

HIRING HER MAJESTY'S THEATRE BALLARAT INFORMATION FOR HIRERS - FAQ

(all dollar figures quoted are current as at 01 July 2016, include GST where applicable and are subject to alteration at the discretion of City of Ballarat and Theatre Management)

<p>1. How do I hire Her Majesty's Theatre Ballarat?</p>	<p>In order to hire Her Majesty's an enquiry must be made to the Theatre Manager either by phone on 03 5364 2358 or via email at hermaj@hermaj.com</p> <ul style="list-style-type: none"> ○ Please have a specific date or range of dates in mind; ○ As Her Majesty's is in demand, it may not always be possible to accommodate your request; ○ From 2015 each rehearsal hire can request ONE (1) weekend day only per hire. <ul style="list-style-type: none"> ▪ Bookings for rehearsal only hires will not be taken before 1 February each year. ▪ Rehearsal hire requests must be received by 31 March each year after which dates will be allocated and confirmed. 												
<p>2. How much does it cost to hire Her Majesty's Theatre Ballarat?</p>	<p>Actual hire costs vary depending on the length of time you are hiring the theatre, what you are hiring for and what type of organisation you represent. See points 6 & 7 for inclusions & extras</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Rates for Single Performance hires are:</td> <td style="width: 20%; text-align: center;">2016/17</td> </tr> <tr> <td> <ul style="list-style-type: none"> ○ Full Commercial rate <ul style="list-style-type: none"> ▪ plus 5% of gross box office receipts. </td> <td style="text-align: center;">\$3280</td> </tr> <tr> <td> <ul style="list-style-type: none"> ○ Community rate covering dance schools, private fee-paying schools, non-Ballararat based not for profit companies etc. </td> <td style="text-align: center;">\$2560</td> </tr> <tr> <td> <ul style="list-style-type: none"> ○ Not For Profit rate covering local not for profit companies and organisations, state schools etc. </td> <td style="text-align: center;">\$1950</td> </tr> </table> <p>Rates for Rehearsal hires (minimum three (3) hours):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"> <ul style="list-style-type: none"> ○ per full nine (9) hour access day with inclusions as above; </td> <td style="width: 20%; text-align: center;">\$1280</td> </tr> <tr> <td> <ul style="list-style-type: none"> ○ per additional hour or hires of five (5) hours or less in a day. </td> <td style="text-align: center;">\$225</td> </tr> </table> <p>Two performance day rates are also available (see Point 8). For any other type of hire, please contact the Theatre Manager on 03 5364 2358 for a quote.</p>	Rates for Single Performance hires are:	2016/17	<ul style="list-style-type: none"> ○ Full Commercial rate <ul style="list-style-type: none"> ▪ plus 5% of gross box office receipts. 	\$3280	<ul style="list-style-type: none"> ○ Community rate covering dance schools, private fee-paying schools, non-Ballararat based not for profit companies etc. 	\$2560	<ul style="list-style-type: none"> ○ Not For Profit rate covering local not for profit companies and organisations, state schools etc. 	\$1950	<ul style="list-style-type: none"> ○ per full nine (9) hour access day with inclusions as above; 	\$1280	<ul style="list-style-type: none"> ○ per additional hour or hires of five (5) hours or less in a day. 	\$225
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<p>3. Am I able to hire the theatre for multiple days for rehearsal and performances?</p>	<p>YES. Where theatre availability allows you can hire for multiple days to rehearse and/or perform your show with conditions as above regarding weekend days.</p>												
<p>4. Can I hire the theatre after another hirer has used the theatre earlier in the day?</p>	<p>NO. Except in very exceptional circumstances and only by detailed negotiation with the Theatre Manager and Technical Operations Manager, the theatre can only be hired by ONE ORGANISATION PER DAY.</p> <p>More than one hirer per day will only be allowed at the discretion of the Theatre Manager and Technical Operations Manager and their decision is final.</p>												

<p>5. Where I am hiring for multiple days, can I leave my sets, props and costumes in the theatre?</p>	<p>YES – If your days are CONSECUTIVE, with no other hirers in the theatre between your usage days. For that period, you are the sole hirer of the theatre.</p> <p>NO – if your days are NOT CONSECUTIVE and other users are hiring the space on the days that you are not the hirer of the theatre you MAY NOT leave any of your items in the theatre. All sets, props, flies and costumes must be removed at the end of each day of hire.</p> <p>If you wish to have sole use and exclude other hirers across days when you are not using the theatre and therefore not be required to remove your equipment etc. a PROP DAY FEE is payable for each day. Check with the Theatre Manager for current rates. On these days you will not be able to access the theatre.</p> <p>If you access the theatre for any reason on these days, staffing will be required and further costs will apply.</p>								
<p>6. What is included in the hire rate per day?</p>	<p>Inclusions for single Performance Day Hires are:</p> <ul style="list-style-type: none"> o UP TO nine (9) hours of access; o Duty Technician in attendance for UP TO nine (9) hours; o ONE (1) further technician for UP TO five (5) hours; o Cleaning for UP TO six (6) hours; o One (1) Front of House Manager for UP TO five (5) hours; o Three (3) Ushers / Doorpersons, one per level of the theatre, used only on levels in which tickets have been sold (i.e. if the balcony is closed the third usher / doorperson is utilised elsewhere) for UP TO four (4) hours each totalling UP TO 12 hours; <p>Inclusions for Rehearsal Hourly or Day Hires are:</p> <ul style="list-style-type: none"> o Duty Technician for hours booked UP TO the full nine (9) hour day; o ONE (1) further technician for hours booked up to the full nine (9) hour day; o Two (2) hours of cleaning. <p>Please note technicians / rehearsals are a minimum three (3) hour call.</p>								
<p>7. What will I be charged for on top of the inclusions above?</p>	<p>Rehearsal hires:</p> <ul style="list-style-type: none"> o Extra technicians required at hourly rates (minimum three (3) hour call); o A flyman at any time flown elements are used; o Stage lighting other than a basic white wash / work light; o Extra cleaning at variable rates depending on the day of the week (see below); <p>Performance hires:</p> <ul style="list-style-type: none"> o More than one performance in a day. <p>PLUS STAFF</p> <ul style="list-style-type: none"> o Extra technicians required at hourly rates (minimum three (3) hour call) see below for rates; o A flyman at any time flown elements are used, see below for rates; o Merchandise Sellers (if requested), see below for rates; o Extra Ushers / Doorpersons ensuring a ratio of 1:100 patrons on each level (maximum of 13 all inclusive), see below for rates; o Box Office staff if required outside normal operating times of 9.15am until 5.00pm Monday to Friday and one hour prior to advertised performance starting times, see below for rates; o Staff overtime where breaks are missed or work hours are after midnight or before 8.00am. <ul style="list-style-type: none"> ▪ The maximum a staff member can work before a break is required is five (5) hours; o Extra cleaning at variable rates depending on the day of the week; <table style="width: 100%; margin-top: 20px;"> <tr> <td></td> <td style="text-align: right;">From 1 July 2016</td> </tr> <tr> <td>Monday to Friday</td> <td style="text-align: right;">\$45.00 per hour</td> </tr> <tr> <td>Saturday</td> <td style="text-align: right;">\$55.00 per hour</td> </tr> <tr> <td>Sunday and public holidays</td> <td style="text-align: right;">\$60.00 per hour</td> </tr> </table>		From 1 July 2016	Monday to Friday	\$45.00 per hour	Saturday	\$55.00 per hour	Sunday and public holidays	\$60.00 per hour
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<p>8. Can I do more than one performance in a day's hire?</p>	<p>YES. If you present two performances the access time allowed increases to 12 hours and the costs increase to:</p> <table border="1" data-bbox="1289 1037 1503 1294"> <thead> <tr> <th></th> <th>2016/17</th> </tr> </thead> <tbody> <tr> <td>o Commercial: plus 5% of gross box office receipts;</td> <td>\$4760</td> </tr> <tr> <td>o Community;;</td> <td>\$3950</td> </tr> <tr> <td>o Not for Profit:</td> <td>\$2970</td> </tr> </tbody> </table> <p>Inclusions are double the above with the following exceptions:</p> <ul style="list-style-type: none"> o Duty Technician for UP TO 12 hours only; o Cleaning remains at UP TO 6 hours; <p>More than two (2) performances in a day are by negotiation with the Theatre Manager.</p>		2016/17	o Commercial: plus 5% of gross box office receipts;	\$4760	o Community;;	\$3950	o Not for Profit:	\$2970																
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<p>9. Can I use stage lighting, fly lines and effects for a rehearsal?</p>	<p>YES – by arrangement with the Theatre's Technical Operations Manager you can use lighting, sound, fly lines etc. for your rehearsal.</p> <p>HOWEVER, when using these facilities, extra technical staff must be included in your hire at the charge out rates and minimum calls shown in the Rates table below.</p> <p>ALSO remember, all of the equipment, sets, props and flies you bring in must be removed from the theatre at the end of your hire WITHIN the hours you have contracted to utilise the theatre or extra time will be invoiced.</p> <p>Please note: If you are utilising the theatre's pianos, smoke machine, hazer or projector, costs are incurred for each use including rehearsals.</p>																								

<p>10. Can my participants use dressing rooms during a rehearsal?</p>	<p>YES – if your hire is specifically a rehearsal hire that will not lead to a performance later in the day, the next day, or your rehearsal is pre-Royal South Street you are permitted to use Dressing Rooms 3 and 4 located on the upper level of dressing rooms, directly below the stage. If additional dressing rooms are used, extra cleaning charges will be incurred.</p> <p>YES – if your rehearsal is part of a longer hire towards a performance (i.e. later that day or the next day).</p>																																	
<p>11. Can I use the auditorium for my participants to watch during a rehearsal?</p>	<p>NO – if this is simply used as a holding area. You are required to use the Green Room for this.</p> <p>YES – if it is to genuinely watch the rehearsal to participate in providing an audience. All participants in the Auditorium must be supervised by responsible adults at all times.</p> <p>AT ANY TIME THE AUDITORIUM IS USED, only bottled water may be taken into the auditorium no food items, hot drinks etc. are allowed into the auditorium. All items must be removed at the end of the rehearsal and extra cleaning costs may be incurred.</p> <p>With the installation of new seating and carpets in January 2016 this will be strictly enforced. Any participant found with food or drinks other than water will be barred from the auditorium for the rehearsal and a penalty of \$500 will be charged to the Hirer.</p>																																	
<p>12. I am hiring the theatre for a full day. Can my participants bring food into the theatre?</p>	<p>YES – however food must ONLY be consumed in the Green Room or Ante Room.</p> <p>Food must NEVER be brought onto stage or consumed in dressing rooms or the auditorium.</p> <p>Following installation of new seats and carpets throughout the building, if participants are found consuming food in the auditorium or dressing rooms all dressing room access for that rehearsal will be revoked and a penalty of \$500 will be charged to the Hirer.</p>																																	
<p>13. Is there a deposit payable?</p>	<p>YES – a deposit is payable on invoice from the City of Ballarat. From 2014 Deposits are:</p> <ul style="list-style-type: none"> ▪ Commercial \$1250. \$250 non-refundable ▪ \$500 Community. \$250 non-refundable ▪ \$250 Not for Profit. Non-refundable ▪ \$100 for rehearsal hires. Non-refundable <p>There is no GST payable on Deposit amounts and for performance hires the deposit will be reimbursed against your final settlement.</p>																																	
<p>14. What are the staff charge rates?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th style="text-align: right;">From 1 July 2016</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Technical Staff, per hour, minimum call three (3) hours</td> </tr> <tr> <td>Duty Technician</td> <td></td> <td style="text-align: right;">\$50.00</td> </tr> <tr> <td>Fly Supervisor</td> <td></td> <td style="text-align: right;">\$47.50</td> </tr> <tr> <td>Performance Technician</td> <td></td> <td style="text-align: right;">\$46.00</td> </tr> <tr> <td>Technical Crew</td> <td></td> <td style="text-align: right;">\$46.00</td> </tr> <tr> <td colspan="3" style="text-align: center;">Front of House Staff, per hour, minimum call two (2) hours</td> </tr> <tr> <td>Front of House Manager</td> <td></td> <td style="text-align: right;">\$50.00</td> </tr> <tr> <td>Casual Box Office</td> <td></td> <td style="text-align: right;">\$47.50</td> </tr> <tr> <td>Merchandise Seller</td> <td></td> <td style="text-align: right;">\$46.00</td> </tr> <tr> <td>Usher / Doorperson</td> <td></td> <td style="text-align: right;">\$45.00</td> </tr> </tbody> </table>			From 1 July 2016	Technical Staff, per hour, minimum call three (3) hours			Duty Technician		\$50.00	Fly Supervisor		\$47.50	Performance Technician		\$46.00	Technical Crew		\$46.00	Front of House Staff, per hour, minimum call two (2) hours			Front of House Manager		\$50.00	Casual Box Office		\$47.50	Merchandise Seller		\$46.00	Usher / Doorperson		\$45.00
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<p>15. Can I use my own crew and front of house staff?</p>	<ul style="list-style-type: none"> ○ There are minimum requirements for Theatre staff: <ul style="list-style-type: none"> ▪ One Duty Technician at all times; ▪ One Front of House Manager at all times for performances; ▪ Three (3) Her Majesty's Usher / Door staff for all performances. ○ Outside of this, all staff may be supplied on some conditions: <ul style="list-style-type: none"> ▪ All crew must meet the satisfaction of the Theatre's Technical Operations Manager and meet certain skill and age requirements; ▪ All staff working in any area must be inducted in Her Majesty's safety and evacuation procedures; ▪ Front of House staff must have been through the Her Majesty's Usher Training which takes about 1-1.5 hours. This includes safe operating and evacuation procedures. ▪ As many Staff as possible should have attended an annual Evacuation Training Day at Her Majesty's Theatre.
<p>16. Can I operate a Bar or concession stand?</p>	<p>NO. All food and beverage operations are reserved as operations of Her Majesty's only.</p>
<p>17. Am I able to sell merchandise in the Foyer?</p>	<p>YES. Her Majesty's can provide a small number of tables for Merchandise selling. Her Majesty's can also provide sellers at the staff rates above if requested at least 7 days in advance. Hirers are advised that the Her Majesty's foyers are small and if your performance is likely to attract a large audience, a small merchandise stand is recommended to allow maximum space for audience circulation.</p>
<p>18. Is there a commission on merchandise sales?</p>	<p>YES. Her Majesty's charges 10% of the gross merchandise sales for all hirers except programmes sold by local companies.</p>
<p>19. Do I need any licences to present a show?</p>	<p>YES. If your show utilises music either live or recorded you need to secure the relevant APRA (Australian Performing Rights Association, live and recorded performance) or PPCA (Phonographic Performance Company of Australia, recorded music) permissions. If your show is the subject of copyright on a script and/or score you must hold approval from the administrator of the rights to perform the piece. The rights administrator varies depending on the type of show, but could be: Samuel French Pty Ltd (primarily straight plays) Hal Leonard, Music Theatre International, Origin Theatrical etc. (primarily musicals)</p>