

## Hire Rates – Cummins Theatre

<b>VENUE HIRE</b>			
<b>Account</b>	<b>Description</b>	<b>Commercial Rate</b>	<b>Community Rate</b>
	<b>Bond</b>		
I114040	Refundable bond per event	<b>\$550</b>	<b>\$550</b>
I114040	Additional Cleaning per hour	<b>\$80</b>	<b>\$80</b>
I114040	Tea towel Replacement (per damaged cloth)	<b>\$10</b>	<b>\$10</b>
	<b>Gallery Meeting Room</b>		
I114040	Per hour rate (Monday-Friday 8:00am-5:00pm)	<b>\$25</b>	<b>\$17.50</b>
I114040	Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	<b>\$30</b>	<b>\$20</b>
I114040	Per day full day and night rate (8:00am-11:00pm)	<b>\$150</b>	<b>\$100</b>
I114040	Per consecutive day after first day of hire for same event	<b>\$125</b>	<b>\$85</b>
	<b>Tivoli Room</b>		
I114040	Per hour rate (Monday-Friday 8:00am-5:00pm)	<b>\$50</b>	<b>\$35</b>
I114040	Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	<b>\$60</b>	<b>\$40</b>
I114040	Per day full day and night rate (8:00am-11:00pm)	<b>\$300</b>	<b>\$200</b>
I114040	Per consecutive day after first day of hire for same event	<b>\$275</b>	<b>\$185</b>
	<b>Kitchen</b>		
I114040	Per hour rate (Monday-Friday 8:00am-5:00pm)	<b>\$25</b>	<b>\$17.50</b>
I114040	Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	<b>\$30</b>	<b>\$20</b>
I114040	Per day full day and night rate (8:00am-11:00pm)	<b>\$150</b>	<b>\$100</b>
I114040	Per consecutive day after first day of hire for same event	<b>\$125</b>	<b>\$85</b>
	<b>Auditorium Basic</b>		
I114040	Per hour rate (Monday-Friday 8:00am-5:00pm)	<b>\$30</b>	<b>\$20</b>
I114040	Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	<b>\$35</b>	<b>\$30</b>
I114040	Per day full day and night rate (8:00am-11:00pm)	<b>\$180</b>	<b>\$120</b>
I114040	Per consecutive day after first day of hire for same event	<b>\$150</b>	<b>\$100</b>
	<b>Auditorium Intermediate</b>		
I114040	Per hour rate (Monday-Friday 8:00am-5:00pm)	<b>\$120</b>	<b>\$80</b>
I114040	Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	<b>\$140</b>	<b>\$120</b>
I114040	Per day full day and night rate (8:00am-11:00pm)	<b>\$720</b>	<b>\$480</b>
I114040	Per consecutive day after first day of hire for same event	<b>\$600</b>	<b>\$400</b>
	<b>Auditorium Advanced</b>		
I114040	Per hour rate (Monday-Friday 8:00am-5:00pm)	<b>\$240</b>	<b>\$160</b>
I114040	Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	<b>\$280</b>	<b>\$240</b>
I114040	Per day full day and night rate (8:00am-11:00pm)	<b>\$1440</b>	<b>\$960</b>
I114040	Per consecutive day after first day of hire for same event	<b>\$1200</b>	<b>\$800</b>

<b>STAFF</b>			
<b>Account</b>	<b>Description</b>	<b>Commercial Rate</b>	<b>Community Rate</b>
I114040	Usher, ticketing, merchandise, set up (per hour – minimum 3hours)	<b>\$65</b>	<b>\$65</b>
I114040	Bar, technical assistant, cleaner (per hour – minimum 3hours)	<b>\$80</b>	<b>\$80</b>
I114040	Duty technician, FOH manager, bar manager (per hour – minimum 4hours)	<b>\$95</b>	<b>\$95</b>
<b>EQUIPMENT</b>			
<b>Account</b>	<b>Description</b>	<b>Commercial Rate</b>	<b>Community Rate</b>
I114040	Fold Back Speaker Set of 4 (per event)	<b>\$40</b>	<b>\$40</b>
I114040	Stage Risers Set of 4 (per event)	<b>\$15</b>	<b>\$15</b>
I114040	Additional Microphone and Stand (per event)	<b>\$15</b>	<b>\$15</b>
I114040	Projector (per event)	<b>\$80</b>	<b>\$80</b>
I114040	Cinema Kit and Technician (per hour)	<b>\$100</b>	<b>\$100</b>
I114040	Tablecloths - standard	<b>\$5</b>	<b>\$5</b>
I114040	Tablecloths - special	<b>\$10</b>	<b>\$10</b>
I114040	Chair Covers (per cover) no setup or pack down included	<b>\$2.50</b>	<b>\$2.50</b>
I114040	Chair Covers (per cover) setup and pack down included	<b>\$3.50</b>	<b>\$3.50</b>
<b>ADMINISTRATION</b>			
<b>Account</b>	<b>Description</b>	<b>Commercial Rate</b>	<b>Community Rate</b>
I114040	Ticketing Service – per ticket handled \$0 - \$15	<b>\$2.50</b>	<b>\$2.50</b>
I114040	Ticketing Service – per ticket handled \$15 upwards	<b>\$3.50</b>	<b>\$3.50</b>
I114040	Postage and Handling of tickets per transaction	<b>\$4.00</b>	<b>\$4.00</b>
I114040	Advertising Service	<b>\$35.00</b>	<b>\$35.00</b>
I114040	Poster Distribution	<b>\$100.00</b>	<b>\$100.00</b>
I114040	Flyer Distribution	<b>\$150.00</b>	<b>\$150.00</b>
I114040	Liquor Licence (per event per day)	<b>\$75</b>	<b>\$75</b>

#### **Kitchen-**

- Includes hire of one set of tea towels (hires are encouraged to supply their own tea towels for food preparation as tea towels that are returned in an unusable condition will be charged a \$10 replacement fee).
- Includes use of all cutlery, crockery, and glassware. It is the responsibility of the hirer to return all items in a clean and usable condition or a minimum three hours additional cleaning will be charged.
- Includes use of benches, ovens, microwaves, urn and dishwasher.
- Includes the use of the catering fridge and box freezer only. If additional fridge or freezer space is required please speak to the Theatre Manager.
- The kitchen is to be returned in a clean and usable condition, including the emptying and relining of all kitchen bins. It is the responsibility of the hirer to return all items in a clean and usable condition or a minimum three hours additional cleaning will be charged.

### **Auditorium Basic-**

- Includes hire of the auditorium floor space only.
- No stage access.
- No backstage access.
- Included in package is basic overhead lighting, air-conditioning/heating.
- No technical assistance included (may be purchased separately).
- If event is using tables – standard tablecloth hire for each table is included

Examples of use: dance classes, small meetings, workshops.

### **Auditorium Intermediate-**

- Includes hire of the auditorium floor space, stage, and elevated seating.
- Dressing rooms may only be used with prior approval of theatre manager
- Included in package is basic theatrical lighting, air-conditioning/heating, basic sound system.
  - Basic theatrical lighting includes three states: full stage wash, half stage wash, and lecture.
  - Basic sound system includes the use of two standard microphones and speakers. It does not include fold-back.
- Includes 3 hours of technical assistance (additional hours may be purchased separately).
- If event is using tables – standard tablecloth hire for each table is included

Examples of use: school graduations, award ceremonies, large meetings, funerals.

### **Auditorium Advanced-**

- Includes hire of the auditorium floor space, stage, elevated seating and dressing rooms.
- Included in package is theatrical lighting, air-conditioning/heating, advanced sound system.
- Includes one duty technician throughout the event including bump-in and bump-out.
- Includes front of house manager throughout the event.
- If event is using tables – standard tablecloth hire for each table is included

Examples of use: concerts, theatrical performances, dance concerts, weddings, balls.

**\*\*Please note that depending on the complexity of your event additional charges may be required. Please speak to the theatre manager to determine what level of service you require for your event.**

### **Ticketing Service-**

- Display of event information on the Cummins Theatre website.
- Accept online orders for all ticket sales.
- Sell tickets at theatre box office outlets (Shire of Merredin Office, Wheatbelt Visitors Centre, and Cummins Theatre Office) during office hours (these hours vary depending on the outlet).
- Sell tickets at Cummins Theatre up to half an hour prior to the beginning of an event.
- Provide you with data related to your event included sales reports, activity report, ticketing reports, and attendance reports (please note we are only able to provide you with a list of those attendees who have opted to have their details passed on to third parties. No other attendee details can be released without prior consent).
- This ticketing service is available in two categories based on individual ticket price:
  - Events \$0 - \$15 the cost is \$2.50 per ticket
  - Events \$15 upwards the cost is \$3.50 per ticket

### **Advertising Service-**

- Inclusion of event on website calendar including up to one image (must be supplied in dimensions of 720px width x 406px height), one video link, and description up to 300 words
- Promotion of event on Cummins Theatre website and Facebook page
- Distribution of prepared media release to local media outlets
- Inclusion of event in Cummins Theatre newsletter (sent first Wednesday of every month with events in the next six weeks included)
- Display of one A3 poster in Cummins Theatre main window (must be provided by organiser)
- Display of flyers at Cummins Theatre (must be provided by organiser)

### **Poster Distribution-**

- Includes the distribution of up to 50 hardcopy posters throughout the Shire of Merredin. Posters must be supplied in A3 and/or A4 size. This includes:
  - Distribution to Shire services including the Merredin Recreation Centre, Merredin Library, Wheatbelt Visitors Centre, Shire of Merredin Office, and Cummins Theatre
  - Distribution on Shire of Merredin poster display boxes and noticeboards
  - Distribution of digital copies of posters to poster mailing list including local CRCs (must be supplied in .pdf format)
  - Does not include printing of posters

### **Flyer Distribution-**

- Includes the distribution of up to 1500 DL flyers or postcards throughout the Shire of Merredin. This includes:
  - Distribution to Shire services including the Merredin Recreation Centre, Merredin Library, Wheatbelt Visitors Centre, Shire of Merredin Office, and Cummins Theatre
  - Distribution on Shire of Merredin flyer display boxes and noticeboards
  - Distribution to approximately 1200 households in Shire of Merredin
  - Does not include printing of flyers

### **Liquor Licence-**

- Includes access to the Tivoli Bar fridges and freezer, use of bar area glasswasher, and urn.
- Includes use of all glassware, tea cups, saucers, wine coolers, ice buckets, and other bar equipment only (kitchen equipment may not be used without kitchen hire)
- The Cummins Theatre and Tivoli Bar are covered by the venue liquor licence. Alcohol for events may only be served in accordance with our liquor licence:
  - All staff working behind the bar must hold current RSA certificates. A copy of each certificate must be supplied to the Cummins Theatre Manager at least one week prior to the commencement of the event.
  - All staff must attend a half hour induction session on Tivoli Bar operations prior to the event commencing. A suitable time will be organised with the Theatre Manager. This is to ensure all safety guidelines and equipment are used in accordance with theatre policy. No staff may work behind the bar that have not completed this induction.
- Please note: If you would like the Tivoli Bar opened for your event but do not wish to serve your own alcohol please contact the Cummins Theatre Manager to arrange for alternative arrangements.