

Forge Theatre and Arts Hub

McKean Room Hire Fees and Charges* 2019/20 Financial Year

All dollar amounts are GST inclusive

*Fees are subject to change

The McKean Room

The McKean Room is a small multi-purpose carpeted room with black curtained windows and dimmable lighting which can accommodate up to 40 people depending on your set up requirements. The room is equipped with tables and chairs to suit various arrangements such as Theatre Style, Boardroom Style and Classroom Style. The McKean room is suitable for meetings, presentations, workshops, training sessions and small conferences as drama and music classes.

Commercial Hirers

| | |
|--|------------------|
| Day Rate (up to 8 hours hire) - NO A/V | \$154.00 |
| Day Rate (up to 8 hours hire) - A/V included (see below)..... | \$306.00 |
| Hourly Rate (minimum 3hour hire) - NO A/V | \$24.30 per hour |
| Hourly Rate (minimum 3hour hire) - A/V included (see below)..... | \$51.00 per hour |
| Duty Officer per hour (min 3hour call) | \$51.00 |
| Penalty rates - per hour | \$102.00 |

Local Businesses (including Dance, Drama & Music Schools) Hirers

| | |
|--|------------------|
| Day Rate (up to 8 hours hire) - NO A/V | \$133.00 |
| Day Rate (up to 8 hours hire) - A/V included (see below)..... | \$267.00 |
| Hourly Rate (minimum 3hour hire) - NO A/V | \$19.00 per hour |
| Hourly Rate (minimum 3hour hire) - A/V included (see below)..... | \$39.00 per hour |
| Duty Officer per hour (min 3hour call) | \$51.00 |
| Penalty rates - per hour | \$102.00 |

Community Not-for-Profit & Schools Hirers

| | |
|--|------------------|
| Day Rate (up to 8 hours hire) - NO A/V | \$100.00 |
| Day Rate (up to 8 hours hire) - A/V included (see below)..... | \$200.00 |
| Hourly Rate (minimum 3hour hire) - NO A/V | \$16.00 per hour |
| Hourly Rate (minimum 3hour hire) - A/V included (see below)..... | \$30.00 per hour |
| Duty Officer per hour (min 3hour call) | \$39.00 |
| Penalty rates - per hour | \$78.00 |

Notes on Staffing

- Staffing will be required for all Evening, Weekend & after Normal Business Hours Bookings
- 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.

Equipment

Included in A/V inclusive rates..... Data Projector & Screen

Additional Equipment for Hire

| Item | Commercial | Local Business | NFP |
|-----------------|------------|----------------|-----------|
| DVD Player..... | \$21.30 | \$10.60 | no charge |
| Whiteboard..... | \$42.00 | \$16.00 | no charge |

Refreshments

| Item | All Hirers |
|--|-------------------|
| Supply of Urn & water (hirer to supply consumables, cups, spoons etc.) - per day..... | \$10.65 |
| Tea/Coffee (self-serve) - PER SERVICE (minimum 10 people) - per person..... | \$2.15 |
| Tea/Coffee (self-serve) - ALL DAY (3 x services) (minimum 10 people) - per person..... | \$5.30 |
| Catering can be arranged for you or you are welcome to organise your own..... | Please contact us |