

Forge Theatre and Arts Hub

Local Businesses

Includes local performing arts businesses such as Dance and Music 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	\$1700.00
Ticketed Performance Season - 3 or more Performances held on separate days (per performance).....	\$1610.00
Above rates include up to 8 hours Auditorium & McKean Room access, use of standard equipment, a Duty Technician & FOH Team Leader for up to 5 hours each, a Box Office Officer for up to 2.5 hours, 1 usher for up to 4 hours, hire of a radio microphone with the first battery and standard cleaning.	
Additional Ticketed Performance held on the same day	\$425.00
Per Performance. (Staffing Additional)	
Additional Ticketed Performance Hours.....	\$106.00
Per Hour. (Duty Tech included)	
Non-ticketed Event.....	\$1580.00
Includes up to 8 hours Auditorium access, use of standard equipment, a Duty Technician & 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 and standard cleaning.	
Rehearsal / Bump In/Out Hours (minimum 3hrs if on separate day to Performance).....	\$74.00
Per Hour. (Duty Tech included)	

Minimum Staffing Requirements

Ticketed Performance

1 x Duty Technician
1 x FOH Team Leader
1 x Box Office Officer
2** x Ushers
**To ensure patron safety additional ushers may be rostered for events with ticket sales of 200 or more.

Non-Ticketed 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).....	\$51.00
Front of House staff per hour (min 3hour call).....	\$49.00
Technical staff Penalty rates - per hour	\$102.00
Penalty rates apply for all hours worked between midnight and 7am, for all hours worked over 10 hours in one shift or if a 10hour 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

% of Gross Ticketing Revenue.....	3%
Credit Card Fees.....	up to 3%