



## Fees & Charges

Dubbo Regional Council

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## DUBBO REGIONAL COUNCIL

### Pricing Policy

#### FCR – Full Cost Recovery

Price set to recover the full cost of providing the goods/services. In determining whether this principle is appropriate consideration is given to whether there are community service obligations or equity issues that would warrant an alternative pricing principle.

#### IS – Industry Standard

Price is set by regulation or statute. These fees are set and Council has no discretionary power to alter these amounts

#### MB – Market Based

Price is set by reference to local market prices. Fees are set to be competitive with local service providers

#### NC – No Charge

No price charged for the service.

#### PCR – Part Cost Recovered

Price is discounted to below the full cost of providing the goods/services in recognition of a community service obligation. Funding for these services is sourced from other revenue and by charging a nominal fee to help offset the cost of providing the services.

#### S – Statutory Amount

Price is set by statute. These fees are set by State Government and Council has no discretionary power to charge more than amount.

This document includes the details of each fee, charge or contribution, Council's pricing policy and a comment as to the purpose of the fee, charge or contribution. The Fees and Charges (including the annual waste service charges) have been harmonised excluding for the Ordinary Rates and Annual Charges due to the Local Government Amendment (Rates Merged Council Areas) Bill 2017, the Ordinary Rates and Annual Charges structure that applied in the 2019/2020 rating year has been maintained for the 2020/2021 rating year.

## CULTURE AND ECONOMY

### REGIONAL THEATRE & CONVENTION CENTRE

Services included in Hire Fees

continued on next page ...

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST      Fee (incl. GST)	GST	Fee type	GST Code
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## REGIONAL THEATRE & CONVENTION CENTRE [continued]

\* Up to six (6) hours of meetings with Manager and/or Staff to discuss requirements.

\* A Venue Supervisor for up to 8 hours on the day of the event (beyond 8 hours additional labour fees will apply).

All Professional/Commercial/Community hirers must provide a copy of their Public Liability Insurance cover with a minimum indemnity limit of \$20M 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.

"Merchandise and Programs" - 10% of gross sales per day - whichever is the greater (applies to professional/commercial and touring organisations) plus staff costs if merchandise seller required. Merchandise sales are defined as all goods sold which are ancillary (associated) to the primary purpose of the venue hire.

"Per Day" - refers to the hours 7am - 12 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 and Performing Arts Businesses. Any ticketed event must be sold through the DRTCC Box Office and not through a third party ticket agent/seller.

"Contingency Booking" - 24 hours notice required if the event is not proceeding. Fee must be paid to guarantee availability of the venue and is non-refundable. If booking proceeds, fee will be credited to the balance owing.

"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.

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## THEATRE

Includes use of Theatre Foyer and Green Room.

### MONDAY – THURSDAY

#### PER DAY

Professional/Commercial or 11.5% of Net Box Office income – whichever is the greater.	\$1,490.00	\$139.00	\$1,529.00	Y	PCR	10%
Performing Arts Businesses in the LGA	\$1,285.00	\$119.86	\$1,318.50	Y	PCR	10%
Community/Not-for-Profit	\$1,155.00	\$107.82	\$1,186.00	Y	PCR	10%
Schools/Registered Charity	\$925.00	\$86.36	\$950.00	Y	PCR	10%

### FRIDAY – SUNDAY AND PUBLIC HOLIDAYS

#### PER DAY

Professional/Commercial or 11.5% of Net Box Office income – whichever is the greater.	\$1,715.00	\$160.00	\$1,760.00	Y	PCR	10%
Performing Arts Businesses	\$1,500.00	\$139.91	\$1,539.00	Y	PCR	10%
Community/Not-for-Profit	\$1,380.00	\$128.73	\$1,416.00	Y	PCR	10%
Schools/Registered Charity	\$1,160.00	\$108.64	\$1,195.00	Y	PCR	10%

### LOCAL COMMUNITY & NON COMMERCIAL PERFORMING ARTS ORGANISATIONS

Monday-Thursday per day for first 300 seats	\$1,065.00	\$99.55	\$1,095.00	Y	PCR	10%
For each seat thereafter	\$1.05	\$0.10	\$1.10	Y	PCR	10%
Friday-Sunday per day for first 300 seats	\$1,150.00	\$107.27	\$1,180.00	Y	PCR	10%
For each seat thereafter	\$2.10	\$0.20	\$2.15	Y	PCR	10%

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## FILM SCREENINGS

### PER DAY

Professional/Commercial	\$735.00	\$68.59	\$754.50	Y	PCR	10%
Performing Arts Businesses in the LGA	\$650.00	\$60.91	\$670.00	Y	PCR	10%
Community/Not-for-Profit	\$600.00	\$56.36	\$620.00	Y	PCR	10%
Schools/Registered Charity	\$475.00	\$44.55	\$490.00	Y	PCR	10%

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

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%
and \$1.00 per complimentary ticket		Y	PCR	10%

## CONFERENCES AND MEETINGS

(Includes use of Theatre Foyer and Green Room)

### (4 HOURS)

Professional/Commercial	\$715.00	\$66.73	\$734.00	Y	PCR	10%
Community/Not-for-Profit	\$480.00	\$44.82	\$493.00	Y	PCR	10%
Schools/Registered Charity	\$355.00	\$33.18	\$365.00	Y	PCR	10%



Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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**(1 DAY)**

Professional/Commercial	\$1,425.00	\$133.00	\$1,463.00	Y	PCR	10%
Community/Not-for-Profit	\$1,160.00	\$108.27	\$1,191.00	Y	PCR	10%
Schools/Registered Charity	\$930.00	\$86.82	\$955.00	Y	PCR	10%

**(2 DAYS – TOTAL)**

Professional/Commercial	\$2,540.00	\$237.27	\$2,610.00	Y	PCR	10%
Community/Not-for-Profit	\$2,050.00	\$191.27	\$2,104.00	Y	PCR	10%
Schools/Registered Charity	\$1,580.00	\$147.45	\$1,622.00	Y	PCR	10%

**(3 DAYS – TOTAL)**

Professional/Commercial	\$3,595.00	\$335.36	\$3,689.00	Y	PCR	10%
Community/Not-for-Profit	\$2,890.00	\$270.00	\$2,970.00	Y	PCR	10%
Schools/Registered Charity	\$2,215.00	\$206.64	\$2,273.00	Y	PCR	10%

**FOYER – CONVENTION CENTRE (ART EXHIBITIONS)**

(One-off fee for exhibitions on display for one month or less during business hours)

per day	\$35.00	\$3.18	\$35.00	Y	PCR	10%
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**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	\$540.00	\$50.45	\$555.00	Y	PCR	10%
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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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### 8 HOURS DURATION [continued]

per day – Community/Not-for-Profit	\$435.00	\$40.91	\$450.00	Y	PCR	10%
per day – Schools/Registered Charity	\$325.00	\$30.45	\$335.00	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.	\$1,062.00	\$99.09	\$1,090.00	Y	PCR	10%
Pro-rata daily rate for usage over 8 hours and under 12 hours – per hour after minimum 8 hours	\$0.00	\$8.26	\$90.85	Y	PCR	10%
Event organisers to provide advice to Council by 12pm day prior to have pro-rata fee applied.						

### GREEN ROOM (MEETING ROOM FOR 6 PEOPLE)

#### MINIMUM THREE (3) HOUR BOOKING

Only available Mon-Fri 9am-5pm and on non performance related days

per hour	\$35.00	\$3.27	\$36.00	Y	PCR	10%
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### GUIDED BACKSTAGE TOUR

Behind the Scenes 1.5 hours (maximum 30 per tour) – per adult	\$0.00	\$1.36	\$15.00	Y	PCR	10%
Behind the Scenes 1.5 hours (maximum 30 per tour) – per concession	\$0.00	\$0.91	\$10.00	Y	PCR	10%
School Education 1.5 hours (10-30 per tour) – per group	\$0.00	\$9.09	\$100.00	Y	PCR	10%

### CONVENTION CENTRE

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

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21		GST	Fee type	GST Code
		GST	Fee (incl. GST)			

## FULL MACQUARIE AUDITORIUM

### PER DAY

Professional/Commercial	\$1,425.00	\$133.18	\$1,465.00	Y	PCR	10%
Community/Not-for-Profit	\$1,130.00	\$105.45	\$1,160.00	Y	PCR	10%
Schools/Registered Charity	\$890.00	\$83.09	\$914.00	Y	PCR	10%

## HALF MACQUARIE AUDITORIUM

### PER DAY

Professional/Commercial	\$540.00	\$50.45	\$555.00	Y	PCR	10%
Community/Not-for-Profit	\$435.00	\$40.91	\$450.00	Y	PCR	10%
Schools/Registered Charity	\$325.00	\$30.45	\$335.00	Y	PCR	10%

## OXLEY ROOM

### PER DAY

Professional/Commercial	\$240.00	\$22.45	\$247.00	Y	PCR	10%
Community/Not-for-Profit	\$215.00	\$20.09	\$221.00	Y	PCR	10%
Schools/Registered Charity	\$195.00	\$18.27	\$201.00	Y	PCR	10%

## OXLEY ROOM PHOTOGRAPHY SPACE – STILLS AND MEET & GREET/ PRE OR POST BAR REQUEST

### PER HOUR

Professional/Commercial	\$120.00	\$11.18	\$123.00	Y	PCR	10%
Performing Arts Businesses in the LGA	\$110.00	\$10.27	\$113.00	Y	PCR	10%

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**PER HOUR** [continued]

Community/Not-for-Profit	\$100.00	\$9.36	\$103.00	Y	PCR	10%
Schools/Registered Charity	\$80.00	\$7.55	\$83.00	Y	PCR	10%

**CELEBRATION PACKAGE**

110 guests – Theatre Foyer	\$1,585.00	\$144.09	\$1,585.00	Y	MB	10%
Includes venue hire (8 hours), white linen napkins and tablecloths, bridal and cake skirting, kitchen hire fee, radio microphone and Venue Supervisor.						

**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 rate includes one Venue Supervisor.

**PER HOUR – MINIMUM 4 HOURS**

Professional/Commercial	\$90.00	\$8.64	\$95.00	Y	PCR	10%
Performing Arts Businesses in the LGA	\$85.00	\$8.18	\$90.00	Y	PCR	10%
Community/Not-for-Profit	\$80.00	\$7.73	\$85.00	Y	PCR	10%
Schools/Registered Charity	\$75.00	\$7.27	\$80.00	Y	PCR	10%

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## ITINERANT TRADERS

Foyer	\$2,400.00	\$223.91	\$2,463.00	Y	PCR	10%
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## PER DAY

Full Macquarie Auditorium	\$4,500.00	\$419.73	\$4,617.00	Y	PCR	10%
Half Macquarie Auditorium	\$3,900.00	\$364.55	\$4,010.00	Y	PCR	10%

## CATERED EVENTS

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

Includes tables, chairs, crockery, cutlery and glassware.

Charge – per person – in lieu of Venue Hire Fee	\$8.50	\$0.77	\$8.50	Y	PCR	10%
Per person charge or minimum venue hire fee applies - whichever is the greater						
Macquarie Auditorium – Minimum	\$1,365.00	\$127.36	\$1,401.00	Y	PCR	10%
Half Macquarie Auditorium – Minimum	\$865.00	\$80.91	\$890.00	Y	PCR	10%
Oxley Room – Minimum	\$355.00	\$33.18	\$365.00	Y	IS	10%
Theatre Foyer – Minimum	\$730.00	\$68.09	\$749.00	Y	IS	10%
White linen tablecloth – per tablecloth	\$11.00	\$1.09	\$12.00	Y	PCR	10%
White linen napkin – per napkin	\$1.10	\$0.11	\$1.20	Y	PCR	10%
Bain Marie each – per day	\$50.00	\$5.45	\$60.00	Y	PCR	10%
2-Door Portable Upright Fridge – per day	\$50.00	\$5.45	\$60.00	Y	PCR	10%
Urn each – per day	\$10.00	\$1.00	\$11.00	Y	PCR	10%
Black chair cover (Client covers chairs) – per chair	\$3.10	\$0.28	\$3.10	Y	PCR	10%
Black chair cover with white organza sash (Client covers chairs) – per chair	\$5.50	\$0.55	\$6.00	Y	PCR	10%
Black chair cover (DRTCC covers chairs) – per chair	\$6.00	\$0.59	\$6.50	Y	PCR	10%
Black chair cover with white organza sash (DRTCC covers chairs) – per chair	\$8.00	\$0.75	\$8.21	Y	IS	10%

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## CATERED EVENTS [continued]

LED Flameless Candles x 3 Tiered	\$12.00	\$1.18	\$13.00	Y	IS	10%
White table skirting – per day	\$67.00	\$6.27	\$69.00	Y	PCR	10%
White cake table skirting – per day	\$31.00	\$2.91	\$32.00	Y	PCR	10%
Bathroom Towels – per towel	\$11.00	\$1.09	\$12.00	Y	PCR	10%
Corkage Fee – per bottle	\$11.00	\$1.09	\$12.00	Y	PCR	10%
Applies to any wine tasting by external provider conducted on site.						
Tea & Coffee per head (continuous)	\$5.50	\$0.50	\$5.50	Y	PCR	10%
Tea, Coffee & Biscuits per head (continuous)	\$8.50	\$0.82	\$9.00	Y	PCR	10%
Tea, Coffee, Orange Juice & Biscuits per head (continuous)	\$10.50	\$1.00	\$11.00	Y	PCR	10%

## TRADING STOCK

Drinks, Confectionary and Bar Sales		Recommended retail price		Y	MB	10%
		Last YR Fee				
		Fees adopted by Council				

## KITCHEN HIRE (CHARGED DIRECTLY TO THE CLIENT UNLESS OTHERWISE STIPULATED).

Including utilities such as gas, electricity and water.

per day	\$240.00	\$22.73	\$250.00	Y	MB	10%
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## COFFEE MACHINE ON CART

Cart only – per day	\$0.00	\$16.36	\$180.00	Y	MB	10%
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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST Fee (incl. GST)		GST	Fee type	GST Code
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## CONTINGENCY VENUE HIRE (IE WET WEATHER)

Bare set up in Oxley Room (Empty Space)	\$70.00	\$7.27	\$80.00	Y	MB	10%
Bare set up in Macquarie Auditorium or any foyer (Empty space)	\$245.00	\$22.91	\$252.00	Y	MB	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.						
Bare set up in Theatre (Standard Rig)	\$330.00	\$30.00	\$330.00	Y	MB	10%
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. 24 business hours notice required if booking is to proceed.						

## STAFF WAGES (PER STAFF MEMBER, PER HOUR – MINIMUM 3 HOUR CALL)

Venue Supervisor for bump-in/set-up or at the event	\$62.00	\$5.82	\$64.00	Y	MB	10%
Up to 8 hours included in venue hire fee. \$64.00 per hour thereafter. The Venue Supervisor's chargeable time begins at the time of public entry and finishes either when access to backstage is no longer required or at the discretion of the Technical and Production Co-ordinator, 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. The Technical and Production Co-ordinator determines the need for the Venue Supervisor depending on the requirements and complexity of the event.						
Front-of-House Staff	\$62.00	\$5.82	\$64.00	Y	MB	10%
Up to 8 hours included in venue hire fee. \$64.00 per hour thereafter. The Front-of-House Duty Person's chargeable time begins from the time the client 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.						
Technical Staff – per hour	\$62.00	\$5.82	\$64.00	Y	MB	10%
Ushers – minimum 3 hour call	\$85.00	\$8.18	\$90.00	Y	MB	10%
Cleaning Staff – per hour	\$50.00	\$5.00	\$55.00	Y	MB	10%
Art Exhibition Install Supervisor – per hour	\$70.00	\$7.27	\$80.00	Y	MB	10%
Art Exhibition Install Casual – per hour	\$50.00	\$5.45	\$60.00	Y	MB	10%
Merchandise Reconciliation involving invoicing – per hour	\$62.00	\$5.82	\$64.00	Y	MB	10%
Merchandise Staff/Brochure distributors – per hour	\$43.00	\$3.91	\$43.00	Y	MB	10%
Bar Staff for special events "does not apply" in operating hours – 3 hour call minimum – per hour	\$0.00	\$3.91	\$43.00	Y	MB	10%

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## STAFF WAGES (PER STAFF MEMBER, PER HOUR – MINIMUM 3 HOUR CALL) [continued]

Sunday – per hour	\$80.00	\$7.73	\$85.00	Y	MB	10%
Public Holidays – per hour	\$100.00	\$9.55	\$105.00	Y	MB	10%

## YAMAHA CONCERT GRAND PIANO HIRE

Theatre/Convention Centre stage only

### PER DAY PLUS TUNING COSTS IF REQUESTED

Professional/Commercial	\$345.00	\$32.18	\$354.00	Y	MB	10%
Community/Not-for-Profit	\$65.00	\$6.09	\$67.00	Y	MB	10%
Schools/Registered Charity	\$60.00	\$5.64	\$62.00	Y	MB	10%

## ROSTRA

### EACH PER DAY

Professional/Commercial	\$40.00	\$4.09	\$45.00	Y	MB	10%
Community/Not-for-Profit	\$35.00	\$3.64	\$40.00	Y	MB	10%
Schools/Registered Charity	\$30.00	\$2.82	\$31.00	Y	MB	10%

## MIRROR BALL

per day	\$40.00	\$4.09	\$45.00	Y	MB	10%
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## RED CARPET

per day	\$80.00	\$7.73	\$85.00	Y	MB	10%
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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## GAFFA TAPE

per roll	\$35.00	\$3.64	\$40.00	Y	MB	10%
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## OXLEY ROOM PROJECTOR AND SCREEN

### PER DAY

Professional/Commercial	\$180.00	\$16.82	\$185.00	Y	MB	10%
Community/Not-for-Profit	\$170.00	\$15.91	\$175.00	Y	MB	10%
Schools/Registered Charity	\$135.00	\$12.73	\$140.00	Y	MB	10%

## PORTABLE PROJECTOR AND SCREEN

### EACH PER DAY

Professional/Commercial	\$285.00	\$26.64	\$293.00	Y	MB	10%
Community/Not-for-Profit	\$270.00	\$25.27	\$278.00	Y	MB	10%
Schools/Registered Charity	\$225.00	\$21.00	\$231.00	Y	MB	10%

## PORTABLE PROJECTOR ONLY

### EACH PER DAY

Professional/Commercial	\$200.00	\$18.64	\$205.00	Y	MB	10%
Community/Not-for-Profit	\$190.00	\$17.73	\$195.00	Y	MB	10%
Schools/Registered Charity	\$160.00	\$14.91	\$164.00	Y	MB	10%

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## PORTABLE SCREEN ONLY

### EACH PER DAY

Professional/Commercial	\$85.00	\$8.00	\$88.00	Y	MB	As applicable
Community/Not-for-Profit	\$80.00	\$7.45	\$82.00	Y	MB	10%
Schools/Registered Charity	\$65.00	\$6.09	\$67.00	Y	MB	10%

## THEATRE DATA PROJECTOR AND SCREEN

### EACH PER DAY

Professional/Commercial	\$290.00	\$27.27	\$300.00	Y	MB	10%
Community/Not-for-Profit	\$265.00	\$24.73	\$272.00	Y	MB	10%
Schools/Registered Charity	\$220.00	\$20.55	\$226.00	Y	MB	10%

### EACH PER HOUR – MAXIMUM 3 HOURS

Professional/Commercial	\$0.00	\$3.64	\$40.00	Y	MB	10%
Community/Not-for-Profit	\$0.00	\$3.18	\$35.00	Y	MB	10%
Schools/Registered Charity	\$0.00	\$2.55	\$28.00	Y	MB	10%

## FOLLOW SPOT

### EACH PER DAY (+ LABOUR CHARGES)

Professional/Commercial	\$80.00	\$7.73	\$85.00	Y	MB	10%
Community/Not-for-Profit	\$60.00	\$5.64	\$62.00	Y	MB	10%
Schools/Registered Charity	\$40.00	\$4.09	\$45.00	Y	MB	10%

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## PORTABLE PA SYSTEM

Two speakers on stands, one radio microphone

### EACH PER DAY

Professional/Commercial	\$105.00	\$9.82	\$108.00	Y	MB	10%
Community/Not-for-Profit	\$90.00	\$8.64	\$95.00	Y	MB	10%
Schools/Registered Charity	\$80.00	\$7.73	\$85.00	Y	MB	10%

## LAPTOP COMPUTER

### EACH PER DAY

Professional/Commercial	\$85.00	\$8.00	\$88.00	Y	MB	10%
Community/Not-for-Profit	\$75.00	\$7.00	\$77.00	Y	MB	10%
Schools/Registered Charity	\$70.00	\$6.55	\$72.00	Y	MB	10%

## MICROPHONE CLASS 1 (NB: 1 INCLUDED IN VENUE HIRE FEE) VOCAL

### EACH PER DAY

Professional/Commercial	\$26.00	\$2.45	\$27.00	Y	MB	10%
Community/Not-for-Profit	\$22.00	\$2.09	\$23.00	Y	MB	10%
Schools/Registered Charity	\$16.00	\$1.55	\$17.00	Y	MB	10%

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## MICROPHONE CLASS 2 (INSTRUMENTAL, SPECIALIST AND RADIO MICROPHONES)

### EACH PER DAY

Professional/Commercial	\$36.00	\$3.36	\$37.00	Y	MB	10%
Community/Not-for-Profit	\$31.00	\$2.91	\$32.00	Y	MB	10%
Schools/Registered Charity	\$26.00	\$2.45	\$27.00	Y	MB	10%

## WHITEBOARD

### PER DAY

Professional/Commercial	\$50.00	\$5.45	\$60.00	Y	MB	10%
Community/Not-for-Profit	\$36.00	\$3.36	\$37.00	Y	MB	10%
Schools/Registered Charity	\$32.00	\$3.00	\$33.00	Y	MB	10%

## SMOKE MACHINE

### PER DAY

Professional/Commercial	\$67.00	\$6.27	\$69.00	Y	MB	10%
Community/Not-for-Profit	\$62.00	\$5.82	\$64.00	Y	MB	10%
Schools/Registered Charity	\$52.00	\$4.91	\$54.00	Y	MB	10%

## FOLDBACK MONITORS (NB: 2 INCLUDED IN THE HIRE)

### EACH PER DAY

Professional/Commercial	\$35.00	\$3.64	\$40.00	Y	MB	10%
Community/Not-for-Profit	\$30.00	\$2.82	\$31.00	Y	MB	10%

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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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### EACH PER DAY [continued]

Schools/Registered Charity	\$25.00	\$2.36	\$26.00	Y	MB	10%
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### OTHER

#### BALLET FLOORING (TARKETT)

per booking	\$300.00	\$28.18	\$310.00	Y	MB	10%
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#### BALLET BARRE

per day	\$78.00	\$7.36	\$81.00	Y	MB	10%
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### ADVERTISING

Dedicated website banner	\$185.00	\$17.27	\$190.00	Y	MB	10%
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Subject to availability.

Dedicated e-newsletter	\$135.00	\$12.73	\$140.00	Y	MB	10%
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Subject to availability.

Facebook Sponsored Campaigns – Min \$50 investment	Actual Costs including GST + 12.5%			Y	MB	10%
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### BLACK & WHITE PHOTOCOPYING & PRINTING

Black & White – A4 – up to 10 pages – per copy	\$0.95	\$0.09	\$1.00	Y	MB	10%
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Black & White – A4 – Over 10 pages – per copy	\$0.75	\$0.07	\$0.75	Y	MB	10%
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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## COLOUR PHOTOCOPYING & PRINTING

Colour – A4 – Up to 10 pages – per copy	\$1.40	\$0.14	\$1.50	Y	MB	10%
Colour – A4 – Over 10 copies – per page	\$1.15	\$0.11	\$1.20	Y	MB	10%

## SITE FEE (EXTERNAL) INCLUDES ELECTRICITY

per day	\$40.00	\$4.55	\$50.00	Y	MB	10%
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## THREE PHASE POWER

Three Phase Power – per day	\$70.00	\$6.82	\$75.00	Y	MB	10%
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## PIANO TUNING

Piano Tuning – per tune	\$190.00	\$17.64	\$194.00	Y	MB	10%
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## SPECIAL EXTERNAL HIRE OF EQUIPMENT

Hanging of External Banners	\$40.00	\$4.55	\$50.00	Y	MB	10%
Special External Hire of Equipment (includes administration fee)		Actual Costs + 12.5%		Y	MB	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	\$1,170.00	\$109.09	\$1,200.00	Y	PCR	10%
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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21		GST	Fee type	GST Code
		GST	Fee (incl. GST)			

### FULL HALL (MAIN SECTION AND FORMER SUPPER ROOM) [continued]

Community/Not-For-Profit	\$755.00	\$70.45	\$775.00	Y	PCR	10%
Schools/Registered Charities	\$627.00	\$58.55	\$644.00	Y	PCR	10%

### TWO THIRDS HALL (FORMERLY MAIN SECTION)

#### Use of Facilities - Civic Centre

Professional/Commercial	\$770.00	\$71.91	\$791.00	Y	PCR	10%
Community/Not-For-Profit	\$630.00	\$58.82	\$647.00	Y	PCR	10%
Schools/Registered Charities	\$525.00	\$49.00	\$539.00	Y	PCR	10%

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

#### Use of Facilities - Civic Centre

Professional/Commercial	\$200.00	\$18.73	\$206.00	Y	PCR	10%
Community/Not-For-Profit	\$180.00	\$16.82	\$185.00	Y	PCR	10%
School/Registered Charities	\$165.00	\$15.45	\$170.00	Y	PCR	10%

### BAR/KIOSK

#### Use of Facilities - Civic Centre

Professional/Commercial	\$185.00	\$17.27	\$190.00	Y	PCR	10%
Community/Not-For-Profit	\$150.00	\$14.00	\$154.00	Y	PCR	10%
School/Registered Charities	\$120.00	\$11.27	\$124.00	Y	PCR	10%

### KITCHEN HIRE (CHARGED DIRECTLY TO THE CLIENT UNLESS OTHERWISE STIPULATED)

Including utilities such as gas, electricity and water.

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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### KITCHEN HIRE (CHARGED DIRECTLY TO THE CLIENT UNLESS OTHERWISE STIPULATED) [continued]

#### Use of Facilities - Civic Centre

per day	\$180.00	\$16.82	\$185.00	Y	MB	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	\$880.00	\$82.09	\$903.00	Y	PCR	10%
Pro-rata daily rate for usage over 8 hours and under 12 hours – per hour after minimum 8 hours	\$0.00	\$6.84	\$75.25	Y	PCR	10%
Event organisers to provide advice to Council by 12pm day prior to have pro-rata fee applied.						

### CIVIC CENTRE FOYER PER HOUR

#### Use of Facilities - Civic Centre

per hour	\$75.00	\$7.00	\$77.00	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. The rate includes one staff member.

Professional/Commercial	\$85.00	\$8.00	\$88.00	Y	PCR	10%
Community/Not-For Profit	\$75.00	\$7.00	\$77.00	Y	PCR	10%
Schools/Registered Charities	\$70.00	\$6.55	\$72.00	Y	PCR	10%



Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST Fee (incl. GST)		GST	Fee type	GST Code
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## AFTER MIDNIGHT

### Use of Facilities - Civic centre

Per 1/2 Hour or Part Thereof	\$75.00	\$7.00	\$77.00	Y	PCR	10%
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## CONTINGENCY VENUE HIRE (IE WET WEATHER)

Bare Set up in Hall (Empty Space)	\$180.00	\$16.82	\$185.00	Y	MB	10%
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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, chairs, crockery, cutlery and glassware.

Charge – per person – in lieu of Venue Hire Fee	\$8.00	\$0.77	\$8.50	Y	PCR	10%
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Per person charge or minimum venue hire fee applies - whichever is the greater.

Full Hall – Minimum	\$1,155.00	\$107.82	\$1,186.00	Y	PCR	10%
Two Thirds Hall – Minimum	\$770.00	\$71.91	\$791.00	Y	PCR	10%
One Third Hall – Minimum	\$385.00	\$36.00	\$396.00	Y	PCR	10%
White Linen Tablecloth – per tablecloth	\$10.00	\$1.00	\$11.00	Y	PCR	10%
White Linen Napkin – per napkin	\$1.00	\$0.09	\$1.00	Y	PCR	10%
Black Chair Cover (Client covers chairs) – per chair	\$3.00	\$0.27	\$3.00	Y	PCR	10%
Black Chair Cover with White Organza Sash (Client covers chair) – per chair	\$5.00	\$0.45	\$5.00	Y	PCR	10%
Black Chair Cover (WCC covers chairs) – per chair	\$6.00	\$0.59	\$6.50	Y	PCR	10%
Black Chair Cover with White Organza Sash (WCC covers chairs) – per chair	\$8.00	\$0.75	\$8.20	Y	PCR	10%

## TEA AND COFFEE STATION

Includes crockery, teaspoons and Urn

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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### TEA AND COFFEE STATION [continued]

Per day	\$50.00	\$4.55	\$50.00	Y	PCR	10%
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### STAFF WAGES – VENUE SUPERVISOR – PER HOUR

Up to 8 hours included in venue hire fee. \$64.00 per hour thereafter. The Front-of-House Duty Person's chargeable time begins from the time the client 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.

Venue Supervisor – per hour	\$62.00	\$5.82	\$64.00	Y	PCR	10%
Sunday – per hour	\$80.00	\$7.73	\$85.00	Y	MB	10%
Public Holidays – per hour	\$100.00	\$9.55	\$105.00	Y	PCR	10%
Cleaning Staff fee – per hour	\$50.00	\$5.00	\$55.00	Y	PCR	10%

### FUNERALS & COMMUNITY INFO SESSIONS (UP TO 4 HOURS)

Full Hall Hire	\$380.00	\$35.45	\$390.00	Y	PCR	10%
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### YAMAHA CONCERT GRAND PIANO HIRE

Per day + Tuning costs

Professional/Commercial	\$345.00	\$32.27	\$355.00	Y	PCR	10%
Community/Not-For-Profit	\$65.00	\$6.09	\$67.00	Y	PCR	10%
Schools/Registered Charities	\$60.00	\$5.64	\$62.00	Y	PCR	10%

### PIANO TUNING

Piano Tuning – per hire	\$220.00	\$20.55	\$226.00	Y	PCR	10%
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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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## MISCELLANEOUS HIRE

Carpet Hire – per session	\$50.00	\$4.73	\$52.00	Y	PCR	10%
*DRTCC equipment can be utilised at Wellington Civic Centre, charged at DRTCC Revenue Policy rates subject to availability.						

## EXTERNAL HIRE :

### Use of Facilities - Civic centre

Chairs – per Chair per Day	\$4.00	\$0.45	\$5.00	Y	PCR	10%
Tables – per Table per Day	\$15.00	\$1.45	\$16.00	Y	PCR	10%
Glasses – each	\$2.50	\$0.27	\$3.00	Y	PCR	10%
Crockery – per Setting	\$2.50	\$0.27	\$3.00	Y	PCR	10%
Cutlery – per Setting	\$2.50	\$0.27	\$3.00	Y	PCR	10%