### **REGIONAL THEATRE & CONVENTION CENTRE**

Services included in Hire Fees

- \* Up to six (6) hours of meetings with Coordinator and/or Staff to discuss requirements.
- \* A Venue Supervisor and Front-of-House Duty Person for up to 8 hours on the day of the event (beyond 8 hours additional labour fees will apply for each area supervisor).

All hirers must provide a copy of their Public Liability Insurance cover (indemnity a minimum of \$20M) and Event Risk Assessment at least 4 weeks prior to the event.

The venue hire fees quoted below DO NOT INCLUDE additional equipment and labour costs.

Dubbo Regional Theatre and Convention Centre DEFINITIONS:

"LGA" - Local Government Area

"Hourly Rate" - When hourly rates are charged, use of a proportion of an hour shall be computed to the next quarter hour.

"Per Day" - refers to a block duration of 8 hours between 7am and midnight (public must vacate venue by 12 midnight).

"Net Box Office" - Gross ticket sales less DRTCC Booking Fee = Net Box Office.

"Ticket Booking Fee" - A ticket booking fee of \$5.50 per ticket and \$1.00 per complimentary ticket applies for Professional/Commercial/Private hire. Any ticketed event must be sold through the DRTCC Box Office, directly from the client and not through a third party ticket agent/seller.

"Itinerant Trader Fee" - 200% increase on standard fee for hire facilities at venue. Itinerant Trader means a person, generally a retailer, who may (or may not) have one central fixed place of business and who travels between towns to sell goods directly to the Public. An Itinerant trader is not based in Dubbo LGA. The Itinerant Trade fee does not apply to vendors that are a part of an event, carnival, market, community fund-raising activity or the like held on public land.

All details must be submitted at least four weeks prior to the event. Should Council receive the event details or any documentation required as part of the event within 4 weeks of the event, a "Late Processing Fee" will apply.

continued on next page ... Page 41 of 178

# REGIONAL THEATRE & CONVENTION CENTRE [continued]

### **THEATRE**

Includes use of Theatre Foyer Green Room and Dressing Rooms.

#### **MONDAY - THURSDAY**

#### PER DAY

Professional/Commercial/Private or 12% of Net Box Office income – whichever is the greater.	\$1,813.00	\$171.45	\$1,886.00	Υ	PCR	10%
Performing Arts Businesses in the LGA	\$1,564.00	\$145.77	\$1,603.50	Υ	PCR	10%
Community (and Not-for-profit)	\$1,405.00	\$130.95	\$1,440.50	Υ	PCR	10%

### FRIDAY - SUNDAY AND PUBLIC HOLIDAYS

### PER DAY

Professional/Commercial/Private or 12% of Net Box Office income – whichever is the greater.	\$2,086.00	\$197.27	\$2,170.00	Υ	PCR	10%
Performing Arts Businesses in the LGA	\$1,824.00	\$170.00	\$1,870.00	Υ	PCR	10%
Community (and Not-for-profit)	\$1,691.00	\$157.59	\$1,733.50	Υ	PCR	10%

#### TICKET BOOKING FEE FOR PERFORMING ARTS BUSINESSES IN THE LGA

Complimentary Ticket	\$0.00	\$0.09	\$1.00	Υ	PCR	10%
Per ticket	\$0.00	\$0.41	\$4.50	Υ	PCR	10%

# SCALED TICKET BOOKING FEE FOR COMMUNITY, NOT-FOR-PROFIT:

Ticket Price	Booking Fee	Υ	PCR	10%
\$0-\$30	\$2.50	Υ	PCR	10%
\$31-\$40	\$3.00	Υ	PCR	10%
\$41-\$50	\$3.50	Υ	PCR	10%
\$51+	\$4.00	Υ	PCR	10%

continued on next page ... Page 42 of 178

Name	Year 24/25 Last YR Fee (incl. GST)	Year GST	25/26 Fee (incl. GST)	GST	Fee type	GST Code			
SCALED TICKET BOOKING FEE FOR COMMUNITY, NOT-FOR-PROFIT: [continued]									
and \$1.00 per complimentary ticket				Υ	PCR	10%			
CONFERENCES AND MEETINGS									
(Includes use of Theatre Foyer and Green Room)									
(1 DAY)									
Professional/Commercial/Private	\$1,734.00	\$164.09	\$1,805.00	Υ	PCR	10%			
Community (and Not-for-profit)	\$1,413.00	\$131.73	\$1,449.00	Υ	PCR	10%			
(2 DAYS - TOTAL)									
Professional/Commercial/Private	\$3,098.00	\$292.91	\$3,222.00	Υ	PCR	10%			
Community (and Not-for-profit)	\$2,494.00	\$232.45	\$2,557.00	Υ	PCR	10%			
(3 DAYS - TOTAL)									
Professional/Commercial/Private	\$4,372.00	\$413.45	\$4,548.00	Υ	PCR	10%			
Community (and Not-for-profit)	\$3,520.00	\$328.00	\$3,608.00	Υ	PCR	10%			
AUDITORIUM FOYER  Stand alone events including trade shows, exhibitions, displays, launches and cocktail events to the standard of the standar	AUDITORIUM FOYER  Stand alone events including trade shows, exhibitions, displays, launches and cocktail events (does not include sit down lunches or dinners)								
per day – Professional/Commercial/Private	\$6E0.00	<b>ተ</b> ፍጋ ጋር	\$686.00	V	PCR	10%			
per day – Professional/Commercial/Private  per day – Community (and Not-for-profit)	\$659.00 \$255.00	\$62.36 \$23.76	\$686.00	Y	PCR	10%			
CITY OF DUBBO EISTEDDFOD	,,		, 2.00						
Venue Hire of the full DRTCC charged as a daily rate including up to 12 hours hire. Additional fees apply for hire of equipment and staff overtime.	\$1,293.00	\$120.48	\$1,325.32	Y	PCR	10%			

continued on next page ... Page 43 of 178

TY OF DUBBO EISTEDDFOD [continued]  o-rata daily rate for usage over 8 hours and under 12 hours - per hour after minimum 8 hours  ent organisers to provide advice to Council by 12pm day prior to have pro-rata fee applied.  r ticket booking fee for Eisteddfod session tickets priced at \$10.00 or less if using the Box Office.  ludes complimentary tickets. Tickets over \$10.00, scaled ticket booking fee applies.  IDED BACKSTAGE TOUR  hind the Scenes 1.5 hours (maximum 30 per tour) - all tickets  shool Education 1.5 hours (10-30 per tour) - per group  \$50.0000000000000000000000000000000000	East YR Fee Incl. GST)  S109.00  \$1.00	<b>GST</b> \$10.16	Fee (incl. GST) \$111.72	GST	Fee type	GST Code
Property OF DUBBO EISTEDDFOD [continued]  parata daily rate for usage over 8 hours and under 12 hours - per hour after minimum 8 hours  pent organisers to provide advice to Council by 12pm day prior to have pro-rata fee applied.  The ticket booking fee for Eisteddfod session tickets priced at \$10.00 or less if using the Box Office.  Indudes complimentary tickets. Tickets over \$10.00, scaled ticket booking fee applies.  IDED BACKSTAGE TOUR  Initiating the Scenes 1.5 hours (maximum 30 per tour) - all tickets  pend get a prior to have pro-rata fee applied.  State of the property of the	ncl. GST)			Y		
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nool Education 1.5 hours (10-30 per tour) - per group \$:						
	\$17.00	\$1.58	\$17.42	Υ	PCR	10%
ANY CANTION CENTRE	\$116.00	\$10.82	\$119.00	Υ	PCR	10%
INVENTION CENTRE						
nue Hire fee includes Convention Centre Foyer and Oxley Room when FULL Macquarie Au	uditorium is	s hired.				
LL MACQUARIE AUDITORIUM						
R DAY						
ofessional/Commercial/Private \$1	1,741.00	\$164.64	\$1,811.00	Υ	PCR	10%
mmunity (and Not-for-profit) \$1	1,375.00	\$128.18	\$1,410.00	Υ	PCR	10%
LF MACQUARIE AUDITORIUM						
R DAY						

\$659.00

\$538.00

\$290.00

\$62.36

\$50.18

\$27.09

\$686.00

\$552.00

\$298.00

Υ

Υ

Υ

PCR

PCR

PCR

Professional/Commercial/Private

Community (and Not-for-profit)

KITCHEN HIRE

Commercial Kitchen Hire

10%

10%

10%

	Year 24/25	Year	25/26			
Name	Last YR	GST	Fee	GST	Fee	GST Code
	Fee (incl. GST)		(incl. GST)		type	

#### **OXLEY ROOM**

#### PER DAY

Professional/Commercial/Private	\$295.00	\$27.91	\$307.00	Υ	PCR	10%
Community (and Not-for-profit)	\$263.00	\$24.55	\$270.00	Υ	PCR	10%

#### **CELEBRATION PACKAGE**

110 guests	\$2,100.00	\$195.73	\$2,153.00	Υ	MB	10%
Includes venue hire (9 hours) the Full Convention Centre and CC Fever, white linear populate and tablealaths	bridal and cake	a ckirting kitche	n hiro foo and r	dia miaranhana		

Includes venue hire (8 hours) the Full Convention Centre and CC Foyer, white linen napkins and tablecloths, bridal and cake skirting, kitchen hire fee and radio microphone.

#### REHEARSALS/BUMP IN AND OUT - THEATRE & CONVENTION CENTRE

(Not on Performance Day)

#### Rehearsals

Those times when no members of the public are present and the company is rehearsing on a day other than the performance day. No front-of-house access.

### Bump-in/Bump-out

To be setting up and packing up (set up and set down) for an event including unloading sets, costumes, lights, sound gear, receiving deliveries, setting tables, displaying banners and not on the day of the event/performance. The bump-in/bump-out fee is charged at an hourly rate minimum of four hours.

This fee includes a Venue Supervisor for up to 8 hours. This fee does NOT include Technical Staff wages, which are additional.

### PER HOUR - MINIMUM 4 HOURS

Professional/Commercial/Private	\$116.00	\$11.00	\$121.00	Υ	PCR	10%
Performing Arts Businesses in the LGA	\$110.00	\$10.25	\$112.75	Υ	PCR	10%
Community (and Not-for-profit)	\$105.00	\$9.78	\$107.62	Y	PCR	10%

### **CATERED EVENTS**

Sit down lunches, dinners including balls, dances, weddings and award presentations.

Includes tables and chairs. Please note crockery, cutlery and glassware to be set up by the caterer.

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	Year 24/25	Year	25/26			
Name	Last YR Fee (incl. GST)	GST	Fee (incl. GST)	GST	Fee type	GST Code
	(IIICI. 651)		(IIICI. 631)			
CATERED EVENTS [continued]						
Charge – per person – in lieu of Venue Hire Fee	\$10.00	\$0.93	\$10.25	Υ	PCR	10%
Per person charge or minimum venue hire fee applies - whichever is the greater						
CONTINGENCY VENUE HIRE (IE WET WEATHER)						
Bare set up in Oxley Room (Empty Space)	\$121.00	\$11.28	\$124.03	Υ	MB	10%
STAFF WAGES (PER STAFF MEMBER, PER HOUR - MINIMUM 3 HOU						
Venue Supervisor for bump-in/set-up or at the event	\$75.00	\$5.91	\$65.00	Υ	MB	10%
Up to 8 hours included in venue hire fee. \$65.00 per hour thereafter. Chargeable time begins at client en						
Up to 8 hours included in venue hire fee. \$65.00 per hour thereafter. Chargeable time begins at client ere of management, depending on the requirements and complexity of the event. The Venue Supervisor over flying system (only DRTCC staff members permitted to do this). The Venue Supervisor is the Hirer's first event and venue and is also there to supervise and assist any external AV providers. The Venue Supervisor walk away from in the event of an emergency. The Venue Supervisor must always be available to trou additional hours over 8 hours worked by the Venue Supervisor where a Venue Supervisor has been allow on the requirements and complexity of the event.	ersees all technical a point of contact for risor will not and car ubleshoot, provide in	aspects of the of information and innot be assigned in to te	event including aud assistance with a dedicated tasechnical staff etc.	udio, lighting, any AV or teo sk or technica The Hirer wi	the raised s chnical aspe I role that th Il be invoice	stage and the ects of the ney are unable ed for all
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		Yea	ır 25/26			
Name	Last YR	GST	Fee	GST	Fee	GST Code
Name	Fee	001	1 66	001	type	331 3343
	(incl. GST)		(incl. GST)			

#### LATE PROCESSING FEE

All details must be submitted at least four weeks prior to the event. Should Council receive the event details or any documentation required as part of the event within 4 weeks of the event, a 'Processing Fee' will apply.

Professional/Commercial/Private	\$224.00	\$20.87	\$229.60	Υ	PCR	10%
Community (and Not-for-profit), Performing Arts Businesses in the LGA	\$123.00	\$11.46	\$126.08	Υ	PCR	10%

#### WELLINGTON CIVIC CENTRE

### FULL HALL (MAIN SECTION AND FORMER SUPPER ROOM)

Venue Hire includes use of the Foyer, dressing rooms, stage, lighting & standard cleaning.

Use of Facilities - Civic Centre

Professional/Commercial/Private	\$1,353.00	\$127.91	\$1,407.00	Υ	PCR	10%
Community (and Not-for-profit)	\$925.00	\$86.19	\$948.13	Υ	PCR	10%

## TWO THIRDS HALL (FORMERLY MAIN SECTION)

Use of Facilities - Civic Centre

Professional/Commercial/Private	\$938.00	\$88.73	\$976.00	Υ	PCR	10%
Community (and Not-for-profit)	\$768.00	\$71.64	\$788.00	Y	PCR	10%

### ONE THIRD HALL ONLY (FORMERLY SUPPER ROOM)

Use of Facilities - Civic Centre

Professional/Commercial/Private	\$246.00	\$23.27	\$256.00	Υ	PCR	10%
Community (and Not-for-profit)	\$220.00	\$20.50	\$225.50	Υ	PCR	10%

### **BAR/KIOSK**

Use of Facilities - Civic Centre

Professional/Commercial/Private	\$226.00	\$21.36	\$235.00	Υ	PCR	10%

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	Year 24/25	Year 25/26				
Name	Last YR Fee	GST	Fee	GST	Fee type	GST Code
	(incl. GST)		(incl. GST)		-3/2-3	
BAR/KIOSK [continued]						
Community (and Not-for-profit)	\$184.00	\$17.15	\$188.60	Υ	PCR	10%
KITCHEN HIRE (CHARGED DIRECTLY TO THE CLIENT UNLESS OTHERWISE STIPE	JLATED)					
Including utilities such as gas, electricity and water.	,					
Use of Facilities - Civic Centre						
	<b>#215.00</b>	<b>#20.02</b>	ф220.27	Υ	PCR	10%
per day	\$215.00	\$20.03	\$220.37	Y	PCR	10%
WELLINGTON EISTEDDFOD SOCIETY INC						
Venue hire of the full WCC charged as a daily rate including up to 12 hours hire. Additional fees apply for hire of equipment and staff overtime - per day	\$1,071.00	\$99.82	\$1,098.00	Y	PCR	10%
Pro-rata daily rate for usage over 8 hours and under 12 hours - per hour after minimum 8 hours	\$90.00	\$8.39	\$92.25	Υ	PCR	10%
Event organisers to provide advice to Council by 12pm day prior to have pro-rata fee applied.						
Per ticket booking fee for Eisteddfod session tickets priced at \$10.00 or less if using the Box Office. Includes complementary tickets. Tickets over \$10.00, scaled ticket booking fee applies.	\$1.00	\$0.10	\$1.05	Y	PCR	10%
CIVIC CENTRE FOYER PER HOUR						
Use of Facilities - Civic Centre						
OSE OF FACILITIES - CIVIC CETTIFE						
per hour	\$93.00	\$8.67	\$95.33	Υ	PCR	10%

	Year 24/25 Year 25/26		25/26			
Name	Last YR	GST	Fee	GST	Fee	GST Code
Name	Fee	631	ree	031	type	OST Code
	(incl. GST)		(incl. GST)			

#### REHEARSALS/BUMP-IN AND BUMP-OUT

Not on Performance or Event day.

#### Rehearsals

Those times when no members of the public are present and the client is rehearsing on a day other than performance day.

# **Bump-in/Bump-out**

To be setting up and packing up (set up and set down) for an event including unloading sets, costumes, lights, sound gear, receiving deliveries, setting tables, displaying banners and not on the day of the event/performance. The bump-in/bump-out fee is charged at an hourly rate minimum of four hours.

This fee includes a Venue Supervisor for up to 8 hours. This fee does NOT include Technical Staff wages, which are additional.

Professional/Commercial/Private	\$116.00	\$10.91	\$120.00	Υ	PCR	10%
Community (and Not-for-profit)	\$105.00	\$9.78	\$107.62	Υ	PCR	10%
CONTINGENCY VENUE HIRE (IE WET WEATHER)						

\$220.00

\$20.50

\$225.50

**PCR** 

10%

Bare Set up in Hall (Empty Space) 8 business hours notice required. Deposit must be paid to guarantee availability of the venue and is non-refundable. If booking proceeds, deposit will be credited to the balance owing.

#### **CATERED EVENTS**

Sit down lunches & dinners including balls, weddings & award presentations. Includes tables and chairs. Crockery, cutlery and glassware to be set up by the caterer.

Charge - per person - in lieu of Venue Hire Fee	\$10.00	\$0.93	\$10.25	Υ	PCR	10%
Per person charge or minimum venue hire fee applies - whichever is the greater.						

#### STAFF WAGES - VENUE SUPERVISOR - PER HOUR

Up to 8 hours included in venue hire fee. \$65.00 per hour thereafter. The Front-of-House Duty Person's chargeable time begins from the time the client or delegate accesses the building and ends when the public and client vacates the venue. The staff are responsible for overseeing the event from a Workplace Health and Safety (WH&S), First Aid, Responsible Service of Alcohol (RSA) perspective including supervising all bar staff and is the Chief Warden in the case of a fire evacuation. The Front-of-House Duty Person is also the Hirer's first point of contact for information regarding the venue and assistance with controlling and instructing patrons. The Hirer will be invoiced for all additional hours over 8 hours worked by the Front-of-House Duty Person.

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		Year	25/26			
Name	Last YR Fee	GST	Fee	GST	Fee type	GST Code
	(incl. GST)		(incl. GST)			
STAFF WAGES - VENUE SUPERVISOR - PER HOUR [continued]	\$77.00	\$5.91	\$65.00	Y	PCR	10%
Venue Supervisor - per hour Sunday - per hour	\$102.00	\$8.36	\$92.00	Y	PCR	10%
Public Holidays - per hour	\$128.00	\$10.73	\$118.00	Υ	PCR	10%
Cleaning Staff fee - per hour	\$70.00	\$6.52	\$71.75	Υ	PCR	10%

# LATE PROCESSING FEE

All details must be submitted at least four weeks prior to the event. Should Council receive the event details or any documentation required as part of the event within 4 weeks of the event, a 'Processing Fee' will apply.

Professional/Commercial/Private	\$224.00	\$20.91	\$230.00	Υ	PCR	10%
Community (and Not-for-profit)	\$123.00	\$11.46	\$126.08	Y	PCR	10%
FUNERALS & COMMUNITY INFO SESSIONS (UP TO 4 HOURS)						
Full Hall Hire	\$473.00	\$44.08	\$484.83		PCR	10%