

EMPIRE THEATRES PTY LTD – SCHEDULE of HIRE FEES & CHARGES

Effective from: July 1, 2011

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Empire Theatres Pty Ltd Board, management and staff are committed to offering the highest of professional standards of service and advice to all clients and customers. Our common objective is to achieve excellence of production and presentation standards for every performance or event, consistent with budgets and objectives established by consultation with the client.

CONDITIONS OF HIRE:

1. 10% GST is included in all charges.
2. All rental charges are on account of 10% of Gross Box Office (GBO) takings, whichever is the greater.
3. All events booked in all Empire Theatres venues will be ticketed only by Empire Theatres.
4. All merchandising will attract a 10% commission on gross sales.
5. A Venue Supervisor will attend all hirings of all venues, as determined by discussion with the Technical Manager. The cost of the Venue Supervisor is included in the Empire Theatre rental but is at additional cost for other spaces.
6. All hirings of the Empire Theatres will be attended by a Front of House (FOH) Supervisor when public are in the house, whether for a performance or any other reason. Clients will be charged for hours on duty plus hours required for preparation, resetting and/or rostering of FOH Staff.
7. Tickets sold may be exchanged for the same show or season (at the sole discretion of Empire Theatres) but will on no account be refunded unless with written approval from the Presenter.
8. All food and beverage catering will be provided exclusively by, or by arrangement with, Empire Theatres. On no account will liquor sales be permitted except through the Licensee of Empire Theatres.

BASE RENTAL- EMPIRE THEATRE, CHURCH THEATRE, STUDIO:

- These charges are basic for the purpose of calculating budgets – most events in the Empire will attract the 10% of GBO, per Item 2 above.
- These charges include general marketing (no production), Venue Supervisor (Empire only), basic lighting and audio standard rigs. Labour charges to modify and reset these rigs are NOT included.
- The Community Rate is available ONLY to Toowoomba Regional based groups. The 10% of GBO per Item 2 above, will apply.
- The minimum rental charge is the half-day rate.

EMPIRE	COMMERCIAL RATE	COMMUNITY RATE
Full Day (8am to 12midnight)	2,600	1,600
Half Day (6 continuous hours)	1,900	1,200
Excess Hours (per hour)	300	200

CHURCH THEATRE	COMMERCIAL RATE	COMMUNITY RATE
Full Day (8am to 12midnight)	700	600
Half Day (6 continuous hours)	500	400
Excess Hours (per hour)	100	75

STUDIO	COMMERCIAL RATE	COMMUNITY RATE
Full Day (8am to 12midnight)	600	500
Half Day (6 continuous hours)	400	300
Excess Hours (per hour)	75	50

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LABOUR CHARGES (All Venues):

Commercial Rates

FOH Supervisor & Technical Staff per hour	\$46.00 per person
FOH Supervisor & Technical Staff per hour between midnight and 8am, or after 10 continuous hrs	\$55.00 per person
Missed meal break allowance	\$50.00 per person

Community Rates

FOH Supervisor & Technical Staff per hour	\$37.00 per person
FOH Supervisor & Technical Staff per hour between midnight and 8am, or after 10 continuous hrs	\$46.00 per person
Missed meal break allowance	\$50.00 per person

Cleaning per hour	\$ 42.00
FOH Staff (per performance) under 500 patrons	\$250.00
under 900 patrons	\$350.00
over 900 patrons	\$450.00 or season - \$400.00 (maximum)

OTHER PRODUCTION CHARGES:

Electricity & Air conditioning (as applicable)	maximum of \$550 per rehearsal or performance
Consumables	maximum of \$160 per rehearsal or performance
Piano hire / tuned Concert Grand	\$320
Specialised A/V and theatre equipment	POA

NOTE: All breakages and specialised equipment hired on account of clients will be charged to the client's account.

BOX OFFICE:

Event creation	\$65.00
Booking Fees Complimentary	\$0.60 per ticket
\$19.99 and under	\$2.00 per ticket
\$20.00 and under \$60.00	\$3.00 per ticket
\$60.00 and over	\$4.00 per ticket
Credit Card & Administration Fee	3%

MARKETING:

Marketing Staff Labour Costs (Commercial Rate)	\$46.00 per hour
(Community Rate)	\$37.00 per hour

FURTHER CONDITIONS OF HIRE:

1. Evidence of \$10,000,000 Public Liability Insurance coverage is required of all hirers OR coverage can be arranged on a per performance basis through the Empire Theatre. (Refer to the standard hire contract.)
2. To secure ALL bookings, Empire Theatres require:
 - Signed and witnessed Contract of Hire.
 - Security Deposit (non-refundable unless venue is re-hired) equal to the first day rental at the applicable rate.
 - Completed Booking Office ticketing information form.
 - A physical Production Meeting or tele-conference with the Technical Manager plus provision of all technical specifications in writing, to the satisfaction of the Technical Manager.
3. Empire Theatres Pty Ltd and the Toowoomba Regional Council assert all proprietary and copyrights over all trading names, images or logos of Empire Theatres. Any infringements of these rights will be regarded as a breach of the Copyright Act and liable to prosecution.
4. Rental charges and other fees have been formally adopted by the Board of Directors of Empire Theatres Pty Ltd, as operator of the Empire Theatres on behalf of the Toowoomba Regional Council. Any appeal for variation to this Schedule must be directed in writing to the General Manager, for consideration.
5. All Fees and Charges are subject to review and may be amended without notice.

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CLIENTS, PLEASE NOTE

We welcome constructive feedback, preferably in writing, directed to:

The General Manager, Empire Theatres Pty Ltd.

EMAIL: admin@empiretheatre.com.au

FAX: 07 4698 9998 PHONE: 07 4698 9900

Empire Theatres Pty Ltd (ABN 83 086 482 288) is proudly owned by Toowoomba Regional Council on behalf of the citizens of the Toowoomba Region, and operated by an appointed Board of Directors.