

Schedule of Fees and Charges 2018 – 2019

Appendices *(continued)*

Appendix 11 – 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

- 40% 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 40% discount only applies to venue hire between Monday and Thursday inclusive (i.e. not including Friday, Saturday or Sunday).
- *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.*
- Port Macquarie & District Eisteddfod to be negotiated annually at a special rate.
- *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
 - Ross Family 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)

- Please contact the Glasshouse Event Services Team for a comprehensive quote tailor made to suit your function requirements.