

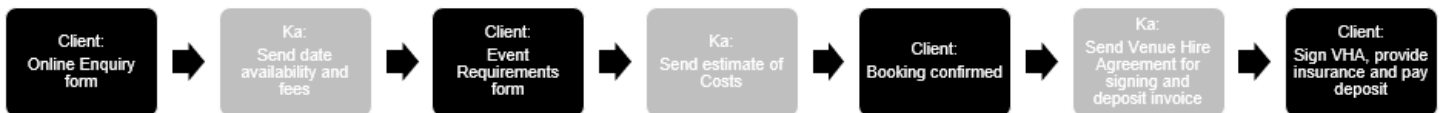
venue hire 2023-2024

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/venue-hire/kingston-city-hall-and-kingston-arts-centre-enquiries>

Venue Hire process:

1. Complete an online enquiry form for availabilities
2. Venue Hire team will provide date availability and fees
3. Complete an Event Requirements Form if you require an estimate of costs
4. Venue Hire team provides an estimate of costs
5. Client confirms booking
6. Venue Hire team sends a Venue Hire Agreement (VHA) and deposit invoice
7. Client signs VHA and pays deposit
8. Kingston Arts provides a co-signed VHA
9. Un-ticketed events pay estimated costs prior to event, and additional costs post event
Ticketed event costs are deducted from ticketing funds and settled post event



Dates are not confirmed until the signed Venue Hire Agreement and a venue hire deposit are received.

Estimates of Cost are not quotes. All costs are adjusted post event as per the final scope of event requirements.

If a ticketed event hasn't sold enough tickets to cover event costs, payment of estimated costs is required prior to the event.

Events must not be announced or go on sale prior to receipt of a co-signed VHA or Kingston Arts ticketing forms are completed.

venue hire fees 2023-2024

Grand Hall & Banquet Room prices are venue only and exclude staff & event delivery costs.

Not for Profit Discount

Registered Not-for-Profits (NFP) must be located in the City of Kingston and 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			
		Concert Production Performance Dinner Dinner Dance			
		MONDAY TO THURSDAY		FRIDAY TO SUNDAY	
		8 HOURS 7AM-3PM	13 HOURS DAY/NIGHT	8 HOURS 7AM-3PM	13 HOURS DAY/NIGHT
		Rates inc. GST Excludes staff & event costs			
Grand Hall + Banquet Room Up to 800*	Standard	\$2008	\$2781	\$3682	\$4429
	Schools	\$1184	\$1674	\$3682	\$4429
	Registered Not-for-Profit	\$401	\$556	\$736	\$885
Grand Hall Up to 400	Standard	\$1442	\$2214	\$2626	\$3322
	Schools	\$876	\$1365	\$2626	\$3322
	Registered Not-for-Profit	\$288	\$442	\$525	\$664
Banquet Room Up to 200	Standard	\$747	\$989	\$1004	\$1236
	Schools	\$453	\$592	\$1004	\$1236
	Registered Not-for-Profit	\$149	\$198	\$200	\$247
Banquet Room Up to 100	Standard	\$541	\$772	\$884	\$1020
	Schools	\$314	\$458	\$884	\$1020
	Registered Not-for-Profit	\$108	\$154	\$176	\$204
Additional hourly cost	per hour	\$295	\$295	\$370	\$370

*1000 capacity general admission standing room events on request.
 Standard set up and cleaning included.
 See T&Cs – Additional costs apply to special events, including dinners and festival-style events.
 Overtime venue hire rate \$310 per hour.

KINGSTON CITY HALL		Function Rooms					
		Meetings Training Conference Classroom					
		MONDAY TO FRIDAY	SATURDAY & SUNDAY	Theatre Style	U- Shape	Class Room	Round Table
Function Room— South	Hourly rates incl. GST Minimum 3 hours 1 x Venue Supervisor Projector & screen Basic set up Basic clean	\$88	\$115	54	24	24	24
Functions Room— North		\$88	\$115	70	30	36	36
Function Rooms— North & South		\$149	\$155	120	48	72	72

Kingston Arts meeting rooms are full-service spaces that require a staff member on site. Plus one hour staff charge for set up/pack down. Public Holidays incur additional staff penalties.

**KINGSTON
ARTS
CENTRE**

Theatre & Chamber

Concert | Performance | Cabaret | Cocktails | Meeting

	Hourly rates incl. GST Minimum 3 hours	MONDAY TO FRIDAY	SATURDAY & SUNDAY	Theatre Style	U- Shape	Class Room	Round Table
Black Box Theatre	1 Venue Supervisor Projector & screen Basic set-up Basic clean	\$117	\$137	94	-	-	-
Black Box Theatre & Chamber		\$152	\$172	94	-	-	-
Chamber		Meetings Training Conference Classroom					
		\$88	\$115	65	24	36	48

Kingston Arts Centre is a full-service venue that requires at least one staff member on site. Plus one hour staff charge for set up/pack down. 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

Concert | Production | Performance

Rates include GST & 1 Venue Supervisor <u>Excludes Technical, Front of House & Box Office Staff</u>		MONDAY TO SUNDAY	
		PER HOUR	MINIMUM 5 HOURS
Performance	Standard	\$216	\$1080
	School	\$196	\$980
	Registered Not-for-Profit	\$156	\$780
		PER HOUR	MINIMUM 3 HOURS
Theatre Rehearsal	Standard	\$120	\$360
	Schools	\$108	\$324
	Registered Not-for-Profit	\$91	\$273
Foyer & Bar Hire	Standard	\$130	\$391
	Registered Not-for-Profit	\$89	\$268
		PER HOUR	MINIMUM 3 HOURS
		WEDNESDAY TO SATURDAY 11.30AM-3.30PM	
Studio Hire	Standard	\$40	\$121
	Registered Not-for-Profit	\$28	\$84
		WEEKLY	
Weekly Rate	Standard	\$4892	Excludes Audio Visual Technician. 38 hours access over consecutive 5 days
	School	\$4197	
	Registered Not-for-Profit	\$3502	

Technical, Front of House, Box Office staff, set up, cleaning and equipment costs additional, as required.
 Saturdays after 9pm, Sundays & Public Holidays incur staff penalties. Studio Hire outside hours on request.

estimate of costs

All venues are full-service venues requiring staff. 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 via our Venue Hire online form.

SPACE	STAFFING	
Kingston City Hall	Venue Supervisor Theatre Technician Usher/Bar Box Office Security/Cleaner	Kingston City Hall, Kingston Arts Centre and Shirley Burke Theatre are full-service theatre venues and have minimum staffing requirements. 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. Staffing levels are at the discretion of the Venue.
Kingston Arts Centre	Venue Supervisor Theatre Technician Usher/Bar Box Office	
Shirley Burke Theatre	Venue Supervisor Theatre Technicians Usher/Bar Box Office	
Meeting Rooms	Venue Supervisor	
Security	Minimum of 1 security guard is required at most Kingston City Hall events. Security is required at all events where alcohol is served – 1 per 100 guests (min 2).	

EVENT STAFF—Minimum 3 hours, ex Security,
Staff penalties apply Saturdays after 9pm, Sundays and Public Holidays.

Theatre Technician <ul style="list-style-type: none"> Monday to Saturday 9pm Saturday 9pm through all day Sunday Public Holidays 	\$50 \$67.50 \$125	Per hour, per Technician
Security (minimum 4 hours) <ul style="list-style-type: none"> Monday to Saturday 9pm Saturday 9pm through all day Sunday Public Holidays 	\$50 \$67.50 \$125	Per hour, per Guard
Front of House staff— Ushers Bar Staff Box Office Cleaners <ul style="list-style-type: none"> Monday to Saturday 9pm Saturday 9pm through all day Sunday Public Holidays 	\$50 \$67.50 \$125	Per hour, per Staff

Type	Space	Capacity	Event times	Estimate
Music / Comedy Concert	Grand Hall	800 seated 1000 standing	7.30pm - 10.30pm	\$8,000 - \$13,000
Music / Comedy Concert	Banquet Room	350	7.30pm - 10.30pm	\$5,000 - \$10,000
Music / Comedy Concert	Arts Centre Theatre	94	7.30pm - 10.30pm	\$500 - \$3000
School Concert	Grand Hall + Banquet Room	800 seated 200 students	7.00pm - 9.00pm	\$6,000 - \$13,000
Dinner	Grand Hall	500	6.00pm - 11.00pm	\$6,000 - \$20,000
Music Concert	Arts Centre Theatre	94	7.30pm - 10.30pm	\$1,000 - \$3,000
Concert	Shirley Burke Theatre	167	7.30pm - 10.30pm	\$2,000 - \$4,000
Theatre Season	Shirley Burke Theatre	167	7.30pm - 10.30pm	\$4892 / week plus staff

technical costs – kingston city hall

Standard inclusions for Kingston City Hall:

FOH speaker system, 2 x flown side fills, 2 x wired microphones, lectern, and basic stage wash.

Wireless microphones are an additional charge

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

Package	Inclusions	Standard / day	NFP / day
Package A 1 Tech Required	Standard Inclusions	\$650 + Labour	\$395 + Labour
Package B 2 Techs Required	Standard Inclusions + 4 x foldback speakers Full range of wired microphone stock Full stage lighting	\$875 + Labour	\$540 +Labour
Package C 3 Techs Required	Standard inclusions + Full access to monitor system Full range of wired microphone stock Full stage lighting	\$1390 + Labour	\$840 + Labour
Basic Schools Package 2 Techs Required	Standard inclusions + 4 x wireless handheld microphones 4 x foldback speakers Full stage lighting Projector	\$700 + Labour	

EQUIPMENT SERVICES		
Projector + Qlab software (City Hall)	\$300	Per day
Projector + Qlab software (Banquet Room)	\$150	Per day
Microphone - Wireless	\$45	Each/Per day
Portable PA System (includes lectern & corded mic)	\$80	Per day
Hazer	\$45	Per day
Follow spot (incl. staging riser)	\$45	Per day
Staging - 1.2m depth x 2.4m width, per section (9 available)	\$45	Each/Per day
Grand Piano	\$250	Per day
Upright Piano	\$100	Per day
Tablecloth	\$5	Per Cloth
Flipchart (excludes paper and pens)	\$20	Per day
Wurlitzer Organ & Grand Piano (Grand Hall) For use in connection with a Hall function	\$250	Per day
Kingston City Hall Kitchen Hire		
<ul style="list-style-type: none"> For use with Grand Hall events For use with Banquet Room events 	\$650 \$250	Per Hire/Function Per Hire/Function

NB: Additional equipment can be cross hired through our preferred providers

ticketing fees & charges

TICKETING FEES - includes GST	STANDARD	REGISTERED NOT-FOR-PROFIT	TYPE
Full Service Ticketing Fee Include in the ticket cost.	\$2.50	\$1.50	Per ticket
Complimentary Tickets Fee Free, complimentary, or promotional tickets.	\$2.00	\$1.50	Per ticket
Booking Fee Paid by the purchaser	\$1.30	\$1.30	Per ticket
Merchant Fee Paid by Hirer on settlement for tickets purchased by EFT	3%	3%	EFT purchases

terms & conditions

Registered Not-for-Profit Discount	Registered Not-for-Profits (NFP) must be located in the City of Kingston, and 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
Site visits	Venue site visits can be organised through the venue hire team. Spaces are only available to inspect by appointment, generally between 10am-3pm on weekdays.
Staffing requirements	All venues are full-service venues. Event staffing requirements are determined solely by Kingston Arts. Meeting Room hires require a Venue Supervisor. Grand Hall and Banquet Room fees do not include staff.
Ticketing	Kingston Arts is the only official ticketing agent for functions and events. Tickets may not be sold via third parties. A Kingston Box Office staff member is required for the sale and administration of tickets on the event day, at the cost of the hirer. Kingston Front of house staff are required to scan tickets and seat patrons. Events take 5 business days to build.
Confirmations	All hires require an estimate of costs prior to confirmation. Events are only considered confirmed upon receipt of a signed Application for Hire and documentation. Events must not go on sale or be announced until all venue hire documents are confirmed by the Venue Hire team. Tentative date holds are released after 10 business days.
Event costs	Estimates are not quotes and final costs will be provided post event. It is the responsibility of the hirer to be aware that if the scope of the event changes, the costs will increase to suit. Updated estimates can be requested at any time.
Insurance	Minimum \$20,000,000 Public Liability Insurance is required. City of Kingston can provide Insurance at a cost to the hirer.
Risk Assessments	An event risk assessment must be completed prior to your arrival. A venue induction will be completed upon arrival at the venue. Please allow time for this at the start of your venue access. Hirer equipment must be tested and tagged by a Kingston staff member on arrival.
Food & Beverages	Caterers must provide a Certificate of Registration and Food Handling Certificate. Kingston City Hall and Arts Centre are fully licensed so all alcoholic beverages must be supplied by Kingston Arts. Strictly no BYO. Shirley Burke Theatre is unlicensed and all hirers must provide a temporary liquor license if they intend on selling alcohol.
Set up/Cleaning	Standard set up – 3 staff x 3 hours Standard post event clean – 2 staff x 3 hours Additional set up and cleaning costs apply to events with special set up and cleaning requirements including dinners and festivals.
Booking Deposit	Deposit invoices must be paid within 7 days. Full payment of all event costs is due 30 days prior

	to the event. Ticketed events are settled after the event.
Public Holidays New Year's Eve	Staff loadings apply Sat after 9pm, Sundays & Public Holidays. New Year's Eve bookings on application.
Terms & Conditions—Grand Hall & Banquet Room	
Rates include	Venue hire, tables and chairs, standard set up and clean.
Rates exclude	Venue, Front of House, Technical or Box Office Staff, Lighting & Audio equipment, ticketing fees & charges, event security, kitchen fees, linen, cleaning, special set up, additional clean and insurance.
8 Hours Day	Applies to venue hire from 7.00am to 3.00pm.
13 Hours Day/Night	Additional hourly rates apply after 13 hours.
Terms & Conditions—Function Rooms, Arts Centre Theatre, Chamber & Shirley Burke Theatre Studio	
Rental includes	1 Venue Supervisor, tables and chairs.
Rental excludes	Lighting & Audio staff, additional lighting and audio equipment, Box Office and additional Front of House staff, ticketing fees & charges, event security, linen, set up and cleaning. One hour staff charge for set up/pack down.
Terms & Conditions—Shirley Burke Theatre	
Rental includes	1 Venue Supervisor, tables and chairs, standard lighting and audio equipment.
Rental excludes	Lighting & Audio staff, additional lighting and audio equipment, Box Office and additional Front of House staff, ticketing fees & charges, event security, linen, set up and cleaning. One hour staff charge for set up/pack down.

capacity & room sizes

Kingston City Hall – Grand Hall							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Sqm
800	350	450	1000	-	450	20.71m W x 24.7m L	513.06 sqm

Kingston City Hall – Banquet Room							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Sqm
200	120	150	200	-	200	16.26m x 19.77m	308 sqm

Kingston City Hall – Function Rooms							
Theatre	Meeting Theatre	Meeting U-Shape	Meeting Classroom	Meeting Rounds	Size	Sqm	
Function Room A	54	24	24	24	6.72m W x 10.93m L	75	
Function Room B	70	30	36	36	6.72m W x 11.22mm L	89.98	
Function Room A & B	120	48	72	80	8.37m W x 22.22m L	186.81	

Kingston City Hall – Lounge							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Sqm
-	-	-	200	-	-	-	168

Kingston Arts Centre – Theatre							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Sqm
92	40	60	60	60	60	-	120

Kingston Arts Centre – Chamber							
Meeting Theatre Style	Meeting U-Shape	Meeting Classroom	Meeting Rounds	Sqm			
70	24	48	48	84.58			

Shirley Burke Theatre							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Dimensions Sqm
167	-	-	100	60	-	-	-