

Forge Theatre and Arts Hub

Commercial Hire Fees and Charges* 2023/24 Financial Year

All dollar amounts are GST inclusive

*Fees are subject to change and increase on 1st July of each year

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

Minimum of 3 hours if not on performance day

Ticketed Performance/Event \$2,030.00 + 5% net Box Office
Includes up to 8 hours access, OR no hire fee but 10% of
use of standard equipment, a Duty Technician Net Box Office (whichever greater)
& FOH Team Leader for up to 5 hours each,
Box Office for up to 2 hours, 2 ushers for up to
7 hours total and standard cleaning.

Ticketed Performance/Event, Bump in/out, Rehearsal Additional Performance hours
(outside of included hours)..... \$180.00 per hour
1 x Duty Tech Included - Minimum of 3 hours if not on performance day

Non-ticketed Performance/Event \$1,850.00
Includes up to 8 hours access,
use of standard equipment, a Duty Officer
for up to 10 hours, and standard cleaning.

Non-Ticketed Performance/Event Additional Event Hours (outside of included hours)..... \$180.00 per hour
Duty Officer Included - Minimum of 3 hours if not on performance day

Minimum Staffing Requirements

Ticketed Performance / Event

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 Performance/Event

1 x Duty Officer[#]

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 person - per hour - minimum 3 hour call \$61.00

Front of House staff - per person - per hour - minimum 3 hour call \$56.00

Penalty rates of Double Time 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 from the Box Office from not more than 1 hour prior to the performance/event start time.

Ticketing Charges

% of Gross Ticketing Revenue 3.5%

Credit Card Fees As per www.trybooking box office statement