

<b>THEATRE ONE</b>	<b>HIRE RATE</b>
Theatre Full Day Hire	\$500.00
Bare Stage Hire – per hour	\$60.00
Standard Lighting – per day	\$150.00
Standard Audio – per day	\$110.00
Service Charge – per hour	\$35.00
Cleaning Fee	\$150.00

<b>THEATRE TWO</b>	<b>HIRE RATE</b>
Theatre Full Day Hire	\$220.00
Bare Stage Hire – per hour	\$45.00
Standard Lighting – per day	\$100.00
Standard Audio – per day	\$100.00
Service Charge – per hour	\$35.00
Cleaning Fee	\$150.00

<b>STUDIO/ROOM– per hour</b>	<b>HIRE RATE</b>
Studio One	9:00am-3:00pm \$20.00
Studio One	3:00pm-Midnight \$30.00
Studio Two	9:00am-3:00pm \$20.00
Studio Two	3:00pm-Midnight \$30.00
Studio Three	9:00am-3:00pm \$20.00
Studio Three	3:00pm-Midnight \$30.00
Training Room	9:00am-3:00pm \$15.00
Training Room	3:00pm-Midnight \$25.00
Music Room	9:00am-3:00pm \$15.00
Music Room	3:00pm-Midnight \$25.00
	<b>** Weekend rates for all studios are at the hirer rate</b>

<b>STAFF – per hour</b>	<b>** min 3 hour call as per industry award</b>	<b>HIRE RATE</b>
Front of House Staff		\$35.00
Technician		\$45.00
Front of House Staff	<i>Sundays and Public Holidays</i>	\$50.00
Technician	<i>Sundays and Public Holidays</i>	\$55.00
Security	<b>** As per invoice from external company</b>	

<b>VENUE BOND</b>	<b>HIRE RATE</b>
Bond	\$300.00

KOORLINY ARTS CENTRE  
10 HUTCHINS WAY, KWINANA TOWN CENTRE  
(ENTRANCE OFF SULPHUR ROAD)  
E: [ADMIN1@KOORLINY.COM.AU](mailto:ADMIN1@KOORLINY.COM.AU) W: [WWW.KOORLINY.COM.AU](http://WWW.KOORLINY.COM.AU)

*The Koorliny Arts Centre is proudly supported by the City of Kwinana*

# CONDITIONS OF HIRE

## **BOND**

- A \$300.00 bond is payable for all Theatre and Amphitheatre hires at the time of receiving confirmation of your booking. The bond will be refunded in full at the end of the hire period providing there is no damage.

## **PERFORMANCES**

- All hirers will be required to book at least one technician per performance for a minimum of 3 hours. The number of technicians will be determined by the General Manager.
- Hirers will be required to have one box office person for a minimum of 3 hours.
- All ticketing and sales must be handled through the Koorliny Arts Centre ticketing agreement.
- Two Koorliny Arts Centre Ushers must be contracted for every performance.
- Other staffing may be required at the discretion of the General Manager.

## **DRESSING ROOMS**

- Hire of Theatre One and the Amphitheatre include the use of the Dressing Room 1. Any additional rooms will be charged at the regular room hire charge.
- A surcharge of \$50 a day will apply for dressing rooms that are occupied outside of show days.

## **THEATRE TWO**

- Any staging required in Theatre Two is done so at the Hirer's expense. Staging must be approved by the General Manager.

## **PIANO HIRE**

- An upright piano is available for hire but must not be moved or used without the permission of the General Manager. Tuning of the piano is at the Hirers expense.

## **SUNDAYS and PUBLIC HOLIDAYS**

- Any Theatre or Room hire on a Sunday or Public Holiday will incur double time.

## **HIRE TIMES and CANCELLATIONS**

- Rooms are available from the START and END times given at the time of your booking. Rooms not vacated by the end booking time will be invoiced accordingly in 15 minute increments, with a 20% surcharge to cover additional staff wages. If another group has booked a room immediately following your booking, you will be required to vacate the room.
- Theatre One or Amphitheatre hires require 7 days cancellation notice prior to your event.
  - Less than 7 days notice will be required to pay for the full room hire charge.
- Theatre Two/Studio/Room hires require 48 hours cancellation notice prior to your event.
  - Less than 48 hours notice will be required to pay for the full room hire charge.
- Rooms are to be left clean and tidy. Any additional cleaning required by a Koorliny Arts Centre staff member will incur a charge of \$35.00 per hour.
- All room hire, or additional expenses in relation to your booking, must be paid for either in advance or at the time of hire.
- Future bookings will be cancelled until all outstanding amounts have been settled in full.