

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

## 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.

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## 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	Y	PCR	10%
Performing Arts Businesses in the LGA	\$1,564.00	\$145.77	\$1,603.50	Y	PCR	10%
Community (and Not-for-profit)	\$1,405.00	\$130.95	\$1,440.50	Y	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	Y	PCR	10%
Performing Arts Businesses in the LGA	\$1,824.00	\$170.00	\$1,870.00	Y	PCR	10%
Community (and Not-for-profit)	\$1,691.00	\$157.59	\$1,733.50	Y	PCR	10%

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

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

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

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

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

and \$1.00 per complimentary ticket				Y	PCR	10%
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#### CONFERENCES AND MEETINGS

(Includes use of Theatre Foyer and Green Room)

##### (1 DAY)

Professional/Commercial/Private	\$1,734.00	\$164.09	\$1,805.00	Y	PCR	10%
Community (and Not-for-profit)	\$1,413.00	\$131.73	\$1,449.00	Y	PCR	10%

##### (2 DAYS - TOTAL)

Professional/Commercial/Private	\$3,098.00	\$292.91	\$3,222.00	Y	PCR	10%
Community (and Not-for-profit)	\$2,494.00	\$232.45	\$2,557.00	Y	PCR	10%

##### (3 DAYS - TOTAL)

Professional/Commercial/Private	\$4,372.00	\$413.45	\$4,548.00	Y	PCR	10%
Community (and Not-for-profit)	\$3,520.00	\$328.00	\$3,608.00	Y	PCR	10%

#### AUDITORIUM FOYER

Stand alone events including trade shows, exhibitions, displays, launches and cocktail events (does not include sit down lunches or dinners)

##### 8 HOURS DURATION

per day – Professional/Commercial/Private	\$659.00	\$62.36	\$686.00	Y	PCR	10%
per day – Community (and Not-for-profit)	\$255.00	\$23.76	\$261.38	Y	PCR	10%

#### CITY OF DUBBO EISTEDDFOD

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%
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## CITY OF DUBBO EISTEDDFOD [continued]

Pro-rata daily rate for usage over 8 hours and under 12 hours - per hour after minimum 8 hours	\$109.00	\$10.16	\$111.72	Y	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 complimentary tickets. Tickets over \$10.00, scaled ticket booking fee applies.	\$1.00	\$0.10	\$1.05	Y	PCR	10%

## GUIDED BACKSTAGE TOUR

Behind the Scenes 1.5 hours (maximum 30 per tour) - all tickets	\$17.00	\$1.58	\$17.42	Y	PCR	10%
School Education 1.5 hours (10-30 per tour) - per group	\$116.00	\$10.82	\$119.00	Y	PCR	10%

## CONVENTION CENTRE

Venue Hire fee includes Convention Centre Foyer and Oxley Room when FULL Macquarie Auditorium is hired.

## FULL MACQUARIE AUDITORIUM

### PER DAY

Professional/Commercial/Private	\$1,741.00	\$164.64	\$1,811.00	Y	PCR	10%
Community (and Not-for-profit)	\$1,375.00	\$128.18	\$1,410.00	Y	PCR	10%

## HALF MACQUARIE AUDITORIUM

### PER DAY

Professional/Commercial/Private	\$659.00	\$62.36	\$686.00	Y	PCR	10%
Community (and Not-for-profit)	\$538.00	\$50.18	\$552.00	Y	PCR	10%

## KITCHEN HIRE

Commercial Kitchen Hire	\$290.00	\$27.09	\$298.00	Y	PCR	10%
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## OXLEY ROOM

### PER DAY

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

## CELEBRATION PACKAGE

110 guests	\$2,100.00	\$195.73	\$2,153.00	Y	MB	10%
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	Y	PCR	10%
Performing Arts Businesses in the LGA	\$110.00	\$10.25	\$112.75	Y	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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## CATERED EVENTS [continued]

Charge – per person – in lieu of Venue Hire Fee	\$10.00	\$0.93	\$10.25	Y	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	Y	MB	10%
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## STAFF WAGES (PER STAFF MEMBER, PER HOUR - MINIMUM 3 HOUR CALL)

Venue Supervisor for bump-in/set-up or at the event	\$75.00	\$5.91	\$65.00	Y	MB	10%
Up to 8 hours included in venue hire fee. \$65.00 per hour thereafter. Chargeable time begins at client entry and finishes either when access to backstage is no longer required or at the discretion of management, depending on the requirements and complexity of the event. The Venue Supervisor oversees all technical aspects of the event including audio, lighting, the raised stage and the flying system (only DRTCC staff members permitted to do this). The Venue Supervisor is the Hirer's first point of contact for information and assistance with any AV or technical aspects of the event and venue and is also there to supervise and assist any external AV providers. The Venue Supervisor will not and cannot be assigned a dedicated task or technical role that they are unable to walk away from in the event of an emergency. The Venue Supervisor must always be available to troubleshoot, provide information to technical staff etc. The Hirer will be invoiced for all additional hours over 8 hours worked by the Venue Supervisor where a Venue Supervisor has been allocated to an event. Management determines the need for the Venue Supervisor depending on the requirements and complexity of the event.						
Front-of-House Staff	\$77.00	\$5.91	\$65.00	Y	MB	10%
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 accesses the public area of 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.						
Technical Staff - per hour	\$75.00	\$5.91	\$65.00	Y	MB	10%
Ushers – minimum 3 hour call	\$110.00	\$10.25	\$112.75	Y	MB	10%
Cleaning Staff - per hour	\$70.00	\$6.52	\$71.75	Y	MB	10%
Merchandise Staff/Brochure distributors - per hour	\$51.00	\$4.75	\$52.27	Y	MB	10%
Bar Staff for special events "does not apply" in operating hours - 3 hour call minimum - per hour	\$53.00	\$4.94	\$54.32	Y	MB	10%
Sunday - per hour	\$102.00	\$8.36	\$92.00	Y	MB	10%
Public Holidays - per hour	\$128.00	\$10.73	\$118.00	Y	MB	10%

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## 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	Y	PCR	10%
Community (and Not-for-profit), Performing Arts Businesses in the LGA	\$123.00	\$11.46	\$126.08	Y	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	Y	PCR	10%
Community (and Not-for-profit)	\$925.00	\$86.19	\$948.13	Y	PCR	10%

### TWO THIRDS HALL (FORMERLY MAIN SECTION)

Use of Facilities - Civic Centre

Professional/Commercial/Private	\$938.00	\$88.73	\$976.00	Y	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	Y	PCR	10%
Community (and Not-for-profit)	\$220.00	\$20.50	\$225.50	Y	PCR	10%

## BAR/KIOSK

Use of Facilities - Civic Centre

Professional/Commercial/Private	\$226.00	\$21.36	\$235.00	Y	PCR	10%
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#### BAR/KIOSK [continued]

Community (and Not-for-profit)	\$184.00	\$17.15	\$188.60	Y	PCR	10%
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#### KITCHEN HIRE (CHARGED DIRECTLY TO THE CLIENT UNLESS OTHERWISE STIPULATED)

Including utilities such as gas, electricity and water.

Use of Facilities - Civic Centre

per day	\$215.00	\$20.03	\$220.37	Y	PCR	10%
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#### 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	Y	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

per hour	\$93.00	\$8.67	\$95.33	Y	PCR	10%
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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	Y	PCR	10%
Community (and Not-for-profit)	\$105.00	\$9.78	\$107.62	Y	PCR	10%

CONTINGENCY VENUE HIRE (IE WET WEATHER)

Bare Set up in Hall (Empty Space)	\$220.00	\$20.50	\$225.50	Y	PCR	10%
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	Y	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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STAFF WAGES - VENUE SUPERVISOR - PER HOUR [continued]

Venue Supervisor - per hour	\$77.00	\$5.91	\$65.00	Y	PCR	10%
Sunday - per hour	\$102.00	\$8.36	\$92.00	Y	PCR	10%
Public Holidays - per hour	\$128.00	\$10.73	\$118.00	Y	PCR	10%
Cleaning Staff fee - per hour	\$70.00	\$6.52	\$71.75	Y	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	Y	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	Y	PCR	10%
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