

Forge Theatre and Arts Hub

Community Not for Profit and Schools Hire Fees and Charges* 2019/20 Financial Year

All dollar amounts are GST inclusive
*Fees are subject to change

Forge Theatre Auditorium

Seating capacity total is 362 with flexible seating arrangement for mobility impaired access which may slightly reduce this number. Please see layout diagram and technical specifications documents for additional information.

Forge Theatre Auditorium Hire

Ticketed Performance	\$1,230.00
Includes: Up to 8 hours access to Auditorium & McKean Room, use of standard equipment, a Duty Technician & FOH Team Leader for up to 5 hours each, Box Office for up to 2.5 hours, 1 usher for up to 4 hours, hire of a radio microphone with the first battery, standard cleaning.	
Stage Occupancy Charge - per day	\$69.00
All days when stage is occupied by Set and/or Props without other activities such as rehearsal or performance taking place.	
Additional Ticketed Performance held on the same day	\$410.00
Per Performance. (Staffing Additional)	
Additional Ticketed Performance Hours	\$90.00
Per Hour. (Duty Tech included)	
Non-ticketed Event	\$1,025.00
Includes: Up to 8 hours access to Auditorium, use of standard equipment, a Duty Technician and FOH Team Leader for up to 5 hours each OR a Duty Officer for up to 10 hours #, hire of a radio microphone with the first battery, standard cleaning.	
Rehearsal / Bump In/Out Hours (minimum 3 hours)	\$54.00
Per Hour. (Duty Tech included)	

Minimum Staffing Requirements

Ticketed Performance / Event

1 x Duty Technician
1 x FOH Team Leader
1 x Box Office Officer
1 x Usher**

The hirer **MUST supply at least 2 volunteer ushers for each performance. If volunteer ushers cannot be supplied the cost for additional usher staff will be passed on to the hirer.

Non-Ticketed Performance / Event

1 x Duty Technician and / or #
1 x FOH Team Leader

Hirers can provide their own qualified technical staff^^ or these can be provided for you at additional cost.

#To be negotiated with Forge Theatre management.

^^Management reserves the right to ensure Forge equipment is only operated by competent technicians.

*****A minimum ½ hour break **MUST** be provided to all Forge Theatre staff after 5 hours worked*****

Additional Staffing Charges

Technical staff per hour (min 3hour call)	\$39.00
Front of House staff per hour (min 3hour call)	\$39.00
Staff penalty rates - per hour	\$78.00
Penalty rates apply for all hours worked between midnight and 7am, for all hours worked over 10 hours in one shift or if a 10-hour break is not provided between shifts.	

Ticketing

Ticketing for performances / events held at The Forge Theatre and Arts Hub can only be sold through the venue. Each event has its own homepage which can incorporate your artwork and text about the performance / event. Tickets are sold through the East Gippsland Shire's Customer Service and Visitor Information Centres as well as over the phone at the Forge Theatre Box Office and in person 1 hour prior to the performance / event start time.

Ticketing Charges

Ticketing Set Up Charge.....	\$28.00
Credit Card Fees.....	up to 3%