



BATHURST MEMORIAL ENTERTAINMENT CENTRE

Fees And Charges 2023/2024

DEFINITIONS

- * "Rehearsals" or "Bump In" are considered to be those times when no members of the public are present and the company is either setting up or rehearsing.
- * "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

THEATRE	GST	Fee
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- * 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.
- * The BMEC Manager will determine appropriate staffing levels for bookings. All bookings of the Theatre require at least three technical staff at all times charged as per the labour section of these fees and charges. All performances require a Front of House Supervisor from 1.5 hours 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.
- * The period of the venue hire is determined as from first access until the venue is fully vacated

Theatre or Concert, Conference, Seminar or Film Screening		
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Hirer not from LGA:		
(i) Day (up to 8 hours in Theatre). * Or 11% of gross box office less booking and credit card fees, whichever is greater.	Y	\$2,190.00
(ii) Half Day (up to 4 hours in Theatre) Or 11% of gross box office less booking and credit card fees, whichever is greater.	Y	\$1,095.00
(iii) Dress or Technical Rehearsal (up to 8 hours).	Y	\$1,125.00
(iv) Bump in/Bump Out/Rehearsal or set-up (hour) - When attached to a 4 hour or 8 hour hire	Y	\$150.00
Dark Day - Where no activity in the venue during a period of hire.	Y	\$700.00
Hire from LGA:		
(i) Day (up to 8 hours in Theatre). * Or 11% of gross box office less booking and credit card fees, whichever is greater.	Y	\$1,460.00
(ii) Half Day (up to 4 hours in Theatre) Or 11% of gross box office less booking and credit card fees, whichever is greater.	Y	\$730.00
(iii) Dress or Technical Rehearsal (up to 8 hours).	Y	\$730.00
(iv) Bump in/Bump Out/Rehearsal or set-up (hour) - When attached to a 4 hour or 8 hour hire	Y	\$108.00

SERVICES INCLUDED IN HIRE FEES

- * 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, up to 4 wireless mics, FOH system and 2 monitors) Theatre & City Hall only
- * Sound for conference rooms incurs additional costs.

CITY HALL	GST	Fee
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- * Please note required staffing level and loadings will apply in labour charges below.
- * Additional charge may apply as listed below for performances and / or ticketed events
- * 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 City Hall require at least two technicians at all times charged as per the labour section of these fees and charges. In addition, 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.
- * The period of the venue hire is determined as from first access until the venue is fully vacated

Theatre, Concert, Caberet, Ball, Wedding, Dinner, Conference, Seminar or Film screening

Hirer not from LGA:		
(i) Day (up to 8 hours in Hall) Or 11% of gross box office less booking and credit card fees, whichever is greater.	Y	\$1,760.00
(ii) Half Day (up to 4 hours) Or 11% of gross box office less booking and credit card fees, whichever is greater.	Y	\$920.00
(iii) Dress or Technical Rehearsal (up to 8 hours).	Y	\$920.00
(iv) Bump in/Bump Out/Rehearsal or set-up (hour)	Y	\$115.00
Hirer from LGA:		
(i) Day (up to 8 hours in Hall) Or 11% of gross box office less booking and credit card fees, whichever is greater.	Y	\$888.00
(ii) Half Day (up to 4 hours) Or 11% of gross box office less booking and credit card fees, whichever is greater.	Y	\$505.00
(iii) Dress or Technical Rehearsal (up to 8 hours).	Y	\$505.00
(iv) Bump in/Bump Out/Rehearsal or set-up (hour)	Y	\$86.00

SERVICES INCLUDED IN HIRE FEES

- * 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
- * Standard Sound (Lectern, up to 4 wireless mics, FOH system and 2 monitors) Theatre & City Hall only
- * Sound for conference rooms incurs additional costs.

CONFERENCE ROOMS	GST	Fee
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* Please note required staffing level and loadings will apply in labour charges below.

SINGLE

Single Conference Room - (when hired separately from City Hall) during business hrs of 8:30am - 5:30pm Monday to Friday.

Outside of business hrs labour charge will apply for a staff member to be on site.		
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Hirer not from LGA:		
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(i) Day (8 hours)	Y	\$350.00
(ii) Per 4 hours session	Y	\$180.00
(iii) Hourly additional time	Y	\$90.00
(iv) Small meeting, (up to 8 people) per hour, including set up and dismantle	Y	\$55.00

Hirer from LGA:		
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(i) Day (8 hours)	Y	\$300.00
(ii) Per 4 hours session	Y	\$160.00
(iii) Hourly additional time	Y	\$75.00
(iv) Small meeting, (up to 8 people) per hour, including set up and dismantle	Y	\$38.00

DOUBLE

Double Conference Room - (when hired separately from City Hall during business hrs of 8:30am - 5:30pm Monday to Friday.

Outside of business hrs labour charge may apply for a staff member to be on site.		
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Hirer not from LGA:		
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(i) Day (8 hours)	Y	\$525.00
(ii) Per 4 hours session	Y	\$262.00
(iii) Hourly additional time	Y	\$111.00

Hirer from LGA:		
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(i) Day (8 hours)	Y	\$455.00
(ii) Per 4 hours session	Y	\$227.50
(iii) Hourly additional time	Y	\$93.00

FOYER

FOYER - (subject to no other functions)

<i>Exhibitions - By negotiation and subject to requirements</i>		
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Hirer not from LGA:		
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(i) Monday to Friday per hour	Y	\$75.00
(ii) Saturday, Sunday or Public Holidays per hour	Y	\$90.00

Hirer from LGA:		
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(i) Monday to Friday per hour	Y	\$59.00
(ii) Saturday, Sunday or Public Holidays per hour	Y	\$74.00

Exhibitions - by negotiation and subject to requirements		
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EQUIPMENT HIRE & SERVICES	GST	Fee
AUDIO - Charged per day unless otherwise stated		
Upright piano: per day plus tuning at cost	Y	\$93.50
Steinway Concert Grand Piano : Booking per day plus tuning at cost (Only available on Theatre Stage) Hirer not from LGA	Y	\$275.00
Steinway Concert Grand Piano : Booking per day plus tuning at cost (Only available on Theatre Stage) Hirer from LGA		
Yamaha C7 (only available in City Hall) plus tuning at cost		
Handheld or Headset/Lapel Radio microphones - (Hirer not from LGA - per session) <i>First 4 included in Theatre or City Hall venue hire. Bulk hire rates may be negotiated</i>	Y	\$50.00
Handheld or Headset/Lapel Radio microphones - (Hirer from LGA - per session) <i>First 4 included in Theatre or City Hall venue hire. Bulk hire rates may be negotiated</i>	Y	\$37.00
Lectern & mic - Conference hires - per session	Y	\$35.00
Corded Mic / DI - per session	Y	\$14.00
Fold back monitors (each), beyond 2 included in hire	Y	\$17.00
DPA Headset Mic (Premium Professional Standard) - Hirer From LGA - Includes Pack	Y	\$70.00
DPA Headset Mic (Premium Professional Standard) - Hirer Not From LGA - Includes Pack	Y	\$82.00
TV & DVD or portable stereo - per session	Y	\$15.00
Panels: Theatre Only:		
Acoustic panels - full set of 16, Hirer not from LGA (BMEC manager to set rate for partial hire)	Y	\$775.00
Acoustic panels - half set, Hirer not from LGA (BMEC manager to set rate for partial hire)	Y	\$375.00
Acoustic panels - full set of 16, Hirer from LGA (BMEC manager to set rate for partial hire)	Y	\$390.00
Acoustic panels - half set, Hirer from LGA (BMEC manager to set rate for partial hire)	Y	\$225.00
LIGHTING - Charged per day unless otherwise stated		
Sconce light - per session	Y	\$3.20
Unique 2.1 haze machine - Hirer not from LGA	Y	\$77.00
Unique 2.1 haze machine - Hirer from LGA	Y	\$55.00
Mirror Ball including lighting	Y	\$77.00
Mac 250 Moving Light	Y	\$45.00
<i>*all Lights beyond standard rig - price based on request</i>		
FURNITURE - Charged per day unless otherwise stated		
Rostra - each		
Music Stand	Y	\$4.20
Chairs - per chair (includes hire, set up and pack down)	Y	\$1.00
Tables - per table (includes hire, set up and pack down)	Y	\$3.00
In House Linen -Hirer not from LGA - per table cloth	Y	\$5.25
In House Linen - Hirer from LGA - per table cloth	Y	\$3.20
VISUAL - Charged per day unless otherwise stated		
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	\$105.00
Data projector to be determined by technical staff to ensure presentation quality		
Standard Data projector	Y	\$97.00
Hitachi CPWU9410 Data/Video projector	Y	\$245.00
Large LED screen TV's	Y	\$105.00
Laptop computer	Y	\$44.00
Whiteboard and / or flip chart each	Y	\$9.50
Vision switcher HO Kramer VP-747	Y	\$165.00
Vision switcher datavideo SE 500 -	Y	\$22.00
Stump FL mono box 64 front or rear projection screen	Y	\$140.00
ADDITIONAL INFO		
<i>*Point rigging for circus apparatus and decorations charged on a labour cost recovery basis</i>		
<i>*Pre rigs will be charged on labour cost recovery basis</i>		
<i>*NB movement of foyer tables and chairs will be charged on a labour cost recovery basis</i>		
MARKETING	GST	Fee
* Signage on Coming Attractions board - Option 1 - Display Poster Only	Y	\$70.00
* Signage on Coming Attractions board - Option 2 - Print & Display Poster	Y	\$165.00
* Foyer monitor (Marketing for upcoming events)	Y	\$70.00
Social Media Posts - Subject to a 25% commision based on the expenditure amount.		
Letter Box Drops and Poster Runs - Subject to a 25% commision based on the expenditure amount.		
* Consumables at cost		

LABOUR CHARGES	GST	Fee
Hirer not from LGA - All staff including but not limited to; Technicians, Mechs, Front of House Supervisor, Banner Hanger, Venue Supervisor, Head Usher, Merchandising staff, stage door keepers, labour for bump in, bump out and removal and replacement of orchestra pit cover - Minimum call 3 hours.		
MONDAY TO FRIDAY - Between 6am and 11pm - Per hour	Y	\$62.00
MONDAY TO FRIDAY - Midnight to 6am & 11pm to midnight. - Per hour	Y	\$74.40
SATURDAY - Per hour	Y	\$93.00
SUNDAY - Per Hour	Y	\$108.50
PUBLIC HOLIDAYS - Per Hour	Y	\$155.00
Hirer from LGA - All staff including but not limited to; Technicians, Mechs, Front of House Supervisor, Banner Hanger, Venue Supervisor, Head Usher, Merchandising staff, stage door keepers, labour for bump in, bump out and removal and replacement of orchestra pit cover - Minimum call 3 hours.		
MONDAY TO FRIDAY - Between 6am and 11pm - Per hour	Y	\$52.00
MONDAY TO FRIDAY - Midnight to 6am & 11pm to midnight. - Per hour	Y	\$62.40
SATURDAY - Per hour	Y	\$78.00
SUNDAY - Per Hour	Y	\$91.00
PUBLIC HOLIDAYS - Per Hour	Y	\$130.00
*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 usually require at least three technicians and City Hall requires at least two technicians. All performances require a Front of House Supervisor from an hour and a half 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. If not enough volunteer ushers are available to meet safety requirements, paid ushers will be provided, charged per the labour rates in this fees and charges document.		
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	\$60.00
* 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 and encompassed in the rates shown above.		
KITCHEN FACILITIES		
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		
CATERING		
Hirers of BMEC may nominate the caterer of their choice providing they meet the requirements as set out by the venue. All catering is required to be organised by BMEC.		
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% commission based on the caterers cost.	Y	
*Catering - Minimal use of Kitchen will incur a charge of 7.5% commission based on the caterers cost.	Y	
*Catering - No use of Kitchen will incur a charge of 5% commission based on the caterers cost.	Y	
NB: The interpretation of the level of use will be at the sole discretion of BMEC management		
MERCHANDISE COMMISSIONS		
Merchandise including programmes sold in the venue will incur a commission to be paid to the venue equal to 10 % of gross sales. <i>We classify merchandise as anything sold within the venue which includes but is not limited to show souvenirs, programmes, clothing, artwork, Photography / video packages, CD's, DVD's etc</i>		10%

OTHER CHARGES	GST	Fee
* 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.		
* Penalty rate when building vacated after 1.00am: per hour	Y	\$270.00
* Refreshments (tea and coffee : 4 hour) per setup request (includes dressed table, stirrers, milk and sugar)	Y	\$4.00
* Refreshments (tea bag tea or instant coffee : 8 hour) per setup request (includes dressed table, stirrers, milk and sugar)	Y	\$6.00
* Refreshments (biscuits per head per session)	Y	\$1.00
* Refreshments (filtered water per head per session)	Y	\$0.25
* Bottled Water (per 600ml bottle)	N	\$2.50
* Refreshments (jugs of soft drinks/juice 1125ml)	Y	\$6.60
*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.		
*A bulk hire discount on technical equipment of 50% per day will apply to hires of 3 days or longer		

TICKETING CHARGES		
All ticketed events held at BMEC are required to be ticketed through the venue ticketing system		
Inside Charges (Charged to the hirer per ticket)		
Ticket price \$0 - 10.00 (per ticket charged to hirer)	Y	\$2.50
Ticket price \$10.01 - \$25.00 (per ticket charged to hirer)	Y	\$2.50
Ticket price \$25.01 - \$35.00 (per ticket charged to hirer)	Y	\$2.50
Ticket price \$35.01 - \$45.00 (per ticket charged to hirer)	Y	\$3.50
Ticket price \$45.01 - \$60.00 (per ticket charged to hirer)	Y	\$5.00
Ticket price \$60.01 - \$85.00 (per ticket charged to hirer)	Y	\$6.00
Ticket price \$85.01 or above (per ticket charged to hirer)	Y	\$8.00
<i>Equipment Replacement Fund - (\$1 from the above inside charge for each ticket sold will be put aside to go towards maintaining and purchasing new venue equipment)</i>		
Other Hirer Charged Box Office Fees		
Card payment fee 1.5% of total charged to hirer. *Based on current banking fees. Subject to change if fees change with the financial institution.		1.5%
Social function ticketing as per above scale however any changes by negotiation		
Transaction Charges (Charged to patrons. Waived for Members and Subscribers) - per transaction		
Box Office sales	Y	\$3.00
Phone Sales	Y	\$3.00
Internet Sales	Y	\$3.00