

Schedule of fees and charges 2010 - 2011

Social



The Glasshouse

Glasshouse - Arts, Conference & Entertainment Centre Port Macquarie. Refer also to Conditions of Hire (available on website www.glasshouse.org.au)

Theatre Hire - Commercial

Mode 1 Full Theatre	base rate	E	745.45	74.55	820.00
Mode 1 Full Theatre	hourly	E	186.36	18.64	205.00
Mode 2 Includes Full Orchestra Pit	base rate	E	881.82	88.18	970.00
Mode 2 Includes Full Orchestra Pit	hourly	E	186.36	18.64	205.00
Mode 3 Stalls Only	base rate	E	509.09	50.91	560.00
Mode 3 Stalls Only	hourly	E	127.27	12.73	140.00
Mode 4 Rehearsal	base rate	E	372.73	37.27	410.00
Mode 4 Rehearsal	hourly	E	140.91	14.09	155.00

Theatre Hire - Community

Mode 1 Full Theatre	base rate	B	613.64	61.36	675.00
Mode 1 Full Theatre	hourly	B	154.55	15.45	170.00
Mode 2 Full Orchestra Pit	base rate	B	704.55	70.45	775.00
Mode 2 Full Orchestra Pit	hourly	B	154.55	15.45	170.00
Mode 3 Stalls Only	base rate	B	409.09	40.91	450.00
Mode 3 Stalls Only	hourly	B	104.55	10.45	115.00
Mode 4 Rehearsal	base rate	B	300.00	30.00	330.00
Mode 4 Rehearsal	hourly	B	74.55	7.45	82.00

Studio Hire - Commercial

Mode 1 Full theatre with bank seating	base rate	E	372.73	37.27	410.00
Mode 1 Full theatre with bank seating	hourly	E	122.73	12.27	135.00
Mode 2 Flat Floor	base rate	E	327.27	32.73	360.00
Mode 2 Flat Floor	hourly	E	107.27	10.73	118.00
Mode 3 Rehearsal	base rate	E	107.27	10.73	118.00

Studio Hire - Community

Mode 1 Full theatre with bank seating	base rate	B	295.45	29.55	325.00
Mode 1 Full theatre with bank seating	hourly	B	86.36	8.64	95.00
Mode 2 Flat Floor	base rate	B	259.09	25.91	285.00
Mode 2 Flat Floor	hourly	B	86.36	8.64	95.00
Mode 3 Rehearsal	base rate	B	86.36	8.64	95.00

Meeting Room Hire - Commercial

Meeting Room 1	base rate	E	74.55	7.45	82.00
Meeting Room 1	hourly	E	37.27	3.73	41.00

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Meeting Room 2	base rate	E		74.55	7.45	82.00	
Meeting Room 2	hourly	E		37.27	3.73	41.00	
Meeting Room 1 & 2	base rate	E		149.09	14.91	164.00	
Meeting Room 1 & 2	hourly	E		74.55	7.45	82.00	
Meeting Room Hire - Community							
Meeting Room 1	base rate	B		37.27	3.73	41.00	
Meeting Room 1	hourly	B		18.18	1.82	20.00	
Meeting Room 2	base rate	B		37.27	3.73	41.00	
Meeting Room 2	hourly	B		18.18	1.82	20.00	
Meeting Room 1 & 2	base rate	B		74.55	7.45	82.00	
Meeting Room 1 & 2	hourly	B		37.27	3.73	41.00	
Community Workshop Hire							
Commercial	base rate	E		74.55	7.45	82.00	
Commercial	hourly	E		37.27	3.73	41.00	
Community	base rate	B		37.27	3.73	41.00	
Community	hourly	B		18.18	1.82	20.00	
Small Function Room Hire							
Commercial	base rate	E		168.18	16.82	185.00	
Commercial	hourly	E		83.64	8.36	92.00	
Community	base rate	B		37.27	3.73	41.00	
Community	hourly	B		18.18	1.82	20.00	
Foyer Mezzanine - Commercial - Hire includes electricity, air-conditioning & 1 x Venue Supervisor							
Commercial	base rate (4 hours)	E		454.55	45.45	500.00	
Commercial	hourly	E		125.00	12.50	137.50	
Commercial	after hours	E		145.45	14.55	160.00	per hour
Foyer Mezzanine - Community - Hire includes electricity, air-conditioning & 1 x Venue Supervisor							
Community	base rate (4 hours)	E		363.64	36.36	400.00	
Community	hourly	E		100.00	10.00	110.00	
Community	after hours	E		118.18	11.82	130.00	per hour
Staff Rates - Staff working conditions include the following - Minimum 3 hr call, plus staff must be allowed a meal break no later than 5 hours after commencement and missed meal breaks will incur A/H charges until meal break is taken.							
Venue Supervisor	hourly	D		40.00	4.00	44.00	
Venue Supervisor	after hours	D		60.00	6.00	66.00	per hour
Technician	hourly	D		40.00	4.00	44.00	
Technician	after hours	D		60.00	6.00	66.00	per hour
Front of House Manager	hourly	D		40.00	4.00	44.00	
Front of House Manager	after hours	D		60.00	6.00	66.00	per hour
Usher	hourly	D		35.00	3.50	38.50	
Usher	after hours	D		55.00	5.50	60.50	per hour
Miscellaneous Fees							
Function Package	Customised Package	E	By quotation	0.00	0.00	0.00	
Whole of Venue Hire		E	By quotation	0.00	0.00	0.00	
Shared Risk / Entrepreneurial Productions	Shared risk / profit productions	E	By quotation	0.00	0.00	0.00	
Merchandising	Commission on merchandise	D	Fixed Percentage - 15%	0.00	0.00	0.00	
Miscellaneous Items							
Dance Floor		E		250.00	25.00	275.00	per hire

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Dance Floor laid after hours	E		250.00	25.00	275.00	per hire
Forestage / Pit	E		350.00	35.00	385.00	per hire
Forestage / Pit change after hours	E		500.00	50.00	550.00	per hire
Radio Microphone	E		50.00	5.00	55.00	per day
Follow Spot	E		40.00	4.00	44.00	per hour
Follow Spot used after hours	E		60.00	6.00	66.00	per hour
Data Projector - Meeting Rooms	E		150.00	15.00	165.00	per day
Data Projector - Theatre	E		272.73	27.27	300.00	per day
Flipchart	E		40.00	4.00	44.00	per day
Laser Pointer	E		10.00	1.00	11.00	per day
Laptop	E		136.36	13.64	150.00	per day
Presentation Mouse	E		15.00	1.50	16.50	per day
DVD Player	E		10.00	1.00	11.00	per day
Lectern with Microphone (wired)	E		50.00	5.00	55.00	per day
Lectern with Microphone (wired) setup after hours	E		50.00	5.00	55.00	per day
Small PA	E		150.00	15.00	165.00	per day
Small PA setup after hours	E		150.00	15.00	165.00	per day
Screen (8ft x 12ft)	E		90.00	9.00	99.00	per event
Screen (8ft x 12ft) setup after hours	E		90.00	9.00	99.00	per event
Rectangle Table Cloth	E		4.00	0.40	4.40	per day
Round Table Cloth	E		6.00	0.60	6.60	per day
Transaction Fees						
Counter Transaction Fee	E	Included in booking fee	0.00	0.00	0.00	
Telephone Transaction Fee	E		1.82	0.18	2.00	per transaction
Internet Transaction Fee	E		1.82	0.18	2.00	per transaction
Credit Card Fee - Counter	E	0.153% of the credit card payment	0.00	0.00	0.00	
Credit Card Fee - Phone	E	0.72% of the credit card payment	0.00	0.00	0.00	
Postage Fee	E		2.27	0.23	2.50	per envelope
Exchange Fee	E		1.82	0.18	2.00	per ticket
Exchange Fee Subscribers	E	FREE	0.00	0.00	0.00	per ticket
Administration Fee	E	Miscellaneous or Extended Ticket Transaction	4.55	0.45	5.00	per transaction
Booking Fees - Commercial						
Ticket Price \$0 - \$10	E		1.36	0.14	1.50	per ticket printed
Ticket Price \$10.01 - \$20	E		1.82	0.18	2.00	per ticket printed
Ticket Price \$20.01 - \$40	E		2.27	0.23	2.50	per ticket printed
Ticket Price \$40 >	E	\$2.50 - \$5	0.00	0.00	0.00	per ticket printed
Cancellation Fee	E	Same as booking fee per ticket	0.00	0.00	0.00	

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Complimentary Tickets	E		0.45	0.05	0.50	per ticket	
Bulk Ticket Print	E		0.45	0.05	0.50	per ticket	
Returned Bulk Tickets	E		0.45	0.05	0.50	per returned ticket	
Booking Fees - Community							
Ticket Price \$0 - \$10	E		0.91	0.09	1.00	per ticket printed	
Ticket Price \$10.01 - \$20	E		1.36	0.14	1.50	per ticket printed	
Ticket Price \$20.01 - \$40	E		1.82	0.18	2.00	per ticket printed	
Ticket Price \$40 >	E	\$2.50 - \$5	0.00	0.00	0.00	per ticket printed	
Cancellation Fees	E	Same as booking fee per ticket	0.00	0.00	0.00		
Complimentary Tickets	E		0.45	0.05	0.50	per ticket	
Bulk Ticket Print	E		0.45	0.05	0.50	per ticket	
Returned Bulk Tickets	E		0.45	0.05	0.50	per returned ticket	
Port Macquarie Hastings Regional Gallery							
Regional Gallery Hire		Room Hire	E	0.00	0.00	0.00	by quotation