* Refreshments (tea bag tea or instant coffee : 4 hour) per setup request	y	4.00
* Refreshments (tea bag tea or instant coffee : 8 hour) per setup request	y	6.00
* Refreshments ( percolated coffee : 4 hour) per setup request	y	4.00
* Refreshments ( percolated coffee : 8 hour) per setup request	y	6.00
(Percolated coffee minimum of 30 people)		
* Refreshments (biscuits per head per session)	y	1.10
* Refreshments (filtered water per head per session)	y	0.25
* Refreshments (jugs of soft drinks/juice 1125ml)	y	6.50
*Sponsored drinks - where an event has a beverage sponsor, charges for servicing the sponsor will apply at the discretion of the BMEC Manager		
Charges may include labour and corkage including labour for stocking and de-stocking fridges and reprogramming tills		
* 5% surcharge on all external equipment hire and services		
* Charges for other refreshments by negotiation with BMEC staff and caterer		
* When services or facilities are requested which are not covered in this document the Manager, BMEC shall set an appropriate fee or charge.		
* The Director of Cultural & Community Services may consider shared risk ventures at his/her discretion		
*A 20% deposit will be required for all functions held in Theatre and City Hall. A booking will not be confirmed until the deposit has been paid. Cancellations of less than 30 days notice may incur a cancellation fee. This deposit is due upon signing of the venue hire agreement form.		
* Where a booking is made over a period of days for the Theatre or City Hall and some of these days are "dark" a fee of 50% of the normal applicable fee will be charged for those days.		
*A bulk hire discount on technical equipment of 50% per day will apply to hires of 3 days or longer		

<b>TICKETING CHARGES (Internal Ticketing System)</b>		
Hirer not from LGA - Ticket price \$25.00 or under (each ticket)	y	2.00
Hirer not from LGA - Ticket price \$25.01 to \$50.00 or under (each ticket)	y	2.50
Hirer not from LGA - Ticket price \$50.01 or above (each ticket)	y	4.00
Hirer from LGA - Ticket price \$25.00 or under (each ticket)	y	1.50
Hirer from LGA - Ticket price \$25.01 to \$50.00 or under (each ticket)	y	2.00
Hirer from LGA - Ticket price \$50.01 or above (each ticket)	y	3.00
Social function ticketing as per above scale however any changes by negotiation		
Complimentary or batch print (each)	y	1.00
Credit card fee 1.5%	y	
<b>TRANSACTION CHARGES (waived for Members and Subscribers) - per transaction</b>		
Box Office sales	y	2.00
Phone Sales	y	3.00
Internet Sales	y	1.00