

ARA DARLING QUARTER THEATRE

2022 GENERAL RATE CARD

VENUE HIRE FEE		inc GST
HALF DAY	Up to five hours total access (eg: 8am - 1pm or 12pm - 5pm)	\$3,000.00
FULL DAY	Up to ten hours total access (eg: 8am - 6pm or 12pm - 10pm)	\$4,600.00
HALF DAY - SUNDAYS/PUBLIC HOLIDAYS	Up to five hours total access.	\$3,600.00
FULL DAY - SUNDAYS/PUBLIC HOLIDAYS	Up to ten hours total access.	\$5,250.00
REHEARSAL	Venue access for 4 hours and charged in 4 hours blocks. The rate does not include any staffing and only allows for basic access to the auditorium PA only.	\$550.00
FILMING/STREAMING - WITH NO AUDIENCE	Up to five hours total access. Includes all standard inclusions minus Front of House Staff.	\$2,750.00
EXTENDED PRODUCTION ACCESS OPTIONS		
PREVIOUS DAY BUMP IN	4 hours access with a venue supervisor the day / night before an event.	\$1,400.00
LIGHTING PRE-RIG	If movement of the standard rig is required, using an agreed plan, pre rig charge is for 3 staff for 4 hours.	\$1,400.00
LIGHTING RESTORE	If restoring the lighting rig to standard takes place outside of venue hire access hours.	\$1,400.00
PER HOUR	For extended set-up, bump-in and rehearsal time only or where access time commences before 7am or after midnight and 7am.	\$375.00 p/h

VENUE HIRE FEE is inclusive of the following;

- Exclusive use of the theatre prepared in 'theatre mode' (236 seats) and backstage areas (2 x dressing rooms & green room)
- A Venue Supervisor for up to 5 hours (Half Day hire) or 10 hours (Full Day hire)
- A FOH Manager and Usher for up to 4 hours (Half Day hire) or 8 hours (Full Day hire)
- Standard drapes and masking prepared in 'theatre mode'
- Standard lighting rig, control desk and in-house lighting colour and accessories (refer Technical Specification)
- Auditorium PA, control desk, in-house microphones and accessories (refer Technical Specification)
- Lectern and microphone
- Digital projector (5000 lumens) and projection screen (3010mmW x 1870mmH)
- Access to the laundry with washing machine, dryer, ironing board and iron
- Utilities (electricity consumption, air temperature control and water usage)
- Standard venue cleaning

In addition to the **VENUE HIRE FEE** the following charges may be applicable;

TECHNICAL CHARGES		
CHANGE IN SEATING MODE	Set-up to half lecture mode and restore (up to 316 seats)	\$350.00
	Set-up to full lecture mode and restore (up to 372 seats)	\$500.00
RADIO MICROPHONE	handheld, lapel or headset	\$165.00
PRODUCTION LAPTOP	PC or Mac (dependent on availability)	\$250.00
LIVE STREAM PACKAGE	We can tailor a live streaming package to suit your needs	POA
VISION MONITORS	50" Sony screens - freestanding on wheels - use in foyer / or onstage (2 available)	\$300.00
<i>Please note we can arrange additional AV equipment such as a larger projection screen, vision switchers for multiple playback sources along with video & web streaming facilities with our AV partners. Talk to us about your requirements.</i>		

TICKETING CHARGES		
TICKETING BUILD FEE	A one-off charge applies to set-up your performance/event in the ticketing system.	\$200.00
TICKETING SERVICE FEE	A ticketing service fee is applied per ticket sold and is charged to the hirer. Complimentary tickets don't attract a service fee unless the whole event is comp'ed.	\$2.50 - 5.00/ ticket
MERCHANT FEE	The service fee is negotiable depending on ticket price and type of event. All credit card sales are subject to 1% merchant fee which is charged to the hirer.	1%
TRANSACTION FEE	This fee is charged to the patron per lot of tickets bought. Eg. A patron buying 2 tickets in the same transaction will be charged the same fee as someone buying 10.	\$5.00/ transaction
BOX OFFICE ATTENDANT	See below in Staffing Information and Staff Rates.	

CATERING		
Catering requirements are arranged directly with our preferred suppliers in the Darling Quarter precinct.		

MISCELLANEOUS CHARGES		
ADDITIONAL CLEANING	Applicable where a detailed clean of the auditorium required after an event. Instances will include where confetti or other small materials are scattered throughout the room.	\$180.00
FOOD OR DRINK IN AUDITORIUM	Where agreed food and drink can be taken into the theatre / clean.	\$350.00
ELECTRICAL TEST AND TAG CONSUMABLES	Per item when hirer's equipment does not have a valid test and tag label (if available) Photocopying/printing, gaffer tape, batteries, etc	\$15.00 At Cost
STORAGE FEE	Charged per day when hirers equipment is brought in prior to venue access or left at the venue after the conclusion of hire period.	\$75.00
DAMAGES REPAIR/ RESTORATION FEE	Charged per hour (if an external contractor needs to be brought in, the full charge of contractor will be passed on)	\$90.00
EXCESS WASTE REMOVAL	Charged per 240-litre bin where more than 1 x 240L of waste is left onsite.	\$88.00
REPLACEMENT ENTRY SWIPE	Charged per card when Stage Door swipe card is lost or not returned at the conclusion of the access period.	\$100.00
SUSTAINABILITY LEVY	Applied when plastic water bottles, gift bags or other manufactured items are distributed en masse (charged per guest)	\$2.50/ item

STAFFING INFORMATION

VENUE SUPERVISOR

Required at all times during your venue access and are responsible for the venue during your event. They will assist with your access, set-up, bump-in, rehearsals and bump-out. The Venue Super will liaise with FOH prior to the event and will take charge of security, emergency response procedures and WHS responsibilities. They can provide basic technical support but cannot be put to task on plotting lighting or operating a show for example. They must be able to respond to the many needs of the venue as they occur.

The Venue Supervisor hours are part of the hire fee with the exception of any applicable penalties such as overtime and missed meals.

TECHNICIAN

Necessary when an event requires operation of technical production equipment such as lighting, audio and vision. Duties may include vision switching, mixing live audio and plotting lighting cues. If a complex technical set up is required there may be a need for extra technicians to be rostered to ensure a smooth and efficient bump in.

ASSISTANT STAGE MANAGER (ASM)

Required whenever total number of performers exceeds 50 pax. Rostered to match the arrival and departure times of the cast.

FOH MANAGER

Needed 1 hour prior to the start of a performance/presentation and required afterwards for 30 minutes past the conclusion of the performance/function as minimum. Any set-up and pack-down of foyer requirements may increase this time.

USHER

Required 1 hour prior to the start of a performance/presentation and afterwards for 30 minutes past the conclusion of the performance/function. If the number of guests exceeds 236 pax, then a second Usher is required for the same time period.

BOX OFFICE ATTENDANT

Required for ticketed events where the ARA DQT is managing your ticketing services. The Attendant is rostered 1.5 hours prior to the performance time.

Venue Technicians will be required for any changes to the standard lighting rig with a minimum 4-hour call. This applies for both the set-up and restore to the standard rig at the end of an event.

STAFF RATES per hour

VENUE SUPERVISOR		\$70.00
TECHNICIAN		\$65.00
ASSISTANT STAGE MANAGER		\$65.00
FOH MANAGER		\$65.00
USHER		\$60.00
BOX OFFICE ATTENDANT		\$65.00

NOTES	
NORMAL RATE	Any hours worked Monday to Saturday between 7.00 am and midnight up to 8 hours.
OVER TIME (Charge at double time and a quarter)	Any hours worked Monday to Saturday after the first 8 hours. Any hours worked Monday to Saturday between midnight and 7.00 am. Any hours worked on a Sunday/public holiday.
MINIMUM CALL	All staff are rostered on a minimum 4 hr call.
AWARD	All staff are engaged under the Live Performance Award 2020. Rates may be subject to award increases.
MISSED MEAL	If a staff member works longer than 5 continuous hours without a 30 minute break, then a penalty will be incurred at double time for the 30 minutes.
TRAVEL REIMBURSEMENT	If staff are required to start or finish work between the hours of midnight and 7.00am, staff are entitled to a taxi cabcharge. The cost of the Cabcharge to the Hirer is up to \$100.00/staff member.
RECORDING ALLOWANCE	An allowance is payable to each venue technician working on an event or performance that is recorded for broadcast or commercial distribution, or where no less than 48 hours notice has been provided to the technician that such a recording will take place regardless of the recording's purpose. The cost of the recording allowance to the Hirer is \$139.54 per performance in accordance with the Live Performance Award 2020.

PENCIL BOOKING POLICY	
<p>At the ARA Darling Quarter Theatre, a pencil booking is only a tentative hold on the venue. It does not exclusively lock in the venue for your use. As such your pencil booking may be lost in the following instances:</p> <ul style="list-style-type: none"> - If your pencil booking is less than 8 weeks away, you will be contacted by the venue to confirm. At this point you will need to return a signed MOU and deposit to confirm the venue booking. - If another enquiry comes through for the date/s you have pencilled, you will be contacted by the venue. If you do not respond within 48 hours your pencil booking will be forfeited. - If you are contacted by the venue and do not respond within 72 hours your pencil booking will be cancelled. 	

COVID SAFETY	
<p>The ARA Darling Quarter Theatre is a registered COVID-Safe Venue. Our COVID Safe Plan and procedures follow strict guidelines set by the NSW State Government and Live Performance Australia.</p> <p>It is a condition of entry that all eligible entrants to the venue (16+) are fully vaccinated against COVID-19 or have a medical exemption at the time of entry.</p> <p>All venue hirers will be required to submit their own COVID Safe Plan to the venue as the ARA Darling Quarter has a duty of care to all Staff, Patrons, Producers and Hirers to ensure the safest possible visit to our venue.</p>	

