

Schedule of Fees - Technical Equipment & Services 16/17

Kingston Arts Centre & Kingston City Hall		
Equipment/Services	Rates	Duration
Data Projector & Screen HALF DAY	\$80	Per Hire/Function
Data Projector & Screen FULL DAY	\$150	Per Hire/Function
Laptop HALF DAY	\$70	Per Hire/Function
Laptop FULL DAY	\$125	Per Hire/Function
Electronic Whiteboard	\$30	Per Hire/Function
Flipchart (includes paper)	\$20	Per Hire/Function
Microphone Radio System (incl. lapel & cordless)	\$70 per unit	
Microphone (corded)	\$12	Per Hire/Function
Portable P.A. System (includes lectern & mic/corded mic)	\$80	Per Hire/Function
Pioneer XDJR1 Wireless DJ System with Audio System (Includes labour)	\$390	

Kingston Arts Centre & Kingston City Hall		
Kawai Grand Piano (Theatre Only)	\$90	Per Hire/Function
Wurlitzer Organ & Grand Piano (Kingston City Hall) - For Use in connection with a hall function - For practice/casual use to approved players (Note: Practice/casual use between 9.00am and 4.30pm Monday to Friday – subject to availability of venue. For safety purposes, 2 people must be in attendance)	\$60 \$25	Per Hire/Function Per Hour
“In House” Audio & Lighting at Kingston Arts Centre Theatre	Upon Application	Per day
Audio/Lighting Technician Charges (3 hour minimum call)	\$62.00	Per Hour / Per Technician
Kingston City Hall Kitchen <ul style="list-style-type: none"> For use with Grand Hall event For use with Banquet Room event 	\$610 \$245	Per Hire/Function Per Hire/Function
Event Security As determined by Kingston Arts Centre & Kingston City Hall management and dependant upon type of event and event capacity. Monday to Sunday Public Holidays (surcharges apply – rates dependant on specific date)	\$50 \$50 + public holiday surcharge	Per Guard/ Per Hour Per Guard/ Per Hour
Security Two-Way Radio (Used on most events – One per guard)	\$20	Per Radio
Ticketing Bulk Print Full Box Office Ticketing	Please refer to Ticketing Agreements	Additional charges apply for Ushers/Box Office staff Please refer to Ticketing Agreements
Bar Staff / Ushers / Box Office staff (minimum 3 hours) <ul style="list-style-type: none"> Monday to Friday Saturday to Sunday Public Holidays 	\$41.50 \$60.00 \$TBA	Per Staff/ Per Hour Per Staff/ Per Hour Per Staff/ Per Hour

Kingston Arts Centre & Kingston City Hall - Other related service fees & charges

Services	Rates	
Duty Manager <ul style="list-style-type: none"> • One Duty Manager is provided with the venue hire fees • Extra attendants may be required at the discretion of the booking coordinator in which the hirer will be charged accordingly 	Duty Manager supplied	Per Hire/Function
Damage Bond	\$600 - \$2000	Per Hire/Function
Hourly Rates after block periods of hire (relates to Kingston City Hall) <ul style="list-style-type: none"> • Monday to Friday • Saturday to Sunday <i>(Note: Management consent required for hire periods beyond 1.00am)</i>	\$250 \$300	Per Hour Per Hour
Bump In/Out (relates to Kingston City Hall) <ul style="list-style-type: none"> • Monday to Friday – 9am to 5pm • Saturday to Sunday – 9am to 9pm Longer Bump In/Out times will incur additional charges <i>Not applicable for Public Holidays</i>	\$150 \$300	Per Hour
APRA License Fees - Applies to all events where music is played or performed	\$58	Per Hire/Function
Public Liability Insurance available to NFP & Community Groups only All commercial hirers are required to provide Public Liability Insurance cover to \$10M. If a hirer already has P/L cover to \$10M, a copy of the current Certificate of Currency must be submitted with extension to cover Council as principal.	Discuss with Coordinator upon booking your event/function	Per Hire/Function
NOTE: <i>All rates inclusive of GST.</i>		