

Type of Fee/Charge	Year 21/22 Total Payable (incl. GST)	GST	Pricing Policy
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BLUE MOUNTAINS THEATRE & COMMUNITY HUB

Admission fees, memberships fees and fees for the hire of various spaces and rooms at these facilities

Notes:

- Meeting Room day rate applies between 9am – 5pm Monday to Friday and 9am – 4pm Saturday.
- Meeting Room and Forecourt hourly rate is to a maximum of 4 hours. Day rate will then apply within and up to the standard operational hours of the facility.
- Additional hours will be charged at the hourly standard rate. After hours incurs staff charges. Prior to 9am will incur 'Early access hourly fee'.
- Before and after venue operational hours meetings / events are only bookable upon staff resource availability.
- Not-for-profit (NFP) rates apply for meetings held within the Hub's standard operating hours. For NFP meetings and/or events held after hours, standard rates will apply (and are subject to resource availability).
- 50% discount applies to Blue Mountains City Council departmental bookings.
- Room hire costs for Councillor meetings and Councillor's undertaking business of the Council are fully discounted - depending on availability.
- For late evening events, two support staff are required for WHS obligations (safety and security).
- Room hire on Sundays and Public Holidays are subject to resource availability. No venue discounts will apply. 4 hour minimum booking duration applies. Staff penalty rates will apply.
- The standard Room Setup fee will apply to all bookings held in Meeting Room 1; Meeting Room 2; Dining / Kitchen; Foyer.
- Theatre per day rate applies for an 8 hour block anytime between 9am - 11pm. Additional venue hours will be charged at the standard hourly rate. Additional staff hours will be charged before 9am and after 11pm, including any relevant penalty rates.
- Daily dark day rate of 20% of full day rate applies to all rooms including the theatre that are hired for multiple days and/or weeks of performances and are used for equipment storage outside of performance days.
- When meeting rooms are used by musicians or artists as an extension of a theatre performance the dark day rate will be the maximum rate charged.
- 10% merchandising fee applies for the sale of merchandise at theatre events only.
- 50% of the hire fees will be retained by Council if cancellation of the booking is less than one week (5 working days) prior to the date of hire.

FACILITY HIRE

THEATRE / GREEN & DRESSING ROOM

Daily rate (out of LGA hirer)	\$2,800.00	Y	EA/EP
Access and use of theatre prior to 9am or after 11pm will incur extra theatre and staff charges			
Hourly rate (out of LGA hirer)	\$300.00	Y	EA/EP
4 hours (commercial), 4 hours (NFP) maximum at hourly rate. Full day rate applies thereafter			
Daily rate (in LGA hirer)	\$2,500.00	Y	EA/EP
Access and use of theatre prior to 9am or after 11pm will incur extra theatre and staff charges			
Hourly rate (in LGA hirer)	\$270.00	Y	EA/EP
4 hours (commercial), 6 hours (NFP) maximum at hourly rate. Full day rate applies thereafter			

GALLERIA

Hourly rate	\$110.00	Y	EA/EP
Daily rate	\$440.00	Y	EA/EP

GREEN ROOM

Dependent on availability. Daily rate applies only after 4 hours of hourly rate.

Hourly rate	\$55.00	Y	EA/EP
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GREEN ROOM [continued]

Daily rate	\$220.00	Y	EA/EP
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DRESSING ROOM

Dependent on availability. Daily rate applies only after 4 hours of hourly rate.

Hourly rate	\$55.00	Y	EA/EP
Daily rate	\$220.00	Y	EA/EP

MEETING ROOMS

Meeting Room 1 – Hourly rate	\$110.00	Y	EA/EP
Meeting Room 1 – Daily rate	\$440.00	Y	EA/EP
Meeting Room 2 – Hourly rate	\$77.00	Y	EA/EP
Meeting Room 2 – Daily rate	\$310.00	Y	EA/EP
Meeting Room 3 – Hourly rate	\$55.00	Y	EA/EP
Meeting Room 3 – Daily rate	\$220.00	Y	EA/EP
Meeting Room 4 – Hourly rate	\$44.00	Y	EA/EP
Meeting Room 4 – Daily rate	\$176.00	Y	EA/EP
Interview Room 1 – Hourly rate	\$16.50	Y	EA/EP
Interview Room 1 – Daily rate	\$66.00	Y	EA/EP
Interview Room 2 – Hourly rate	\$16.50	Y	EA/EP
Interview Room 2 – Daily rate	\$66.00	Y	EA/EP

COMMUNITY DINING (INCLUDING KITCHEN)

Hourly rate	\$110.00	Y	EA/EP
Daily rate	\$440.00	Y	EA/EP

FORECOURT

Hourly rate	\$110.00	Y	EA/EP
Daily rate	\$440.00	Y	EA/EP
Forecourt package	\$990.00	Y	EA/EP

Commercial hirers only. Includes use of forecourt, kitchen/dining and Meeting Room 1.

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SERVICE FEES

Coordination of major events requiring multiple facility hire spaces that include the theatre	\$330.00	Y	EA/EP
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Fee applies when Hub staff are required to provide event/facility coordination to support major events. Fee covers up to 10 hours of administrative staff support time, including two site meetings; thereafter a rate of \$44.00 per hour will be charged. Additional fees for Front of House and/or technical services apply.

Large events requiring additional Hub staff coordination may include (but not exclusive to):

- multi-room hire and /or forecourt use;
- events expecting 100+ attendees/ delegates;
- liaising with external caterers / hire companies / entertainers / third party;
- planning of furniture requirements;
- any event requiring additional staff support on the day;
- traffic management;
- coordination of attendees;
- event time management / scheduling; and
- additional fees for Front of House and/ or Technical services apply.

Bond applying to venue hire of theatre and combined theatre, kitchen & dining	\$500.00	N	BOND
Bond applying to kitchen/dining only	\$100.00	N	BOND
Early access hourly fee (prior to 9am)	\$55.00	Y	EA/EP
Emergency access call-out fee	\$200.00	Y	EA/EP
Emergency access as requested by hirers will attract an after hour call-out fee			
Theatre auditorium setup fee	\$55.00	Y	EA/EP
Required to cover moving equipment, chairs, tables by Hub staff			
Meeting room setup fee	\$22.00	Y	EA/EP
Required to cover moving equipment, chairs, tables and AV setup by Hub staff			
Multi-room setup fee	\$55.00	Y	EA/EP
Required to cover moving equipment, chairs, tables by Hub staff			
Changes to event after on-sale date	\$55.00	Y	EA/EP
Technical & Production Staff Fees per person (Monday – Friday)	\$55.00	Y	EA/EP
Technical & Production Staff Fees per person (Saturday)	\$65.00	Y	EA/EP
Technical & Production Staff Fees per person (Sunday)	\$75.00	Y	EA/EP
Technical & Production Staff Fees per person (Public Holiday)	\$95.00	Y	EA/EP
Front Of House and Ushers Staff Fee per person (Monday – Friday)	\$45.00	Y	EA/EP
Front Of House and Ushers Staff Fee per person (Saturday)	\$50.00	Y	EA/EP
Front Of House and Ushers Staff Fee per person (Sunday)	\$60.00	Y	EA/EP
Front Of House and Ushers Staff Fee per person (Public Holiday)	\$80.00	Y	EA/EP
Piano hire and tune per performance – Commercial hirer	\$345.00	Y	EA/EP
Piano hire and tune per performance – Not-for-profit hirer	\$315.00	Y	EA/EP
Merchandising fee	10% on merchandise sale	Y	EA/EP

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TICKETING FEES

Booking fee (levied on patrons)	\$3.30	Y	EA/EP
Inside ticket charge (levied on hirer) – ticket value \$16 and greater – Commercial	\$3.80	Y	EA/EP
Inside ticket charge (levied on hirer) – ticket value \$16 and greater – Not-for-profit	\$2.50	Y	EA/EP
Inside ticket charge (levied on hirer) – ticket value below \$16 – Commercial	\$2.50	Y	EA/EP
Inside ticket charge (levied on hirer) – ticket value below \$16 – Not-for-profit	\$1.50	Y	EA/EP
Complimentary ticket issue (levied on hirer)	\$1.20	Y	EA/EP
Mail ticket fee (registered post)	\$5.20	Y	EA/EP
Lost ticket reprint request / per ticket fee	\$2.30	Y	EA/EP
Refund / exchange fee	\$2.30	Y	EA/EP