

# VENUE HIRE GUIDEBOOK 2023



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# HOW TO BOOK?

Head to the ARA Darling Quarter Theatre website or alternatively click on this link:

[www.aradarlingquartertheatre.com.au/venue-hire](http://www.aradarlingquartertheatre.com.au/venue-hire)

Your venue hire booking will progress into stages of confirmation from pencilled to confirmed. Once a venue request has been submitted we will email you to confirm the availability of your preferred date(s).

## **PENCILLED**

You will receive an email notification, confirming that your date is available to hold. This is a temporary hold and will expire within 2 weeks and released for open enquiries if we have not received a response within that timeframe.

## **HARD PENCIL**

Your date is hard pencilled when you have agreed to the quote and committed to making payment as soon as possible.

## **CONFIRMED**

Your venue hire booking is confirmed when the 30% deposit has been paid and the Venue Hire Agreement contract has been signed. Once confirmed we will send through a ticketing build form for you to complete, and any marketing, advertising and communications to your networks about the show may commence.

# WHAT ARE OUR HIRE RATES?

## OUR CURRENT RATES

### Arts and community hires

Inclusive of GST	Mon–Thu	Fri–Sat	Sun/Public Holidays
Half day rate	\$1,850	\$2,000	\$2,250
Full day rate	\$2,900	\$3,350	\$3,850
Weekly rate			\$12,500
Rehearsals per ½ day			\$650
Rehearsals per day			\$975
Rehearsals per week			\$2,700
Filming/photoshoot per ½ day			\$1,700
Extra hours (for existing bookings) per hour			\$290
Extra hours (for existing rehearsal bookings) per hour			\$100

### Commercial hires

Inclusive of GST	Mon–Thu	Fri–Sat	Sun/Public Holidays
Half day rate	\$3,000	\$3,300	\$3,600
Full day rate	\$4,600	\$4,950	\$5,250
Weekly rate			\$19,950
Rehearsals per ½ day			\$700
Rehearsals per week			\$3,000
Filming/photoshoot per ½ day			\$2,750
Extra hours (for existing bookings) per hour			\$375
Extra hours (for existing rehearsal bookings) per hour			\$150

## HOW THE RATES WORK

### Half and full day rates

Half-day rates are based on a total access of a maximum of 5 hours. Full day rates include a maximum of 10 hours. Access to the theatre can start from 7am and must conclude by midnight.

### Weekly rate

Our week rate includes up to 46 hours access to the theatre from Monday to Saturday. This can include bump-in, technical rehearsals and a show run. Access can start from 7am and must conclude at midnight daily.

### Rehearsals rates

The rehearsal rates include basic access to the theatre with our standard PA system and does not include staffing. Please see additional staffing cost below if you require

staffing. Half-day rate includes a maximum of 5 hours, full day 10 hours and the weekly rate includes access from Monday to Saturday for a maximum of 9 hours per day.

### Filming/photoshoot rates

Access with standard inclusions (without Front of House staffing) for a maximum of 5 hours.

### Additional hours

Only for existing bookings. For extended hours we will charge a set rate and this could include extended set-up, bump-in and rehearsal time or where access time commences before 7am or after midnight.



# WHAT'S INCLUDED AND WHAT IS EXTRA?

## THE BASICS

Each hire will include the exclusive use of our venue including the use of our standard lighting rig and standard sound system; our dressing room facilities; Wi-Fi; electricity, cleaning and toiletries.

The venue will be set-up with 236 seats with standard drapes and masking. We call this our 'theatre mode'. If you require a different configuration, we will charge the following:

Add-on: Different seating configuration

<b>Half lecture mode and restore (up to 316 seats)</b>	\$350
<b>Full lecture mode and restore (up to 372 seats)</b>	\$450

## STAFFING

Minimum staffing is already included in the hire rate so you don't have to worry about extra costs. Depending on your event, we will allocate the relevant staffing that is needed for your hire. As a minimum we will always have a Venue Super that will be the key person supporting you on the day. Then, it is likely that you will have an audience, so we will have a Front of House Manager and one Usher at the ready.

## Add-on: Additional hours or extra staffing

Now, if your event is a little more complex, we will need to add some additional staff to make sure things run smoothly. Extra staffing is on top of the standard venue hire rate and costs extra. We will provide you with a quote and agree the arrangements before the event. Extra staff may include:

Staffing	Mon-Sat	Sunday & Public Holidays
<b>Technician</b>	\$50	\$115
<b>Assistant Stage Manager</b>	\$50	\$115
<b>Usher</b>	\$45	\$102
<b>Box Office Attendant</b>	\$50	\$115

# WHAT'S INCLUDED AND WHAT IS EXTRA?

## When is extra staffing required?

<b>Technician</b>	Necessary when an event requires operation of technical production equipment such as lighting, audio and vision. Duties may include vision switching, mixing live audio and plotting lighting cues. If a complex technical set up is required there may be a need for extra technicians to be rostered to ensure a smooth and efficient bump in.
<b>Assistant Stage Manager</b>	Required whenever total number of performers exceeds 50 pax. They are rostered to match the arrival and departure times of the cast.
<b>Extra ushers</b>	Required if the number of guests exceeds 236 pax.

## Additional notes on staffing

A few extra things to consider around staffing:

- All our staff work a minimum call of 4 hours.
- Normal pay rates are for shifts on Monday to Saturday between 7am and midnight for a maximum of 8 hours.
- Overtime is paid for hours worked Monday to Saturday after 8 hours, any hours between midnight and 7am on Monday to Saturday. Any hours worked on Sundays or Public holidays.
- Any overtime will be charged on to the hirer but this will be discussed on an ongoing basis throughout the hire period.
- If a staff member works longer than 5 continuous hours without a 30 minute break, then a penalty will be incurred at double time for the 30 minutes.
- If staff are required to start or finish work between the hours of midnight and 7.00am, staff are entitled to a taxi cabcharge. The cost of the cabcharge to the hirer is up to \$100.00 per staff member.

- An allowance is payable to each venue technician working on an event or performance that is recorded for broadcast or commercial distribution, or where no less than 48 hours notice has been provided to the technician that such a recording will take place regardless of the recording's purpose. The cost of the recording allowance to the Hirer is \$139.54 per performance in accordance with the Live Performance Award 2020.

## EQUIPMENT HIRE

The following standard equipment is already included in the hire:

- Auditorium PA and control desk
- In-house microphones and accessories
- Lectern
- Digital projector and screen
- A 50" TV screen on freestanding wheels

## WHAT'S INCLUDED AND WHAT IS EXTRA?

### Add-on: Extra equipment

The following equipment is not included in the standard rate and will be charged extra.

<b>Radio microphone (handheld, lapel or headset)</b>	\$165
<b>Production laptop (PC or Mac)</b>	\$250
<b>Extra 50" TV screen on freestanding wheels</b>	\$300

Please note we can arrange additional AV equipment such as a larger projection screen, vision switchers for multiple playback sources along with video & web streaming facilities with our AV partners. Talk to us about your requirements.

### EXTENDED PRODUCTION ACCESS

Depending on your production, you might need additional production access.

<b>Previous day bump-in per 4-hours</b>	\$1,200
<b>Lighting pre-rig</b>	\$1,350
<b>Lighting restore</b>	\$1,350

If you require a previous day bump-in will include 4 hours access with a venue supervisor the day / night before an event.

If movement of the standard rig is required a pre rig charge will be applied. We use 3 staff for 4 hours to complete this work. Please note that all pre-rigs must be according to an agreed plan.

If restoring the lighting rig to standard takes place outside of venue hire access hours.

### THE EXTRAS

Sometimes, we need to complete extra work that costs us and these charges will be passed on to you. Don't worry, we will be clear and up front if these items are needed. The below outlines when we need to charge these extra fees.

<b>Additional cleaning (such as confetti, glitter or other small materials are scattered throughout the room).</b>	\$130
<b>Food and drink in the auditorium (If arranged ahead of time and this is for extra cleaning).</b>	\$300
<b>Storage fees (when bump out is not complete within access hours)</b>	\$50 per day
<b>Replacement swipe pass</b>	\$100
<b>Damages repair/restoration fee (full charge of external contractor's rates)</b>	At cost
<b>Excess waste removal</b>	\$88



# BOX OFFICE SERVICES

All tickets for events held at ARA Darling Quarter Theatre must be sold exclusively through our ticketing system and box office. No events will be opened for sale until:

- A Hire contract is signed.
- A Hire deposit is paid, and
- A Venue hire application form with image has been successfully submitted.

The hirer agrees to comply with the Ticketing Code of Practice as outlined by Live Performance Australia. Hirers will be responsible for all ticket refunds and charges where an event has been cancelled, postponed or significantly changed.

The ARA Darling Quarter Theatre Box Office contact number for phone transactions is (02) 8624 9340. Phone sales are available 9am - 4pm on Monday - Thursday (Plus Friday on show days), and 1 hour prior to performances.

In the event that the hirer requires additional Box Office support including longer operational hours to service event needs, additional costs will be charged to the hirer.

## TICKETING FEES

Ticketing fees for box office services apply to each ticket sold. These fees will be charged to the hirer at the point of reconciliation. The below fees are applicable within the advertised ticket price, therefore the hirer must advertise the ticket price as an all-inclusive ticket price.

<b>Booking fees – tickets \$0.00 (Complimentary)</b>	Per ticket	\$0.50
<b>Booking fees – tickets \$0.01 – \$10.00</b>	Per ticket	\$2.60
<b>Booking fees – tickets \$10.01 – \$30.00</b>	Per ticket	\$3.90
<b>Booking fees – tickets \$30.01 – \$40.00</b>	Per ticket	\$4.95
<b>Booking fees – tickets \$40.01 – \$50.00</b>	Per ticket	\$5.90
<b>Booking fees – tickets \$50.01 plus</b>	Per ticket	\$6.75

Ticket purchasing will have transaction fees associated. These external transaction fees are charged to the purchaser once only per transaction. The fee is \$5 per transaction. All credit card sales are subject to 1% merchant fee which is charged to the hirer.

### SUPPORT FOR COMMUNITY GROUPS

If you are a community group, you can seek support from us to reduce or waive the transaction fees. We provide this to a limited number of groups and organisations per year. Please contact our team to discuss what support might be available.

### ACCESSIBLE TICKETING

ARA Darling Quarter Theatre and Monkey Baa are affiliates of the NSW Companion Card program. It is a condition of hire to provide complimentary tickets to those who hold a valid NSW companion card so long as they are accompanying a person with a disability to the performance.

We reserve two (2) accessible seats in each event build for patrons requiring wheelchair access. These are released for general sale once all other seats have been sold to ensure maximum capacity can be reached.

### HOUSE SEATS

We also retain two (2) house seats for management use. These seats are not available for sale or use by the hirer.

### COMPLIMENTARY TICKETS

A complimentary ticket allocation must be requested by the hirer as part of the Ticketing and Marketing schedule and initial event build. Any further complimentary tickets must be requested by an authorised person in writing, and are issued subject to availability.



# MARKETING OPPORTUNITIES

ARA Darling Quarter Theatre can list your performance or event on our website as part of your hire. Events will be added once your contract has been signed, deposit paid, ticketing and marketing schedule and web materials have been received. Please allow five (5) business days from time of acceptance for your event to be added to our website.

All promotional and other material relating to the production published by the hirer will clearly and accurately read similar to: 'Hirer's name' presents 'Production' at ARA Darling Quarter Theatre (**not Monkey Baa Theatre Company or Monkey Baa Theatre**). This includes printed material such as programmes, posters, flyers, advertisements etc.

## INCLUDED MARKETING

The following marketing is included in the standard venue hire rate:

### ARA DQT Website

Event listed under What's On and relevant drop down category (Theatre, Music, Dance, Special Events).

Please supply copy (50-150 words) and a 1MB landscape jpeg with no text/logo overlay.

### Monthly E-newsletter

Event listed in a monthly eNewsletter: sent to over 10,000 eNewsletter subscribers. Includes title of the show, dates, an image (290x160px) and a link.

### Social Media

Promote your event via Facebook/Twitter/Instagram.

Please email post / tweet ideas to our marketing team for consideration.

### Theatre Reviews

Link existing theatre reviews to your event webpage.

Please email the review link to the Marketing and Digital Coordinator for consideration.



## ADD-ONS: PREMIUM MARKETING SERVICES

### Lightbox Poster

Display of hirer produced and supplied lightbox poster.

Design of the lightbox poster must be pre-approved and follow our guidelines. Pending the lightboxes being available and not guaranteed. Please contact our Marketing Team for more information.

Cost: \$750 (GST incl). Max 1 lightbox poster. \$250 (GST Incl) additional if you want us to arrange printing of the poster.

### Targeted Email

Targeted email: can be sent to promote specific production/s to targeted patrons where applicable.

We would create a tailored email list based upon attendees to similar past shows.

Cost: \$550 (GST incl). Max 1 email

### Promo code

A promotional code enabling patrons to access a ticket discount.

Contact marketing to discuss your ideas.

Cost: \$77 (GST incl)



# SELLING MERCHANDISE

If the hirer wishes to sell programmes or merchandise, a sales report must be provided to the management at completion of hire. A merchandising fee of 12.5% will be applicable. If sales can't be adequately reported by the hirer, a stallholder's fee will be applied.

## Community groups

If you are community group, please contact us to seek permission to run a donation drive (such as gold coin donations etc). Once approved, this will not attract a fee.



# CATERING

## LOOKING TO BOOK CATERING FOR YOUR PRE OR POST FUNCTION EVENT?

Our partners provide an array of catering options for your event. Packages range from simple morning tea right through to full beverage and canape service.

For packages and prices, please contact the caterers directly on the links below. Once you have confirmed your order, our venue staff will work directly with the caterer to deliver your event on the day.

### **Two Good Food Co.**

A social enterprise that uses Good Food and Good Things to share love and respect with women who have lived experience of domestic violence and homelessness.

### **European Catering**

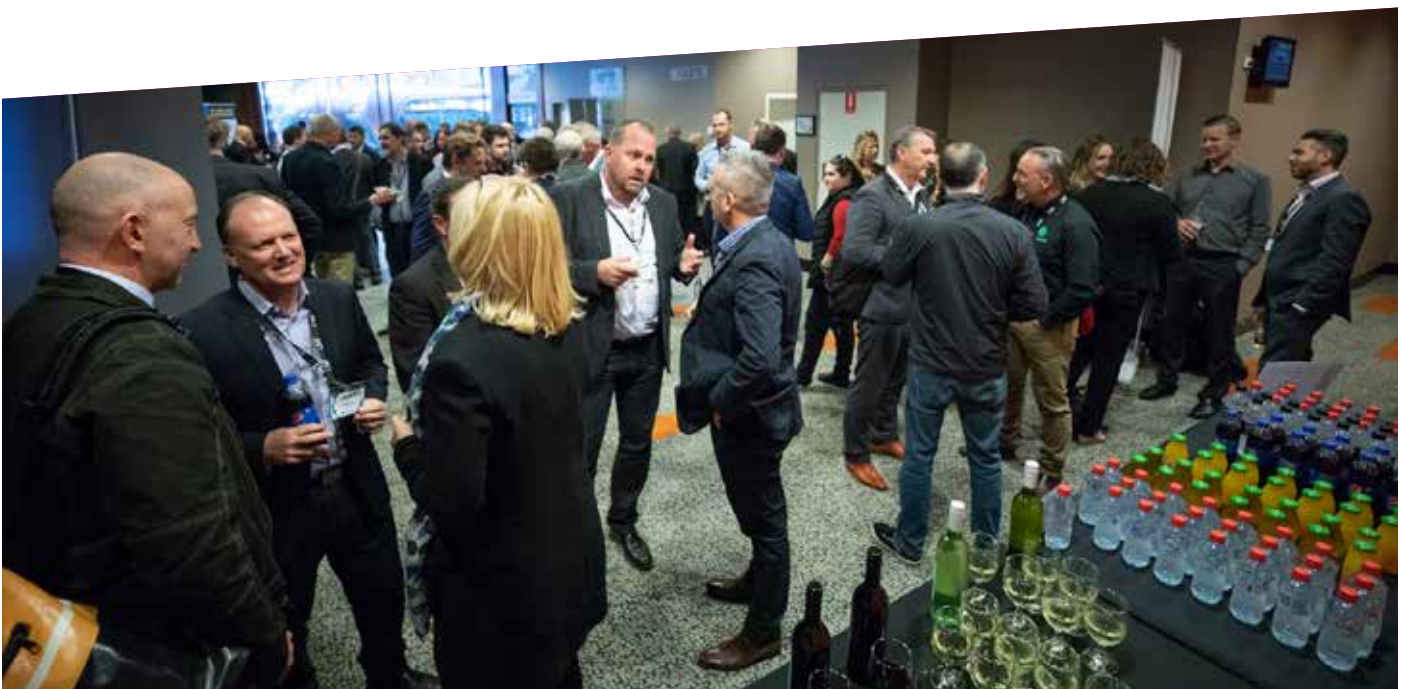
As one of the first catering companies in Sydney to be awarded the prestigious Gold Catering License, with over 20 years' experience, European has extensive menu options for your event.

## PLANNING TO SERVE ALCOHOL?

### **Alcohol License**

As the venue does not hold a liquor license it is important to connect with the catering companies in advance to secure the appropriate license. Please allow a minimum of two weeks prior to your event, so that they may submit an application to the following government bodies:

- City of Sydney
- Local police
- NSW Liquor and Gaming



# THE VENUE HIRE PROCESS

## UNDERSTANDING THE PROCESS

The following describes the overall process of hiring our venue. Hire our venue in 10 simple steps!

Phase	The 10 steps		Document
<b>1. Pre-confirmation</b>	Enquiring	1. Submit an initial venue hire enquiry.	Online enquiry form
	Quoting	2. Receive and accept the quote.	Quote
	Depositing	3. Pay your deposit.	Deposit invoice
	Contracting	4. Sign a contract	Venue hire agreement
<b>2. Pre-production</b>	Ticketing	5. Setup ticketing and start selling.	Ticketing setup form
	Marketing	6. Provide marketing and promotional material.	Marketing information form
	Briefing	7. Provide technical and final event details.	Technical information, including: <ul style="list-style-type: none"> <li>• Technical staffing</li> <li>• LX plan</li> <li>• Sound queues</li> <li>• AV media</li> <li>• Equipment requirements</li> </ul>

# THE VENUE HIRE PROCESS

<b>2. Pre-production</b>	Briefing	7. Provide technical and final event details.	Event information, including: <ul style="list-style-type: none"> <li>• Production schedule</li> <li>• Runsheet</li> <li>• Access requirements</li> <li>• Foyer arrangements</li> <li>• FOH staffing</li> </ul>
<b>3. The event</b>	Running	8. Run the event.	Ticket sales report
<b>4. Post-event</b>	Settling	9. Pay your final invoice.	Balance invoice
	Concluding	10. Provide feedback on your experience.	Survey

## DEPOSITS, CONTRACTS AND INVOICES

Deposits are due 14 days after the invoice has been raised. Please note that we may cancel your event if the deposit is not paid.

You will be required to sign a contract for your venue hire. This must be signed before the event.

## CANCELLING YOUR BOOKING

If you wish to cancel a confirmed booking, we must be notified in writing. Depending on when this is you might be liable to pay a fee. If we receive this notification:

- more than eight (8) weeks prior to the Start Date, 10% of the total hire costs will be payable; or
- less than eight (8) weeks but more than three (3) weeks prior to the Start Date, ARADQT shall retain the Deposit and/or Bons as a cancellation fee; or
- less than three (3) weeks prior to Start Date, ARADQT shall retain the Hire Fees in full.



# CHECKLIST: GETTING READY FOR YOUR EVENT

## BEFORE THE BOOKING IS CONFIRMED

- I have submitted all the required information via the online venue hire enquiry form.
- I have reviewed the quote and confirmed I want to continue with the event.
- I have paid the deposit 14 days after the date of the invoice and before the event.
- I have signed the contract before the event.

## BEFORE THE EVENT

- I have completed the ticketing set-up form or submitted a community ticketing rate Expression of Interest.
- I have provided marketing collateral and selected any additional marketing, if required.
- I have provided final event information including the following (if relevant)
- Technical Requirements:
  - LX Plan
  - AV media
  - Production schedule
  - Technical staffing
  - Sound cues
  - Equipment requirements
- Event details:
  - FOH staffing
  - Runsheet
  - FOH information
  - Access requirements
  - Foyer arrangements

## DURING THE EVENT

- Received and reviewed daily box-office reports.

## POST THE EVENT

- I have paid the final invoice
- I have provided constructive feedback by completing our post-event survey.



# CONTACT US

If you require any further information please contact our  
Venue Management team.

Email: [venueservices@monkeybaa.com.au](mailto:venueservices@monkeybaa.com.au)

Phone: 02 8624 9343