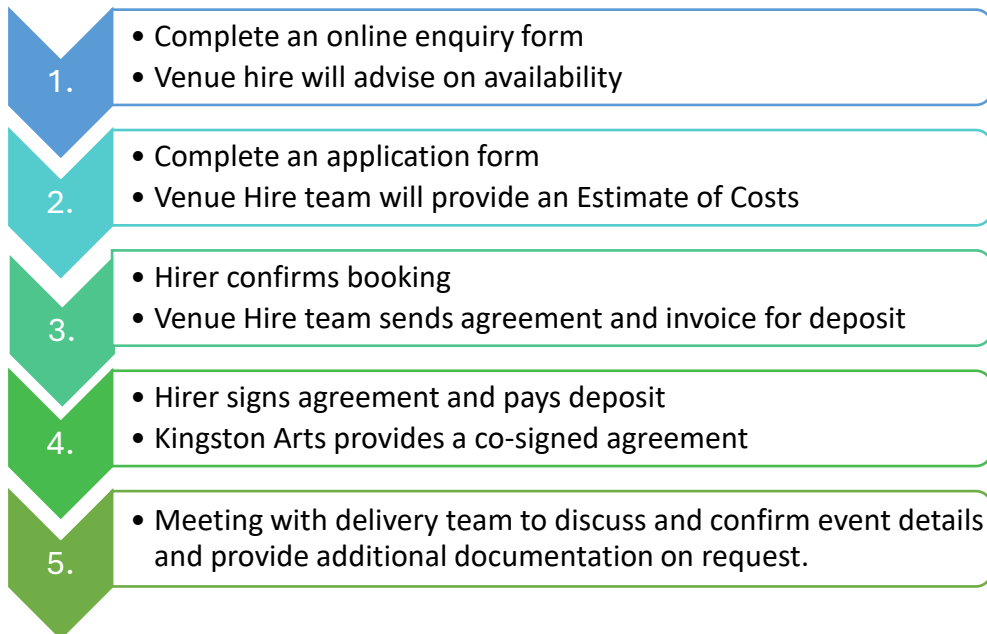


Venue Hire 2025-2026

To check the availability of a space at Kingston City Hall, Kingston Arts Centre and Shirley Burke Theatre or to contact our Venue Hire Team, please complete the online Enquiry Form:

<https://www.kingstonarts.com.au/venues-for-hire/venue-hire-enquiry-form>



Items to note:

- ✓ All Terms and Conditions of Hire are on the website and available as a PDF.
- ✓ Estimate of Costs are not quotes. All costs are adjusted post event as per the final scope of event requirements. All Estimates are valid for 30 days.
- ✓ Dates are not confirmed until the signed Venue Hire Agreement, and deposit is received.
- ✓ All ticketing must utilise the venue's in-house ticketing service and managed by Kingston Arts Ticketing and Box Office team.
- ✓ Ticketing income is payable and reconciled post event.
- ✓ Events must not be announced or go on sale prior to receipt of a co-signed Venue Hire Agreement and Ticketing Agreement are received.
- ✓ If a ticketed event hasn't sold enough tickets to cover event costs, payment of estimated costs is required prior to the event.

Venue Hire Fees 2025-2026

Registered Not For Profit (NFP) organisations must show their NFP status to receive discounted rental.

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association> | <https://www.acnc.gov.au/charity>

KINGSTON CITY HALL		Grand Hall & Banquet Room	
VENUE	DAILY RATE	MONDAY TO THURSDAY	FRIDAY TO SUNDAY
Room Only - excludes staff & event delivery costs			
Grand Hall Up to 740 pax	Standard	\$2957	\$4550
	School	\$1675	-
	Not For Profit	\$1478	\$2275
	Kingston Not For Profit	\$592	\$910
Hourly Overtime Rate		\$228	\$350
Commercial Kitchen hire with Grand Hall		\$750	
Add on Banquet Room		\$200	
Grand Hall Up to 500 pax	Standard	\$2112	\$3250
	School	\$1195	-
	Not For Profit	\$1056	\$1625
	Kingston Not For Profit	\$422	\$650
Hourly Overtime Rate		\$162	\$250
Commercial Kitchen hire with Grand Hall		\$750	
Add on Banquet Room		\$200	
Banquet Room Up to 250 pax	Standard	\$884	\$1360
	School	\$500	-
	Not For Profit	\$442	\$680
	Kingston Not for Profit	\$177	\$272
Hourly Overtime Rate		\$110	\$170
Kitchen Hire with Banquet Room		\$250	
Lounge Bar Up to 100 pax	Lounge Bar bookings available on request, 8 weeks prior to date.	\$98 per hour (minimum 3 hours)	\$150 hour (minimum 3 hours)
Hourly Overtime Rate		\$98	\$150
Rates include GST. Pricing for 1000 capacity general admission, standing room events, on request. Staffing and technical charges are an additional cost. Standard daily access hours 7.00am to midnight. Overtime venue hire rates apply. School rate Monday to Thursday only. Kingston City Hall is a fully licenced venue. See Conditions of Hire – Additional costs apply to special events, including dinners and festival-style events.			

KINGSTON ARTS CENTRE		Theatre & Chamber	
VENUE	Hourly rates incl. GST Minimum 3 hours and includes:	MONDAY TO FRIDAY	SATURDAY & SUNDAY
Black Box Theatre	1 x Venue Supervisor - (Maximum 6 hours included, hourly rate thereafter). Projector & screen. Basic set-up. Basic clean Excludes 30-minute access and 30-minute vacate fee	\$120	\$140
Black Box Theatre & Chamber		\$140	\$170
Chamber		\$80	\$120
Public Holidays incur additional staff penalties. Technical, Front of House, Box Office staff and equipment costs additional, as required.			

SHIRLEY BURKE THEATRE		Theatre Bar Studio	
Rates include GST and: 1 x Venue Supervisor (Maximum 6 hours included, hourly rate thereafter). Excludes: Technical, Front of House & Box Office Staff and 30-minute access and 30-minute vacate fee.		MONDAY TO SUNDAY	
		PER HOUR (minimum 5 hours)	DAILY
Theatre, Foyer & Bar	Standard	\$200	\$2600
	School	\$160	\$2080
	Not For Profit	\$160	\$2080
	Kingston Not For Profit	\$140	\$1820
Studio Dressing Room with Theatre hire	Standard	\$45	\$320
	School	\$36	\$256
	Not For Profit	\$36	\$255
	Kingston Not For Profit	\$32	\$224
Please contact us for Weekly Theatre Season rates.			

KINGSTON CITY HALL		Function Rooms	
VENUE	Hourly rates incl. GST Minimum 3 hours and includes:	MONDAY TO FRIDAY	SATURDAY & SUNDAY
Function Room A	1 x Venue Supervisor (Maximum 6 hours included, hourly rate thereafter). Projector & screen, Basic set up, Basic clean. Excludes 30-minute access and 30-minute vacate fee	\$80	\$120
Function Room B		\$80	\$120
Function Room A & B		\$98	\$150
Tea & Coffee		Half day \$2.50, or full day \$4 per person.	
Public Holidays incur additional staff penalties. Technical, Front of House, Box Office staff and equipment costs additional, as required.			

Estimate of Costs

All Kingston Arts venues are full-service requiring staff. Most venue hire fees do not include venue staff (Technical, Front of House, Security, Box Office, Cleaning) special set up requirements, tea and coffee, equipment or event cleaning.

Detailed estimates can be requested from our Venue Hire team after completion of an application form:

venue.hire@kingston.vic.gov.au

SPACE		STAFFING REQUIREMENTS	
Kingston City Hall	Venue Supervisor Technician Usher/Bar (as required) Box Office (as required) Security/Cleaner (as required)	Kingston City Hall, Kingston Arts Centre and Shirley Burke Theatre are full-service theatre venues and have minimum staffing requirements.	
Kingston Arts Centre	Venue Supervisor Technician (as required) Usher/Bar (as required) Box Office (as required)	Staffing requirements are based on the number of people in the venue, style of event and event requirements based on the information provided by the hirer.	
Shirley Burke Theatre	Venue Supervisor Technician (as required) Usher/Bar (as required) Box Office (as required)	A Kingston Technician must be on site for any event using audio visual equipment.	
Function Rooms	Venue Supervisor Technician (as required)	Staffing levels are at the discretion of the Venue.	
Security	Minimum of 1 security guard is required at most Kingston City Hall and Arts events. Security is required at all events where alcohol is served – 1 per 100 guests (min 2).		
EVENT STAFF (*minimum 3 hours)			
Audio Visual & Lighting Technicians <ul style="list-style-type: none">Monday to Saturday 9pmSaturday 9pm through all day SundayOvertime: midnight – 7amPublic Holidays		\$56.50 \$75.00 \$75.00 \$123.50	Per hour, per technician
Front of House staff— Supervisor, Ushers, Bar, Café, Box Office, Cleaners <ul style="list-style-type: none">Monday to Saturday 9pmSaturday 9pm through all day SundayOvertime: midnight – 7amPublic Holidays		\$56.50 \$75.00 \$75.00 \$123.50	Per hour, per staff
Security (*minimum 4 hours) <ul style="list-style-type: none">Weekday: 6am – 6pmWeekday: 6pm - 6amSaturdaySundayPublic Holidays		\$58.00 \$67.00 \$79.00 \$101.00 \$121.00	Per hour, per guard

Technical costs – Kingston City Hall

Package	Inclusions	Standard per day	NFP per day
Package A Minimum 1 x Tech Required	Standard Inclusions: FOH speaker system, 2 x flown side fills, 2 x wired microphones, lectern, and basic stage wash. Wireless microphones are an additional charge.	\$650 + Labour	\$395 + Labour
Package B Minimum 2 x Techs Required	Standard Inclusions + 4 x foldback speakers Full range of wired microphone stock Full stage lighting	\$875 + Labour	\$540 + Labour
Package C Minimum 3 x Techs Required	Standard inclusions + Full access to monitor system Full range of wired microphone stock Full stage lighting	\$1390 + Labour	\$840 + Labour
Schools Package Minimum 2 x Techs Required	Standard inclusions + 4 x wireless handheld microphones 4 x foldback speakers Full stage lighting Projector	\$700 + Labour	

***Any items that are in addition to the packages may incur a fee.**

EQUIPMENT SERVICES		
Projector + QLab software (City Hall)	\$300	Per day
Projector + QLab software (Banquet Room)	\$150	Per day
Microphone – Wireless	\$50	Each/Per day
Portable PA System (includes lectern & corded mic)	\$80	Per day
Laptop	\$70	Per day
Hazer	\$45	Per day
Staging - 1.2m depth x 2.4m width, per section (9 available)	\$45	Each/Per day
Grand Piano Tuning Fee	\$250 TBA	Per day
Tea & Coffee Service – charged per person	\$2.50 \$4.00	Half day Full day
Tablecloth	\$5	Per cloth
Flipchart and/or Whiteboard (includes paper and markers)	\$20	Per day
Wurlitzer Organ & Grand Piano (Grand Hall) Only available as part of a full venue hire for an event.	\$250	Per day

Additional equipment can be cross hired through Kingston Arts' preferred providers for Kingston City Hall, Kingston Arts Centre and Shirley Burke Theatre spaces. Please discuss your requirements with our Production team.

Ticketing Fees & Charges

TICKETING FEES - includes GST	STANDARD	REGISTERED NOT-FOR-PROFIT	TYPE
Full Service Ticketing Fee Include in the ticket cost.	\$2.75	\$1.50	Per ticket
Complimentary Tickets Fee Free, complimentary, or promotional tickets.	\$2.75	\$1.50	Per ticket
Booking Fee - Paid by the purchaser	\$3.00	\$3.00	Per transaction
Merchant Fee - Paid by Hirer on settlement for tickets purchased by EFT	3%	3%	EFT purchases
Ticket Event Build	Advised on application		

Room Capacities & Formats

Kingston City Hall							
Venue	Theatre	Banquet	U-Shape	Cocktail	Trade/expo	Size	SQM
Grand Hall	740	400	NA	1000	on application	21 x 24m	513
Banquet Room	250	120	120	200		16 x 20m	308
Function Room A	54	24	24	54		6.5 x 11m	75
Function Room B	70	36	30	70		6.75 x 11.5m	90
Function Room A&B	120	80	48	120		8.5 x 22m	185
Lounge	NA	NA	NA	200			135

Kingston Arts Centre							
Venue	Theatre	Banquet	U-Shape	Cocktail	Trade/expo	Size	SQM
Blackbox Theatre	92	90	NA	NA	on application	8 x 10m	118
Chamber	70	36	24	70		6.5 x 9m	81

Shirley Burke Theatre							
Venue	Theatre	Cabaret	Banquet	Cocktail/Standing	Trade/expo	Size	SQM
Theatre	167	NA	NA	NA	NA	NA	NA
Foyer	NA	NA	NA	100	NA	11.5 x 10m	110
Studio	NA	NA	NA	NA	NA	5.7 x 8m	44