

cairns civic theatre

## Schedule of Fees & Charges

cairns civic theatre

Effective from 1<sup>st</sup> July 2008 ~ 30<sup>th</sup> June 2009



# Civic Theatre

Cnr Florence & Sheridan  
Street

PO Box 359

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**GST is included in all listed fees and charges**  
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<b>License Fee</b>	
<i>Secures venue from 8:00am to**midnight per day, or any part thereof</i>	
<b>Commercial Hirers</b>	
Per Performance or 10% of the Gross Box office (whichever is greater)	\$975.00
*Tech/Dress Rehearsal, bump in/out non-performance day (min 3 hrs)	\$120 p/h \$975 p/d \$120 p/h
**Surcharge for licence after midnight	
<b>Not-for-Profit &amp; Educational Groups Sunday – Thursday only</b>	
Per performance or 10% of the Gross Box office (whichever is greater)	\$475.00
*Tech/Dress Rehearsal, bump in/out non-performance day (min 3 hrs)	\$60p/h \$475 p/d \$60 p/h
**Surcharge for licence after midnight	
<i>* Staffing &amp; air-conditioner charges apply in addition to rates</i>	
<b>Administrative Fees and Charges</b>	
Event Administration fee per event	\$115.00
<b>Air-conditioning per hour;</b>	
During performance and 1 hr prior to performance start	\$36.00
During non-performances (rehearsal, bump in/out, set up)	\$26.00
<b>Public Liability Insurance – via NARPACA</b>	
Coverage is \$10,000,000.00	
First day of Hire	\$441.50
Subsequent days of hire	\$207.00
Cleaning services (per event)	\$100.00
Security Staff per hour	\$60.00
<i>Management reserves the right to engage Security Staff at the Hirer's expense</i>	

<b>Labour Charges (per person)</b>	
<b>Front of House</b>	
Front of House Supervisor per hour (minimum 4 hrs)	\$40.00
Usher per hour (minimum 3 hrs)	\$30.00
Ticket seller per hour (minimum 3 hrs)	\$35.00
Program/Merchandise Seller (minimum 3 hrs)	\$30.00
Function Staff (minimum 3 hrs)	\$32.00
<i>Minimum 1 x FOH Supervisor, 2 x Ushers and 1 x Ticket Seller required per performance</i>	
<b>Technical Staff</b>	
Duty Technician (minimum 3 hrs)	\$40.00
<i>Minimum 2 x Technical staff required for all performances and rehearsals (white lighting rehearsals only 1 x Technician required)</i>	
<b>Penalty Rates</b>	
<i>Penalty rates are applicable for all Ushers, Ticketing staff, Program/Merch sellers, Technical or Function staff as follows:</i>	
Time and a half (after 12 span of duties for first 3 hrs, then double time)	
Double time (Hours between midnight and 8.00am and Sundays)	
Double time and a half (Public Holidays – min 4 hrs)	
<i>Meal breaks required after 5 hours</i>	
<b>Marketing</b>	
<b>Target Marketing;</b>	
Mail – including label, envelope, postage & insertion costs	\$1.35
Email – including one image, synopsis and creation	\$0.50
Link Publication – full page listing	\$400.00
<b>Poster Distribution;</b>	
Per poster with venue details supplied	\$1.35
Advertising – 10% com payable on all advertising placed by the theatre	
Marketing Staff per hour	\$60.00
<i>Other Marketing options available by request</i>	

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<b>Secretariat Facilities</b>	
Per Call – local call	\$0.50
Per Call – STD call per 3 minutes or part thereof	\$2.50
Per page – fax	\$2.00
Per page – photocopying	\$0.25
<b>Ticketing</b>	
Creation Fee – 1 <sup>st</sup> performance	\$55.00
Creation Fee for subsequent performances	\$25.00
Ticket Alteration fee from original set up – per hr	\$60.00
<b><i>Ticket Commission Fees per ticket;</i></b>	
Ticket Prices \$0.01 - \$15.00	\$1.80
Ticket Prices \$15.01 - \$45.00	\$2.80
Ticket Prices \$45.01 - \$70.00	\$3.80
Ticket Prices \$70.01 and over	\$4.00
<b><i>Cancellation Fee per ticket;</i></b>	
Cancellation fee on ticket prices \$0.01 - \$15.00	\$1.80
Cancellation fee on ticket prices \$15.01 - \$45.00	\$2.80
Cancellation fee on ticket prices \$45.01 - \$70.00	\$3.80
Cancellation fee on ticket prices \$70.01 and over	\$4.00
<b><i>Complimentary Ticket fee per ticket;</i></b>	
Individual issue of complimentary tickets	\$1.80
Bulk issue of 20 or more complimentary tickets	\$1.20
Credit Card Fee – 3.25% of sale price for each ticket sold using EFT	
Per cheque - Advance Cheque Fee	\$57.50
Per cheque – Dishonour Cheque Fee plus bank fees	\$50.00
<b>Front of House</b>	<b>Per Hr</b>
<i>10% commission is payable on any programs/merchandise sold</i>	
Backstage Rider – Cost plus 10% commission	
Laundry Charges – Standard table cloth	\$4.50
Laundry Charges - Skirted tablecloth	\$16.00

<b>Private Functions</b>	
Food and Beverage	POA
Dressed Marquee (hexagonal and rectangle sizes available)	\$120.00
<i>Optional Extras</i>	
Private Bar, scattered chairs and tables	\$70.00
Decorative Lighting	\$60.00
Private Entertainment	POA
Tables	\$8.00ea
<b>Technical</b>	
<b><i>Consumables;</i></b>	
Lamp, Gel & Stage Power use – per kWh	\$0.75
Gaff Tape per roll	\$24.50
Mark up Tape per roll	\$12.50
<b><i>Video Fees and Charges</i></b>	
<b><i>Option 1# - Archive Package</i></b>	
Wide shot of stage from House Camera.	
Burnt to DVD. No Titling, editing or Graphics.	
<b><i>Option #2 – Edited Package (per performance)</i></b>	
3 camera shoot, fully edited video burnt to DVD - shoot time 4 hrs	\$1700.00
<b><i>DVD replication per DVD (Minimum 50 )per DVD</i></b>	
<i>Other options can be discussed prior to production</i>	\$6.50
<b><i>Special Equipment Hire (per item per performance);</i></b>	
Yamaha C7 Grand: plus tuning costs	\$120.00
Yamaha Upright: plus tuning costs	\$65.00
Tuning Cost	\$80.00
Smoke Machine (including fluid)	\$57.50
Hazer (including fluid)	\$57.50
Radio Microphone – AKG hand help or lapel	\$63.00
Data Projector – Hitachi	\$160.00
Moving Light – Robe 575XT Wash	\$75.00
Moving Light – Clay Packey Golden Spot 1200	\$75.00

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