



GLASSHOUSE PORT MACQUARIE

# Schedule of Fees and Charges

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2022 – 2023



GLASSHOUSE PORT MACQUARIE



PORT MACQUARIE  
HASTINGS COUNCIL

A facility of Port  
Macquarie-Hastings  
Council

# GLASSHOUSE PORT MACQUARIE

Refer also to Conditions of Hire (available on website [www.glasshouse.org.au](http://www.glasshouse.org.au)) Refer to Appendix 10

NAME	Fee (ex GST)	GST	Fee (inc GST)	Unit
<b>Performance Spaces</b>				
Full Theatre Hire (hire per performance or event)	\$363.64	\$36.36	\$400.00	Per hour
<i>As per standard rates as costed or 10% of Gross Box Office taking (whichever is the greater). Includes A/C, cleaning, access to standard in-house lighting, 1 x Venue Supervisor and 1 x Theatre Technician. 4 hour minimum hire.</i>				
Theatre Hire Stalls Only	\$318.18	\$31.82	\$350.00	Per hour
<i>Includes A/C, cleaning, access to standard in-house lighting, 1 x Venue Supervisor and 1 x Theatre Technician. 4 hour minimum hire.</i>				
Theatre Hire Rehearsal Rate (per hour)	\$281.82	\$28.18	\$310.00	Per hour
<i>Includes 1 x Venue Supervisor and 1 x Technician. Excludes access to auditorium seating and theatre is under work lights only. 4 hour minimum hire.</i>				
Studio Hire – Performance/Seminar	\$81.82	\$8.18	\$90.00	Per hour
<i>Includes A/C, cleaning, access to standard in-house lighting and sound rig, 1 x Venue Supervisor. 4 hour minimum hire.</i>				
Studio Hire Bare Walls Hire combined with Theatre Hire – Flat rate of \$180, then \$30/hr thereafter	\$163.64	\$16.36	\$180.00	\$180 Flat Rate + \$30 Per Hour
<i>Includes electricity, A/C, cleaning and event support staff. Room set to client specifications. 4 hour minimum hire.</i>				
Studio Hire Bare Walls. Flat fee of \$200 per day. Available Monday to Thursday 9.00am – 5.00pm. Not available after hours.	\$181.82	\$18.18	\$200.00	\$200.00 Flat Rate Per Day
<i>Includes electricity, AC, cleaning, work lights. No event staff or equipment included (space subject to availability)</i>				
Studio Hire (Half Day) – Meeting Only During Business Hours, Monday to Friday 9am – 5.30pm	\$227.27	\$22.73	\$250.00	Half Day
<i>Includes electricity, A/C, cleaning, table, chairs. AV Operator pre rig, set OR operation at additional cost. Half Day (max 4 hours).</i>				
Studio Hire (Full Day) – Meeting Only During Business Hours, Monday to Friday 9am – 5.30pm	\$318.18	\$31.82	\$350.00	Full Day
<i>Includes electricity, A/C, cleaning, table, chairs. AV Operator pre rig, set OR operation at additional cost. Full Day (8 hours).</i>				
Glasshouse Podium Hire Package (Charge is Per Hour)	\$54.55	\$5.45	\$60.00	Per Hour
<i>Includes 1 x Venue Supervisor for the duration of the booking. Hire and set up of equipment (up to 20 chairs, music stands, power cables) and access to 240v power (space is subject to availability). Minimum 3 hour hire.</i>				
Glasshouse Podium Hire Only (Charge is Per Hire)	\$54.55	\$5.45	\$60.00	\$60.00 Flat Rate Per Hire
<i>No event staff, equipment or power included (space is subject to availability). Kiosk (self service) access to power available at extra charge.</i>				

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NAME	Fee (ex GST)	GST	Fee (inc GST)	Unit
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## Performance Spaces (cont)

Mezzanine Theatre Presentation Package	\$186.36	\$18.64	\$205.00	Per Hour
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*Only available in conjunction with hire of the mezzanine foyer. Includes data projector and screen and access to seating for a maximum 100 pax in the theatre dress circle. Please Note: additional staff charges may apply depending on scope of the event.*

*3 hour minimum hire*

## Conference Spaces

Meeting Room 1 OR 2 Hire (Half Day)	\$136.36	\$13.64	\$150.00	Half Day
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*Includes electricity, A/C, cleaning, tables, chairs.*

*Maximum 4 hours.*

Meeting Room 1 OR 2 Hire (Full Day)	\$181.82	\$18.18	\$200.00	Full Day
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*Includes electricity, A/C, cleaning, tables, chairs.*

*Maximum 8 hours.*

Meeting Room 1 OR 2 Hire – After Hours (0 – 70 people, after business hours access inclusive of 1 staff). After Hours = 5.30pm – 11pm weekdays or 9am – 11pm Saturdays. Staff surcharges apply on Sundays, Public Holidays and after 11pm	\$72.73	\$7.27	\$80.00	Per Hour
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*Includes electricity, A/C, cleaning, tables, chairs minimum.*

*3 hours / price per hour.*

Meeting Room 1 and 2 Combined Hire (Half Day)	\$227.27	\$22.73	\$250.00	Half Day
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*Includes electricity, A/C, cleaning, tables, chairs.*

*Maximum 4 hours.*

Meeting Room 1 and 2 Combined Hire (Full Day)	\$318.18	\$31.82	\$350.00	Full Day
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*Includes electricity, A/C, cleaning, tables, chairs.*

*Maximum 8 hours.*

Meeting Room 1 and 2 Combined Hire – After Hours (71 – 140 people, after business hours access inclusive of 1 staff). After Hours = 5.30pm – 11pm weekdays or 9am – 11pm Saturdays. Staff surcharges apply on Sundays, Public Holidays and after 11pm	\$90.91	\$9.09	\$100.00	Per Hour
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*Includes electricity, A/C, cleaning, tables, chairs.*

*Minimum 3 hours / price per hour.*

Art Lab Room Hire Half Day (Not available after hours)	\$113.64	\$11.36	\$125.00	Half Day
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*Includes electricity, A/C, cleaning, tables, chairs.*

*Maximum 4 hours.*

Art Lab Room Hire – Full Day (Not available after hours)	\$159.09	\$15.91	\$175.00	Full Day
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*Includes electricity, A/C, cleaning, tables, chairs.*

*Maximum 8 hours.*

Boardroom 1 Hire (Level 2) – Half Day	\$100.00	\$10.00	\$110.00	Half Day
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*16 people maximum. Includes electricity, A/C, cleaning, tables, chairs.*

*Max 4 hours.*

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NAME	Fee (ex GST)	GST	Fee (inc GST)	Unit
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## Conference Spaces (cont)

Boardroom 1 Hire (Level 2) – Full Day	\$145.45	\$14.55	\$160.00	Full Day
<i>16 people maximum. Includes electricity, A/C, cleaning, tables, chairs. 8 hours.</i>				
Boardroom 2 (Level 2) – Half Day	\$90.91	\$9.09	\$100.00	Half Day
<i>10 people maximum. Includes electricity, A/C, cleaning, tables, chairs. Max 4 hours.</i>				
Boardroom 2 (Level 2) – Full Day	\$136.36	\$13.64	\$150.00	Full Day
<i>10 people maximum. Includes electricity, A/C, cleaning, tables, chairs. 8 hours.</i>				
Boardroom 3 (Level 2) – Full Day	\$54.55	\$5.45	\$60.00	Full Day
<i>6 people maximum, Includes electricity, A/C, cleaning, tables, chairs, WI-FI. Maximum 8 hours.</i>				
Boardroom 3 (Level 2) – Weekly Hire	\$200.00	\$20.00	\$220.00	Per Week
<i>6 people maximum, Includes electricity, A/C, cleaning, tables, chairs, WI-FI. Monday to Friday, max 8 hours per day.</i>				
Regional Gallery Hire (Top Floor OR Ground Floor)	\$90.91	\$9.09	\$100.00	Per Hour
<i>Access to floor space subject to availability and exhibition restrictions - any set up required will be charged at applicable staff and equipment rates. 3 hour minimum hire.</i>				
Foyer Hire (for event)	\$90.91	\$9.09	\$100.00	Per Hour
<i>Access to floor space - any set up required will be charged at applicable staff and equipment rates. 3 hour minimum hire.</i>				
Foyer Hire (for set up by Hirer)	\$45.45	\$4.55	\$50.00	Per Hour
<i>Access to floor space by Hirer - any equipment set up required will be charged at applicable staff and equipment rates. 1 hour minimum hire.</i>				
AV Package (Mezzanine Foyer)	\$309.09	\$30.91	\$340.00	Per Day
<i>Includes hire of a data projector, lectern and microphone OR radio mic, laptop, staging, PA system, LED lights, tabs and screen. (Operator is extra and charged at the published hourly rate IF required).</i>				
Whole of Venue: Includes access to Theatre, Studio, Meeting Room 1 & 2, Small Function Room, Mezzanine Foyer, 3 x staff	By quotation			Per Day
<i>Subject to availability.</i>				
Additional dressing room activation (conference spaces activated)	\$181.82	\$18.18	\$200.00	Per Hire/ Event
<i>Only available when combined with theatre hire. Includes electricity, A/C, cleaning.</i>				

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NAME	Fee (ex GST)	GST	Fee (inc GST)	Unit
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## 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, all missed meal breaks will incur A/H charges until meal break is taken.

Rates are per hour.

Venue Supervisor / Technician / Duty Manager / Gallery Technician (Monday – Friday)	\$50.00	\$5.00	\$55.00	Per Hour
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Saturday)	\$54.55	\$5.45	\$60.00	Per Hour
Usher / Tour Guide / Merchandise Seller (Monday – Friday)	\$45.45	\$4.55	\$50.00	Per Hour
Usher / Tour Guide / Merchandise Seller (Saturday)	\$50.00	\$5.00	\$55.00	Per Hour
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Sunday)	\$61.82	\$6.18	\$68.00	Per Hour
Usher / Tour Guide / Merchandise Seller (Sunday)	\$57.27	\$5.73	\$63.00	Per Hour
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Public Holiday)	\$104.55	\$10.45	\$115.00	Per Hour
Usher / Tour Guide / Merchandise Seller (Public Holiday)	\$100.00	\$10.00	\$110.00	Per Hour
Event Administration (Marketing, Box Office, Event Service, Customer Service Mon-Fri)	\$54.55	\$5.45	\$60.00	Per Hour

## Miscellaneous Fees

Function Package	By quotation
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*Customised Package.*

Marketing Packages	By quotation
Photography Packages (access to non-public venues)	By quotation
Wedding Ceremony Packages	By quotation
Merchandising	10% of total sales. Fixed Percentage

*Commission on any goods sold within the premises.*

Technical Specifications Late Fee	\$45.45	\$4.55	\$50.00	Per Day
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## Event Cancellation fees

0-14 days prior to event start date	100% of total event charges	N
15-29 days prior to event start date	50% of total event charges	N
30-90 days prior to event start date	25% of total event charges	N
More than 90 days prior to event start date (in addition to any costs already incurred)	\$272.73 \$27.27 \$300.00	N

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## Business Sense Packages

Only available during business hours: 9.00 am to 5.30 pm, catering as per set menu, minimum numbers apply, contact Glasshouse for further information.

### Half Day

*Includes Meeting Room 1 & 2 combined, technical assistance on arrival, morning OR afternoon tea, Glasshouse working lunch, free wi-fi, whiteboard, data projector, lectern & microphone, water & mints, room set to clients requirements.*

Business Sense Package (minimum 20 delegates)	\$43.64	\$4.36	\$48.00	Per Person
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### Full Day

*Includes Meeting Room 1 & 2 combined, technical assistance on arrival, morning tea, afternoon tea, Glasshouse working lunch, free wi-fi, whiteboard, data projector, lectern & microphone, water & mints, room set to clients requirements.*

Business Sense Package (minimum 20 delegates)	\$47.27	\$4.73	\$52.00	Per Person
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## Live Stream Packages

Specialised Web Streaming & Recording Technology for Online/Live Video Conferencing.

Package A. Up to 100 attendees.	\$227.27	\$22.73	\$250.00	Per Day
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*Includes equipment, set up/down, testing, data allowance and livestream platform. Technician to operate is an additional charge at published hourly rate.*

Package B. Available for 100+ attendees.				By quotation
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## Venue Set Up Items

Theatre PA	\$109.09	\$10.91	\$120.00	Per Hire
Dance Floor (Tarkett) Theatre	\$181.82	\$18.18	\$200.00	Per Hire
Dance Floor (Tarkett) Studio	\$70.00	\$7.00	\$77.00	Per Hire
Theatre Forestage / Pit	\$350.00	\$35.00	\$385.00	Per Hire
Radio Microphone – Hand held OR lapel	\$50.00	\$5.00	\$55.00	Per Day
Radio Microphone – Headset (Radio Mic + DPA Microphone)	\$90.91	\$9.09	\$100.00	Per Day
Data Projector – Meeting Rooms & Studio	\$136.36	\$13.64	\$150.00	Per Day
Data Projector + Screen – Theatre	\$281.82	\$28.18	\$310.00	Per Day
Small PA	\$72.73	\$7.27	\$80.00	Per Day

*Corded Microphone & Speaker*

Medium PA	\$118.18	\$11.82	\$130.00	Per Day
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*Includes corded microphone (and lectern where required), CD player, mixing desk, left & right speakers and small stage.*

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NAME	Fee (ex GST)	GST	Fee (inc GST)	Unit
<b>Venue Set Up Items (cont)</b>				
Large PA	\$181.82	\$18.18	\$200.00	Per Day
<i>Includes 1 x radio microphone, 1 x corded microphone (and lectern where required), 2 CD players, mixing desk, left &amp; right speakers, 2 foldback sends. Requires operator at relevant hourly staff charges.</i>				
Colour Filters for Lighting	\$20.00	\$2.00	\$22.00	Per Half Sheet
<i>Non standard lighting rig</i>				
Lectern with Microphone (Wired)	\$50.00	\$5.00	\$55.00	Per Day
Screen (8ft x 12ft)	\$90.91	\$9.09	\$100.00	Per Day
Other Miscellaneous Technical or Event Items	By negotiation			
<i>Subject to equipment &amp; availability.</i>				
Arcus Picture Hanging System	\$181.82	\$18.18	\$200.00	Per Hire
Preview Monitor	\$18.18	\$1.82	\$20.00	Per Day
White Board	No charge			
Laser Pointer	\$10.00	\$1.00	\$11.00	Per Hire
Presentation Mouse	\$15.00	\$1.50	\$16.50	Per Hire
Orchestral Chairs	No charge			
<i>40 available.</i>				
Music Stands	No charge			
<i>50 available (short &amp; tall).</i>				
Grand Piano – Yamaha C7	\$254.55	\$25.45	\$280.00	Per Hire
<i>Does not include Tuning.</i>				
Digital Piano – Clarinova Baby Grand	\$136.36	\$13.64	\$150.00	Per Hire
Piano Tuning	\$209.09	\$20.91	\$230.00	Per Request
Rostrum / Risers	\$18.18	\$1.82	\$20.00	Per Unit Per Hire
<i>10 units available for hire.</i>				
Mirror Ball	\$50.00	\$5.00	\$55.00	Per Hire
Smoke / Haze Machine	\$68.18	\$6.82	\$75.00	Per Hire

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NAME	Fee (ex GST)	GST	Fee (inc GST)	Unit
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### Venue Set Up Items (cont)

Round Table Cloths	\$6.36	\$0.64	\$7.00	Each
Rectangle Table Cloths	\$5.91	\$0.59	\$6.50	Each
Laptop	\$90.91	\$9.09	\$100.00	Per Unit Per Day

*2 units available for hire (running Windows 7)*

Apple MAC	\$90.91	\$9.09	\$100.00	Per Unit Per Day
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*2 units available for hire*

Modem	\$45.45	\$4.55	\$50.00	Per Modem Per Day
Light It Up Package	\$88.18	\$8.82	\$97.00	
240v Power (Podium)	\$39.09	\$3.91	\$43.00	Per Day

*Kiosk (self service) power only available for events located on the Glasshouse Podium.*

3-Phase Power (Loading Dock)	\$78.18	\$7.82	\$86.00	Per Day
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*Requires Technician to provide access. All leads must be tested and tagged.*

### Video Recording Packages

Event/Show Recording for Full Show Quality	\$318.18	\$31.82	\$350.00	Per Event/ Show
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*2 x cameras, audio feed, no editing. This service requires an operator for the show call which will be an additional charge at the published hourly rate.*

*Staff charges would be per day for the duration of the event if recording required on multiple days.*

### Transaction Fees

Glasshouse Membership Program Fee – Adult	\$47.27	\$4.73	\$52.00	Each
Glasshouse Membership Program Fee – Adult Double	\$74.55	\$7.45	\$82.00	Per Couple
Glasshouse Membership Program Fee – Concession/Under 21/ Student	\$42.73	\$4.27	\$47.00	Each

*Proof of age/concession required.*

Internet Transaction Fee	\$3.18	\$0.32	\$3.50	Per Transaction
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*Inclusive of postage fee when tickets are purchased more than 14 days prior to the event.*

Counter Transaction Fee	\$2.73	\$0.27	\$3.00	Per Transaction
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NAME	Fee (ex GST)	GST	Fee (inc GST)	Unit
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## Transaction Fees (cont)

Telephone Transaction Fee	\$5.00	\$0.50	\$5.50	Per Transaction
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*Inclusive of postage fees when tickets are purchased more than 14 days prior to the event.*

Member Transaction Fee	No Charge - Available to current Glasshouse members (excludes online fees)			Per Transaction
Ticket Re-issue Fee (non-members)	\$1.82	\$0.18	\$2.00	Per Ticket
Ticket Re-issue Fee (members)	No Charge			Per Ticket
Exchange Fee (non-members)	\$1.82	\$0.18	\$2.00	Per Ticket
Exchange Fee (members)	No Charge			Per Ticket
Administration Fee	\$4.55	\$0.45	\$5.00	Per Transaction
Membership Processing Fee	No Charge			Per Transaction

*Applicable for counter and telephone membership sales.*

*Online membership sales incur standard internet transaction fees.*

Donations Processing Fee	No Charge			Per Transaction
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## Booking Fees

Ticket Price \$0.01 – \$25.00	\$2.27	\$0.23	\$2.50	Per Ticket Printed
Ticket Price \$25.01 – \$50.00	\$3.18	\$0.32	\$3.50	Per Ticket Printed
Ticket Price \$50.01 – \$75.00	\$4.09	\$0.41	\$4.50	Per Ticket Printed
Ticket Price \$75.01 – \$100.00	\$5.00	\$0.50	\$5.50	Per Ticket Printed
Ticket Price \$100.01 +	Price on application - From \$6.00			POA
Cancellation Fee Ticket Price \$0.01 – \$25.00	\$2.27	\$0.23	\$2.50	Per Ticket
Cancellation Fee Ticket Price \$25.01 – \$50.00	\$3.18	\$0.32	\$3.50	Per Ticket
Cancellation Fee Ticket Price \$50.01 – \$75.00	\$4.09	\$0.41	\$4.50	Per Ticket
Cancellation Fee Ticket Price \$75.01 – \$100.00	\$5.00	\$0.50	\$5.50	Per Ticket
Cancellation Fee Ticket Price \$100.01 +	Price on application - From \$6.00			POA
Complimentary Tickets	\$1.82	\$0.18	\$2.00	Per Ticket
Bulk Ticket Print	\$1.36	\$0.14	\$1.50	Per Ticket

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NAME	Fee (ex GST)	GST	Fee (inc GST)	Unit
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## Booking Fees (cont)

Returned Bulk Tickets	\$0.45	\$0.05	\$0.50	Per Returned Ticket
External Ticketing Event Set-up Fee	\$54.55	\$5.45	\$60.00	Per Booking

*This will be redeemable to the promoter after the sale of 25 tickets.*

Ticketing Event Amendment Fee	\$54.55	\$5.45	\$60.00	Per Hour
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*Relates to changes in event ticketing requirements post on sale date.*

Transport Tickets	\$9.09	\$0.91	\$10.00	Per Booking
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*Maximum of 6 tickets*

Miscellaneous Ticket / Merchandise Packages	Price on Application			Per Ticket
Event and Conference Registration	Price on Application			Per Delegate

## Visitor Information Centre

### Miscellaneous

Glasshouse Brochure Display Program	\$227.27	\$22.73	\$250.00	Each
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### Accommodation

Booking Commission	10% of booking			Per Booking
Cancellation – Within 7 days prior to arrival	Non refundable			Per Booking

### Tour Bookings

Booking Commission	10% of booking			Each
Cancellation – Within 7 days prior to departure – unless tour is cancelled by the operator	Non refundable			Per Booking

## Appendices

### Appendix 10 – Glasshouse

- After Hours = 5.30pm - 11pm weekdays or 9am - 11pm Saturdays.
- Staff surcharges apply on Sundays, Public Holidays and after 11pm.
- Full Theatre = Stalls seating + Balcony seating.
- Studio Bare Walls = This mode only available when combined with Theatre Hire. No seating, fluoro LX, no audio, no staff. Includes access, cleaning & electricity.
- Whole of Venue = Price on Application. Includes access to the Theatre, Studio, Meeting Rooms 1 & 2, Small Function Room, Mezzanine Foyer and minimum 3 staff, does not include Art Lab or Regional Gallery spaces. Staff charges to set-up and pack down at additional charge and based on event requirements in consultation with Glasshouse staff. Does not include Sunday, Public Holidays, after 11pm or Audio Visual services & equipment.

### Glasshouse Discounted Rates

- 50% discount is available to incorporated not-for-profit groups, incorporated community groups, registered charities and schools. Eligibility is limited to organisations that are based in the Port Macquarie-Hastings local government area and that are not already receiving support via Port Macquarie - Hastings Council's Community Grants or similar funding programs. Proof of Incorporation, ABN and registrations must be provided. Please note the 50% discount only applies to venue hire between Monday and Thursday inclusive (i.e. not including Friday, Saturday or Sunday) unless otherwise noted below.
- In addition, not-for-profit groups and community groups must have a form of organisational permanence, be non-government; and not be operating for the profit or gain of its individual members. The Venue Manager, Glasshouse will have responsibility for determining the eligibility status of groups.
- Discounted rates only to apply to the following fees and charges categories (with all other fees and charges to be charged as per commercial rates such as Staff Rates):-
  - Theatre Hire
  - Studio Hire – discount available 7 days per week, subject to availability
  - Meeting Room Hire
  - Art Lab Hire
  - Small Function Room Hire
  - Podium – discount available 7 days per week, subject to availability
  - Other Venue Hire
  - Venue Set Up and audio visual Items (equipment only)
- 30% discount is available for Studio Hire only to local performing arts organisations and local performance artists. Eligibility is limited to organisations and artists that are based in the Port Macquarie - Hastings local government area and that are not already receiving support via Port Macquarie - Hastings Council's Community Grants or similar funding programs. "Local" is defined as organisation having a principal place of business and artists having a principal place of residence (not being a PO Box) that is located in the Port Macquarie - Hastings local government area, and that the organisation/artist has operated/ resided within the Port Macquarie - Hastings local government area for a minimum period of three (3) months. The onus is on the performing arts organisation and performance artist to provide the necessary supporting evidence.
- Please contact the Glasshouse Event Services Team for a comprehensive quote tailor made to suit your function requirements.