



SCHEDULE OF FEES AND CHARGES 2021/2022

VENUE HIRE		
Description	Commercial	Community
BONDS		
Refundable Bond per event	\$570.00	\$570.00
Refundable Key Bond	\$50.00	\$50.00
Additional Cleaning per hour	\$91.00	\$91.00
Tea towel Replacement (per damaged cloth)	\$11.00	\$11.00
Tablecloth Replacement (per damaged cloth)	\$23.00	\$23.00
GALLERY MEETING ROOM (Currently not available for hire)		
<i>Per hour rate (Monday-Friday 8:00am-5:00pm)</i>	\$26.00	\$21.00
<i>Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)</i>	\$34.00	\$23.00
<i>Per day full day and night rate (8:00am-11:00pm)</i>	\$170.00	\$113.00
<i>Per consecutive day after first day of hire for same event</i>	\$139.00	\$98.00
TIVOLI ROOM		
Per hour rate (Monday-Friday 8:00am-5:00pm)	\$57.00	\$39.00
Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	\$68.00	\$45.00
Per day full day and night rate (8:00am-11:00pm)	\$340.00	\$227.00
Per consecutive day after first day of hire for same event	\$309.00	\$206.00
COMMERICAL KITCHEN		
Per hour rate (Monday-Friday 8:00am-5:00pm)	\$28.50	\$20.50
Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	\$34.00	\$22.50
Per day full day and night rate (8:00am-11:00pm)	\$170.00	\$113.00
Per consecutive day after first day of hire for same event	\$139.00	\$98.00
AUDITORIUM - Basic		
Per hour rate (Monday-Friday 8:00am-5:00pm)	\$34.00	\$22.50
Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	\$39.50	\$34.00
Per day full day and night rate (8:00am-11:00pm)	\$204.00	\$136.00
Per consecutive day after first day of hire for same event	\$170.00	\$113.00
AUDITORIUM - Intermediate		
Per hour rate (Monday-Friday 8:00am-5:00pm)	\$136.00	\$90.50
Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	\$158.50	\$136.00
Per day full day and night rate (8:00am-11:00pm)	\$816.00	\$544.00
Per consecutive day after first day of hire for same event	\$680.00	\$453.00
AUDITORIUM - Advanced		
Per hour rate (Monday-Friday 8:00am-5:00pm)	\$272.00	\$181.50
Per hour after hours rate (outside of Monday-Friday 8:00am-5:00pm)	\$317.00	\$272.00
Per day full day and night rate (8:00am-11:00pm)	\$1632.00	\$1088.00
Per consecutive day after first day of hire for same event	\$1360.00	\$906.00
STAFF		
Description	Commercial	Community
Usher, Box Office, Merchandise, Set up (per hour – minimum 3 hrs)	\$73.50	\$73.50
Bar Manager, Technical assistant, Cleaner (per hour – minimum 3 hrs)	\$90.50	\$90.50
Duty technician, FOH manager, bar manager (per hour – minimum 3 hrs)	\$107.50	\$107.50

EQUIPMENT		
Description	Commercial	Community
Fold Back Speaker Set of 4 (per event)	\$45.00	\$45.00
Stage Risers Set of 4 (per event)	\$45.00	\$45.00
Additional Microphone and Stand (per event)	\$23.00	\$23.00
Projector (per event)	\$91.00	\$91.00
Cinema Kit and Technician (per hour)	\$113.00	\$113.00
Yamaha Upright Piano or Digital Piano Hire (does not include tuning)	\$113.00	\$113.00
Tablecloths - special	\$11.00	\$11.00
Chair Covers (per cover) no setup or pack down included	\$2.83	\$2.83
Chair Covers (per cover) setup and pack down included	\$3.97	\$3.97
Tea & Coffee station	\$45.00	\$45.00
Extra Trestle Tables (per table)	\$11.00	\$11.00
Staging Truss – 3m Box piece and Base Plate (per section, per event)	\$45.00	\$45.00
Auto Poles (per 3m section & curtain)	\$45.00	\$45.00
ADMINISTRATION		
Description	Commercial	Community
Ticketing Service – per ticket handled \$0 - \$15	\$3.85	\$3.85
Ticketing Service – per ticket handled \$15 upwards	\$3.95	\$3.95
Booking Fee – per ticket handled	\$3.60	\$3.60
Postage and Handling of tickets per transaction	\$4.55	\$4.55
Advertising Service	\$31.00	\$31.00
Poster Distribution	\$113.00	\$113.00
Flyer Distribution	\$170.00	\$170.00
Liquor Licence between 251-500 persons (per event per day)	\$116	\$116
Liquor Licence under 250 persons (per event per day)	\$77	\$77

* All Fees and Charges are subject to review on 1st July every year.

If you have any questions about costings and requirements for your event, please contact the Cummins Theatre Manager – cumminstheatre@merredin.wa.gov.au



AREAS OF HIRE – WHAT’S INCLUDED

COMMERCIAL KITCHEN -

- Includes hire of one set of tea towels (*tea towels returned in an unusable condition will be charged an \$11.00 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 fee 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.

TIVOLI FUNCTION ROOM

- Includes hire of the Tivoli Function Room only. Access to main auditorium not included.
- No backstage access.
- Table and chairs available – tablecloth hire not included.
- No technical assistance included (*may be purchased separately*).

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

AUDITORIUM - BASIC HIRE -

- 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 –tablecloth hire is not included.

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

AUDITORIUM - INTERMEDIATE HIRE -

- 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 lectern.
 - Basic sound system includes the use of two standard microphones and speakers. It does not include fold-back.

- Includes 2 hours of basic technical assistance (*additional hours may be purchased separately*).
- If event is using tables – standard table rounds, and chairs are included. Tablecloth hire is not included.

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

AUDITORIUM - ADVANCED HIRE -

- Includes hire of the auditorium floor space, stage, elevated seating and dressing rooms, and green room.
- 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 table rounds, and chairs are included. Tablecloth hire is not 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 (*Central Wheatbelt Visitors Centre, and Cummins Theatre Office*) during office hours (*these hours vary depending on the outlet*).
- Sell door sale tickets at Cummins Theatre 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 \$2.75 per ticket
 - Events \$15 upwards the cost is \$3.85 per ticket

ADVERTISING SERVICE -

- Inclusion of event on website calendar including 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 the Phoenix newspaper.
- Display of one A3 poster in Cummins Theatre main window (*must be provided by hirer*)
- Display of flyers at Cummins Theatre (*must be provided by hirer*)

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. 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 flyer.

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 your 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.