

2025/2026 Financial Year - Hirer Fees and Charges

IAN MACINTOSH THEATRE

KEY THINGS TO KNOW WHEN HIRING THE THEATRE

- There are minimum staffing levels required when in the Theatre to ensure we comply with health and safety requirements listed below. Depending on your show or event, additional staffing may be required. BMEC management will advise of any staffing required to safely run your show or event.
 - BMEC Foyers, unless hired exclusively are not part of a venue hire of the Theatre.
 - For any shows with smoke, haze or pyrotechnics, BMEC have to isolate the fire detection system to ensure the alarm isn't triggered by these stage effects. As such, a fire warden is required to roam the building, charged per the labour rates in this document on any events that contain smoke, haze or pyrotechnics.
 - Notice must be given in advance for the use of pyrotechnics, smoke and haze machines in order to roster a fire warden if required. Our Operations Coordinator will work out the staffing levels required with you.
 - The period of the venue hire chargeable is determined as from first access, until the venue is fully vacated, including any props, costumes or equipment. BMEC are unable to store items. Earlier access to drop off items may be subject to venue hire and staffing fees.
 - For hire periods split in to a 5 hour and all day rate, bookings over 5 hours will move up to the all day rate.
 - For hire periods split in to a 4 hour and 8 hour rate, bookings over 4 hours will move up to the 8 hour rate.
- It is important to refer to the definitions list at the end of this document when reviewing pricing to ensure an understanding of what fees and charges are applicable to you or your organisation.**

	GST	Fee
Commercial Hire		
Performance - Stalls and Dress Circle - Selling Seat Capacity 639		
Full Day - Stalls & Dress Circle - Between 8am and 11pm Friday, Saturday	Y	\$2,400.00
Full Day - Stalls & Dress Circle - Between 8am and 11pm Sunday to Thursday		\$1,900.00
* Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Half Day - Friday, Saturday (up to 5 hours in Theatre)	Y	\$1,200.00
Half Day - Sunday to Thursday (up to 5 hours in Theatre)		\$1,000.00
Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Performance Stalls Only - Selling Seat Capacity 388		
Full Day - Stalls Only - Between 8am and 11pm Friday, Saturday	Y	\$1,900.00
Full Day - Stalls Only - Between 8am and 11pm Sunday to Thursday		\$1,400.00
* Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Half Day - Friday, Saturday (up to 5 hours in Theatre)	Y	\$950.00
Half Day - Sunday to Thursday (up to 5 hours in Theatre)		\$800.00
Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Technical Rehearsal or Bump In / Out - No Public Audience		
Full Day - Bump in/Bump out or Tech Rehearsal Day - Between 8am and 11pm	Y	\$1,200.00
Half Day- Bump in/Bump Out or Tech Rehearsal (up to 5 hours).	Y	\$720.00
Additional Time		
Additional Hourly rate (applicable before 8am or after 11pm)	Y	\$165.00
Community Hire		
Performance - Stalls and Dress Circle - Selling Seat Capacity 639		
Full Day - Stalls & Dress Circle - Between 8am and 11pm Friday, Saturday	Y	\$1,600.00
Full Day - Stalls & Dress Circle - Between 8am and 11pm Sunday to Thursday	Y	\$1,000.00
* Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Half Day (up to 5 hours in Theatre) Friday, Saturday	Y	\$800.00
Half Day (up to 5 hours in Theatre) Sunday to Thursday		\$600.00
Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Performance Stalls Only - Selling Seat Capacity 388		
Full Day - Stalls Only - Between 8am and 11pm Friday, Saturday	Y	\$1,050.00
Full Day - Stalls Only - Between 8am and 11pm Sunday to Thursday		\$700.00
* Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Half Day (up to 5 hours in Theatre) Friday, Saturday	Y	\$570.00
Half Day (up to 5 hours in Theatre) Sunday to Thursday		\$400.00
Or 10% of gross box office less booking and credit card fees, whichever is greater.		

IAN MACINTOSH THEATRE

Technical Rehearsal or Bump In / Out - No Public Audience		
Full Day - Bump in/Bump out or Tech Rehearsal Day - Between 8am and 11pm	Y	\$800.00
Half Day - Bump in/Bump Out or Tech Rehearsal (up to 5 hours).	Y	\$480.00
Non Technical Rehearsal - Monday to Thursday only with no audience or set - (Standard house lights and music playback only. Empty stage. Ideal for dance schools and drama schools looking to get used to the stage layout for their production)		
Rehearsal (up to 8 hours)	Y	\$350.00
Rehearsal (up to 4 hours)	Y	\$210.00

Additional Time		
Additional Hourly rate (applicable before 8am or after 11pm on a performance or technical rehearsal day)	Y	\$118.00
Arts Residency - When using the space solely to collaborate and create new theatre work.		
Weekday - Week Long Hire (up to 7 days)	Y	\$1,500.00
Additional Day	Y	\$300.00

SERVICES INCLUDED IN THEATRE HIRE FEES
<p>Up to 3 hours of meetings with management to discuss requirements.</p> <p>Standard lighting rig (4 colour wash + front fill) Any additional lighting cost will be charged at an hourly rate for install and pack down.</p> <p>Lamp and electricity costs.</p> <p>Use of laundry facilities during hire</p> <p>Air-conditioning.</p> <p>Use of the dressing rooms on the day of the performance and storage of costumes and belongings during the period of hire.</p> <p>With the exception of the non technical rehearsal rate, the hire includes Standard Sound (Up to 6 wireless mics, 4 DI's, 4 monitors and use of PA).</p> <p>For health and safety reasons, hirers of the theatre who require backstage areas for a combined total of more than 80 cast at any time, may be provided the showroom as additional dressing space at the discretion of BMEC management.</p> <p>For development purposes, BMEC will provide up to 4 hours of light plotting time for dance schools and performing arts schools within the LGA, per individual show.</p>

WHAT YOU NEED TO ADD ON TOP
<p>Labour costs:</p> <ul style="list-style-type: none"> - A minimum of 2 techs are required on a performance or bump in date for the duration of your time in the venue for bump in, tech rehearsal, the performance and pack down. - 1 tech is usually required on a non technical rehearsal sessions for the duration of your time in the Theatre. - For performances or events with an audience or guests, a front of house supervisor is required from 1.5 hours before your event / performance starts until the last patron leaves. - Labour costs for setting up and returning the venue to standard after your show / event. - Labour costs for plotting lighting. - Our ushers are mainly volunteers however for safety reasons, if we are not able to adequately staff your performance with volunteer ushers, we may need to engage paid staff to meet safety requirements. - Any equipment hire fees for equipment required over and above what's included in the venue hire. - Any ticketing fees for selling tickets and any marketing support charges for marketing provided by BMEC. <p>The fees and charges for these additions are within this document.</p> <p>The bookings coordinator can provide an estimate based on your production / event plan.</p>

THE SHOWROOM

KEY THINGS TO KNOW WHEN HIRING THE SHOWROOM

- There are minimum staffing levels required when in the Showroom to ensure we comply with health and safety requirements listed below. Depending on your show or event, additional staffing may be required. BMEC management will advise of any staffing required to safely run your show or event.
 - All bookings of the Showroom require at least two BMEC staff members. This can be a Tech and a Hospitality staff member, or 2 Techs depending on your show / event. As well as working on your event, the staff purpose is to act as venue supervisors in line with health and safety requirements. Staff are charged as per the labour section of these fees and charges.
 - BMEC Foyers, unless hired specifically are not part of a venue hire of the Showroom.
 - For any shows with smoke, haze or pyrotechnics, BMEC have to isolate the fire detection system to ensure the alarm isn't triggered by these stage effects. As such, a fire warden is required, charged per the labour rates in this document on any events that contain smoke, haze or pyrotechnics.
 - Notice must be given in advance for the use of pyrotechnics, smoke and haze machines in order to roster a fire warden if required. Our Operations Coordinator will work out the staffing levels required with you.
 - The period of the venue hire chargeable is determined as from first access, until the venue is fully vacated, including any props, costumes or equipment. BMEC are unable to store items. Earlier access to drop off items may be subject to venue hire and staffing fees.
 - For hire periods split in to a 5 hour and all day rate, bookings over 5 hours will move up to the all day rate.
 - For hire periods split in to a 4 hour and 8 hour rate, bookings over 4 hours will move up to the 8 hour rate.
- It is important to refer to the definitions list at the end of this document when reviewing pricing to ensure an understanding of what fees and charges are applicable to you or your organisation.

Commercial Hire - The Showroom - (excluding rehearsal rooms)

Full Day - Event Date - Between 8am and 11pm Friday, Saturday	Y	\$1,550.00
Full Day - Event Date - Between 8am and 11pm Sunday to Thursday		\$1,100.00
* Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Half Day - Event Date - Friday, Saturday (up to 5 hours in Theatre)	Y	\$700.00
Half Day - Event Date - Sunday to Thursday (up to 5 hours in Theatre)		\$500.00
Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Full Day - Bump in/Bump out or Tech Rehearsal Day - Between 8am and 11pm	Y	\$700.00
Half Day - Bump in/Bump Out or Tech Rehearsal (up to 5 hours).	Y	\$400.00
Additional Hourly rate outside of 8am and 11pm	Y	\$105.00

Community Hire - The Showroom - (excluding rehearsal rooms)

Full Day - Event Date - Between 8am and 11pm Friday, Saturday	Y	\$800.00
Full Day - Event Date - Between 8am and 11pm Sunday to Thursday		\$550.00
* Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Half Day - Event Date - Friday, Saturday (up to 5 hours)	Y	\$450.00
Half Day - Event Date - Sunday to Thursday (up to 5 hours)		\$300.00
Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Full Day - Bump in/Bump out or Tech Rehearsal Day - Between 8am and 11pm	Y	\$450.00
Half Day - Bump in/Bump Out or Tech Rehearsal (up to 5 hours).	Y	\$250.00
Additional Hourly rate outside of 8am and 11pm	Y	\$85.00

Commercial Hire - The Showroom - Plus rehearsal rooms 1, 2

Full Day - Event Date - Between 8am and 11pm Friday, Saturday	Y	\$1,900.00
Full Day - Event Date - Between 8am and 11pm Sunday to Thursday		\$1,300.00
* Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Half Day - Event Date - Friday, Saturday (up to 5 hours)	Y	\$1,000.00
Half Day - Event Date - Sunday to Thursday (up to 5 hours)		\$700.00
Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Full Day - Bump in/Bump out or Tech Rehearsal Day - Between 8am and 11pm	Y	\$1,000.00
Half Day - Bump in/Bump Out or Tech Rehearsal (up to 5 hours).	Y	\$600.00
Additional Hourly rate outside of 8am and 11pm	Y	\$125.00

Community Hire - The Showroom - Plus rehearsal rooms 1, 2

Full Day - Event Date - Between 8am and 11pm Friday, Saturday	Y	\$950.00
Full Day - Event Date - Between 8am and 11pm Sunday to Thursday		\$650.00
* Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Half Day - Event Date - Friday, Saturday (up to 5 hours)	Y	\$550.00
Half Day - Event Date - Sunday to Thursday (up to 5 hours)		\$380.00
Or 10% of gross box office less booking and credit card fees, whichever is greater.		
Full Day - Bump in/Bump out or Tech Rehearsal Day - Between 8am and 11pm	Y	\$550.00
Half Day - Bump in/Bump Out or Tech Rehearsal (up to 5 hours).	Y	\$300.00
Additional Hourly rate outside of 8am and 11pm		\$95.00

THE SHOWROOM

Arts Residency -The Showroom - When using the space solely to create new artistic work.

Weekday - Week Long Hire (up to 7 days)	Y	\$1,500.00
Additional Day	Y	\$300.00

SERVICES INCLUDED IN THE SHOWROOM HIRE FEES

Up to 3 hours of meetings with management to discuss requirements.

Standard lighting rig (4 colour wash + front fill) Any additional lighting cost will be charged at an hourly rate for install and pack down.

Lamp and electricity costs.

Use of laundry facilities during hire

Air-conditioning.

Use of the dressing rooms on the day of the performance and storage of costumes and belongings during the period of hire.

With the exception of the non technical rehearsal rate, the hire includes Standard Sound (Up to 6 wireless mics, 4 DI's, 4 monitors and use of PA). For development purposes, BMEC will provide 4 hours of plotting time with a BMEC tech for local dance and performing arts schools per individual show.

WHAT YOU NEED TO ADD ON TOP

Labour costs:

- A minimum of 2 staff are required on a performance or bump in/out date for the duration of your time in the venue for bump in, tech rehearsal, the performance and pack down.
- 1 tech is usually required on a non technical rehearsal sessions for the duration of your time in the Showroom.
- For events involving catering such as balls or dinners, staffing can be discussed with the bookings coordinator depending on the size of your event.
- For performances or events with an audience or guests, a front of house supervisor is required from 1.5 hours before your event / performance starts until the last patron leaves.
- Labour costs for setting up and returning the venue to standard after your show / event.
- Labour costs for plotting lighting.
- Our ushers are mainly volunteers however for safety reasons, if we are not able to adequately staff your performance with volunteer ushers, we may need to engage paid staff to meet safety requirements.
- Any equipment hire fees for equipment required over and above what's included in the venue hire.
- Any ticketing fees for selling tickets and any marketing support charges for marketing provided by BMEC.

The fees and charges for these additions are within this document.

The bookings coordinator can provide an estimate based on your production / event plan.

REHEARSAL ROOMS		GST	Fee
Single Rehearsal Room - (when hired separately from the Showroom)			
Used as a rehearsal space for performing arts activities			
Rehearsal Only - Per Hour	Y		\$20.00
<i>Rehearsal is dry hire only. Room comes with 10 chairs and a piano. Additional rehearsal equipment can be hired.</i>			
Used as a conference / meeting space - Weekdays between 9am and 5pm			
Fits up to 50 people theatre style - 20 classroom style - 16 U-shape			
Commercial Hire			
(i) Up 8 hours	Y		\$600.00
(ii) Up to 4 hours	Y		\$300.00
Community Hire			
(i) Up 8 hours	Y		\$500.00
(ii) Up to 4 hours	Y		\$250.00
<i>Price includes hospitality staff, room set up, projector or TV and tea and filter coffee for up to 50 people. Mics, additional audio or live streaming equipment carry additional costs.</i>			
<i>Weekend Meetings are charged at 125% of the above fees for a Saturday and 150% of the above fees for a Sunday</i>			

Double Rehearsal Room - (when hired separately from the Showroom)			
Used as a rehearsal space for performing arts activities			
Rehearsal Only - Per Hour	Y		\$40.00
<i>Rehearsal is dry hire only. Room comes with 10 chairs. Additional rehearsal equipment can be hired.</i>			
Used as a conference / meeting space - Weekdays between 9am and 5pm			
Fits up to 100 people theatre style - 50 classroom style - 45 U-shape			
Commercial Hire			
(i) Up 8 hours	Y		\$720.00
(ii) Up to 4 hours	Y		\$360.00
Community Hire			
(i) Up 8 hours	Y		\$600.00
(ii) Up to 4 hours	Y		\$300.00
<i>Price includes hospitality staff, room set up, projector or TV and tea and filter coffee for up to 100 people. Mics, additional audio or live streaming equipment carry additional costs.</i>			
<i>Weekend Meetings are charged at 125% of the above fees for a Saturday and 150% of the above fees for a Sunday</i>			

WATTLE FOYER		Fee
Commercial Hire - Minimum 3 hour hire per day		
(i) Monday to Friday per hour	Y	\$80.00
(ii) Saturday, Sunday or Public Holidays per hour	Y	\$95.00
<i>Exhibitions - By negotiation and subject to requirements</i>		
Community Hire - Minimum 3 hour hire per day		
(i) Monday to Friday per hour	Y	\$50.00
(ii) Saturday, Sunday or Public Holidays per hour	Y	\$70.00
<i>Exhibitions or performing Arts Activities - by negotiation and subject to requirements</i>		
<i>Foyer Hire Includes: Standard PA, 2 mics and mic stands and use of small stage.</i>		
<i>All foyer events require a minimum of 1 hospitality staff member, charged per the labour rates in this document. The bookings coordinator can provide an estimate based on requirements.</i>		

COMMERCIAL KITCHEN		Fee
<i>Hire rates when hiring as a standalone hire, not part of a Showroom, Rehearsal Room, Foyer or Theatre Hire</i>		
<i>Hirers must be an accredited caterer and present copies of relevant catering accreditation to be able to hire the kitchen facilities.</i>		
Commercial Hire		
All day hire	Y	\$300.00
Up to 4 hour hire	Y	\$150.00
Each additional hour per day, when attached to a 4 or 8 hour hire.	Y	\$70.00
Community Hire		
All day hire	Y	\$250.00
Up to 4 hour hire	Y	\$100.00
Each additional hour per day, when attached to a 4 or 8 hour hire.	Y	\$50.00
<i>Pricing for ongoing hire by negotiation and subject to requirements and availability.</i>		

EQUIPMENT HIRE & SERVICES		GST	Fee
AUDIO - Charged per day unless otherwise stated			
Steinway Concert Grand Piano: Booking per day (tuning fee is additional and charged at cost. Tuning fee variable depending on tuner availability) Steinway only available on Theatre Stage	Y		\$270.00
Yamaha C7: Booking per day (tuning fee is additional and charged at cost. Tuning fee variable depending on tuner availability). C7 only available on the showroom stage.	Y		\$180.00
Handheld or Headset/lapel Radio microphones - First 6 included in Theatre or The Showroom venue hire. Bulk hire rates may be negotiated	Y		\$50.00
Lectern	Y		Labour rate for setup
Drumkit Package - Mic package for drum kit including up to 8 wired mics			\$100.00
Corded Mic	Y		\$15.00
DI - Each (beyond 4 included in hire)	Y		\$15.00
Fold back monitors (each), beyond 4 included in hire	Y		\$18.00
DPA Headset Mic (Premium Professional Standard) - Includes Pack	Y		\$86.00
Basic PA (Non Theatre or Showroom) - Comes with 2 mics.	Y		\$60.00
Panels: Theatre Only:			
Acoustic panels - full set of 16,	Y		Labour rate for setup
Acoustic panels - half set	Y		Labour rate for setup
LIGHTING - Charged per day unless otherwise stated			
Haze / Smoke machine - (Includes fluid)	Y		\$50.00
Mirror Ball including lighting	Y		\$81.00
Mac 250 Moving Light - Per light	Y		\$47.00
<i>*all Lights beyond standard rig - price based on request</i>			
FURNITURE - Charged per day unless otherwise stated			
Rostra - Charged as a labour rate for set up and pack down	Y		Labour rate for setup
Music Stand - Includes scone if required	Y		\$5.00
Chairs - Charged as a labour rate for set up and pack down	Y		Labour rate for setup
Tables - Charged as a labour rate for set up and pack down	Y		Labour rate for setup
In House Linen - Per table cloth (includes laundry)	Y		\$5.00
VISUAL - Charged per day unless otherwise stated			
Birdog IP Cameras - hire per camera. Allowing for streaming or recording of events and shows. Set up of cameras charged at labour cost depending on requirements. (Additional staffing charges may be applicable for a tech to run the console for a live stream).	Y		\$100.00
Data projector to be determined by technical staff to ensure presentation quality:			
Standard Data projector	Y		\$35.00
HD Data/Video projector (The Showroom and Theatre usage)	Y		\$100.00
Large LED screen TV's	Y		\$50.00
BMEC Provided Laptop computer	Y		\$35.00
Whiteboard - Includes markers	Y		\$10.00
Vision switcher	Y		Labour rate for setup
Stump FL mono box 64 front or rear projection screen			Labour rate for setup
ADDITIONAL INFO			
<i>*Point rigging for circus apparatus and decorations charged on a labour cost recovery basis</i>			
<i>*Pre rigs subject to labour costs.</i>			
MARKETING		GST	Fee
* Signage on Coming Attractions board - You supply the printed poster and we display.	Y		\$75.00
* Signage on Coming Attractions board - We arrange printing of your poster and display.	Y		\$175.00
* Foyer monitor - Your marketing image / video displayed on our foyer monitors	Y		\$75.00
Any additional marketing subject to negotiation			

LABOUR CHARGES		GST	Fee
Commercial Hirer			
All staff including but not limited to; Technicians, Mechs, Front of House Supervisor, Banner Hanger, Venue Supervisor, Head Usher, Paid 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		\$60.00
MONDAY TO FRIDAY - Midnight to 6am & 11pm to midnight. - Per hour	Y		\$67.00
SATURDAY - Per hour	Y		\$70.00
SUNDAY - Per Hour	Y		\$78.00
PUBLIC HOLIDAYS - Per Hour	Y		\$112.00
Community Hire			
All staff including but not limited to; Technicians, Mechs, Front of House Supervisor, Banner Hanger, Venue Supervisor, Head Usher, Paid 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		\$50.00
MONDAY TO FRIDAY - Midnight to 6am & 11pm to midnight. - Per hour	Y		\$57.00
SATURDAY - Per hour	Y		\$60.00
SUNDAY - Per Hour	Y		\$68.00
PUBLIC HOLIDAYS - Per Hour	Y		\$102.00
Events requiring removal or "pack down" of hirers equipment by BMEC staff, such as chair covers, will be charged for the labour incurred.			
Additional Cleaning - Charges per hour per the above labour rates.	Y		Per Labour Rates
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.			

CATERING		GST	Fee
All catering is required to be organised by BMEC. Due to our food safety accreditation, we cannot permit catering organised outside of BMEC to be brought on site unless pre-approved. 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% 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 AND SELLING IN OUR VENUE		GST	Fee
Commercial merchandise including programmes sold within 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>			
	Y		10%
Any space that has been on sold or sub leased to a 3rd party would be subject to a commission. <i>Examples of on sold / sub lease space may include but isn't limited to selling space for exhibition stands at your event or advertising space.</i>			
	Y		10%
Staff can be provided to sell your merchandise, charged as per the labour rates in this fees and charges document.			

BEVERAGES AND OTHER CHARGES		GST	Fee
* Refreshments (Tea, Filter Coffee and Filtered Water : 8 hour- includes dressed table, stirrers, milk and sugar) - Charged per head, per set up.			
	Y		\$2.50
Other beverages can be provided via our BMEC bars, subject to negotiation with our front of house supervisor.			
Commission charged on any external equipment or services engaged by BMEC for your event.			
	Y		10%
* All props, sets, costumes and other equipment must be removed immediately at the end of the hire period. Any equipment / costumes etc not removed within 24hrs may be disposed of unless a prior agreement has been reached with the BMEC Manager. Venue hire will apply for areas that have not been vacated. Disposal charges may apply			
	Y		
* When services or facilities are requested which are not covered in this document the Manager, BMEC shall set an appropriate fee or charge.			
*A bulk hire discount on technical equipment can be negotiated for hirers of 3 days or longer			

TICKETING

TICKETING CHARGES - COMMERCIAL - PAYABLE BY HIRERS NOT TICKET PURCHASERS		GST	Fee
<i>All ticketed events held at BMEC are required to be ticketed through the venue ticketing system.</i>			
Ticket price of \$0.00 to \$19.99		Y	An inside charge of \$2
Ticket price of \$20.00 and over		Y	An inside charge of 10% of ticket price
Plus - 1.5% credit card fee passed on to the hirer.			
Companion Card Tickets			No Inside Charge
The inside charges covers the cost of building the event, inclusion in our printed and online whats on, as well as the box office staff to provide online, in person and phone based ticket sales to patrons.			
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)			

TICKETING CHARGES - COMMUNITY - PAYABLE BY HIRERS NOT TICKET PURCHASERS		GST	Fee
<i>All ticketed events held at BMEC are required to be ticketed through the venue ticketing system.</i>			
Ticket price of \$0.00 to \$24.99		Y	An inside charge of \$1.50
Ticket price of \$25.00 and over		Y	An inside charge of 6% of ticket price
Plus - 1.5% credit card fee passed on to the hirer.			
Companion Card Tickets			No Inside Charge
The inside charges covers the cost of building the event, inclusion in our printed and online whats on, as well as the box office staff to provide online, in person and phone based ticket sales to patrons.			
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)			

BOOKING FEES: PAYABLE BY TICKET PURCHASERS NOT HIRERS		
Booking Fees (Charged to patrons. Waived for Members and Subscribers) - per transaction	Y	01/07/2025 - 30/06/2026
Box Office sales	Y	\$3.00
Phone Sales	Y	\$3.00
Internet Sales	Y	\$3.00
Internet Sales (Bathurst Eisteddfod Tickets)		\$0.00
A booking fee is charged per single transaction. For instance, a patron purchasing 3 tickets at the same time will only pay 1 booking fee. BMEC members do not pay a transaction fee.		

DEFINITIONS

* "Rehearsals" or "Bump In" are considered to be those times when only the stage and backstage areas of the venue are in use, with the auditorium seating areas not in use.

* "Performance" is classified as when there are guests sitting in the auditorium seating.

BMEC Foyers, unless hired exclusively are not part of a venue hire of the Theatre, the Showroom or Rehearsal Rooms.

* **"Hourly Rate"** - When hourly rates are charged, use of a proportion of an hour shall be round up to the next half hour.

* **"BMEC"** - Bathurst Memorial Entertainment Centre

* **"Commercial Hire"** - A hire by an individual or company of a commercial nature. Includes businesses and sole traders.

* **"Community Hire"** - A hire by an individual or organisation that can demonstrate they do not run as a commercial enterprise. This includes charity's, not for profit community groups with a guiding board & registered education facilities such as primary, secondary schools, as well as tertiary education. This rate is also applicable to hirers who's focus is to teach a performing arts related discipline such as, but not exclusive to acting, dance, music and visual arts.

BMEC management reserve the right to determine whether a hirer is a Commercial or Community Hirer and / or which rate or fee within this fees and charges document is applicable to a hirer.