

Forge Theatre and Arts Hub

McKean Room 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

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 well as drama and music classes.

Commercial Hirers

Day Rate (up to 8 hours hire) - NO A/V	\$190.00
Day Rate (up to 8 hours hire) - A/V included (see below).....	\$370.00
Hourly Rate (minimum 3hour hire) - NO A/V	\$42.00 per hour
Hourly Rate (minimum 3hour hire) - A/V included (see below).....	\$70.00 per hour
Duty Officer per hour (min 3hour call)	\$61.00
Penalty rates - per hour	\$122.00

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

Day Rate (up to 8 hours hire) - NO A/V	\$145.00
Day Rate (up to 8 hours hire) - A/V included (see below).....	\$300.00
Hourly Rate (minimum 3hour hire) - NO A/V	\$30.00 per hour
Hourly Rate (minimum 3hour hire) - A/V included (see below).....	\$45.00 per hour
Duty Officer per hour (min 3hour call)	\$61.00
Penalty rates - per hour	\$122.00

Community Not-for-Profit & Schools Hirers

Day Rate (up to 8 hours hire) - NO A/V	\$125.00
Day Rate (up to 8 hours hire) - A/V included (see below).....	\$240.00
Hourly Rate (minimum 3hour hire) - NO A/V	\$25.00 per hour
Hourly Rate (minimum 3hour hire) - A/V included (see below).....	\$40.00 per hour
Duty Officer per hour (min 3hour call)	\$61.00
Penalty rates - per hour	\$122.00

Notes on Staffing

- Staffing will be required for all Evening, Weekend & outside of Business Hours Bookings (i.e. prior to 9:00 am and after 5:00 pm)
- 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.....	\$25.00	\$18.00	no charge
Whiteboard.....	\$50.00	\$25.00	no charge

Refreshments

Item
Supply of Urn & water (hirer to supply consumables, cups, spoons etc.), per day ... Commercial \$18/NFP & Local \$14.00
Tea/Coffee (self-serve) - ALL DAY (3 x services) (minimum 10 people), per person Commercial \$12 /NFP & Local \$10.00
Tea/Coffee (self-serve) - PER SERVICE (minimum 10 people), per personCommercial \$5.00 /NFP & Local \$3.50
Catering can be arranged at the hirer's cost or you are welcome to bring in your own (Note: There are no food heating, chilling or storage facilities on site) Please contact the Forge Theatre management about your catering requirements.