

venue hire 2024-2025

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/Community-Events-at-Kingston-Arts/venues-for-hire/venue-hire-request-form>

Venue Hire process:

1. Complete an online enquiry form for availability.
2. Venue Hire team will provide date availability and application form.
3. Complete an Application 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 2024-2025

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			
		DAILY RATE	MONDAY TO THURSDAY	FRIDAY TO SUNDAY	
Room Only - excludes staff & event delivery costs					
Grand Hall + Banquet Room Up to 800*	Standard	\$2957	\$4550		
	School	\$1626	-		
	Registered Kingston Not-for-Profit	\$592	\$910		
		Hourly Overtime Rate	\$228	\$350	
Grand Hall Up to 500	Standard	\$2112	\$3250		
	School	\$1161	-		
	Registered Kingston Not-for-Profit	\$422	\$650		
		Hourly Overtime Rate	\$162	\$250	
Banquet Room Up to 250	Standard	\$884	\$1360		
	School	\$486	-		
	Registered Kingston Not-for-Profit	\$177	\$272		
		Hourly Overtime Rate	\$110	\$170	
Lounge Bar Up to 100	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 inc. GST *1000 capacity general admission standing room events, price on request. Standard daily access hours 7.00am to midnight. Overtime rates apply. Minimum staffing levels apply, at an additional cost. Saturdays after 9pm, Sundays & Public Holidays incur staff penalties. Kingston City Hall holds a full liquor license. See T&Cs – Additional costs may apply to special events, including dinners and festival-style events.				

KINGSTON CITY HALL		Function Rooms						
		Meetings Training Conference Classroom						
		Hourly rates incl. GST Minimum 3 hours	MONDAY TO FRIDAY	SATURDAY & SUNDAY	Theatre Style	U-Shape	Class Room	Round Table
Function Room—South	1 x Venue Supervisor Projector & screen Basic set up Basic clean	\$80	\$120	54	24	24	24	
Functions Room—North		\$80	\$120	70	30	36	36	
Function Rooms—North & South		\$98	\$150	120	48	72	72	
Kingston Arts meeting rooms are full-service spaces that require a staff member on site. Standard access hours 7.00am to midnight. Overtime venue hire rates apply. Saturdays after 9pm, Sundays & Public Holidays incur staff penalties. Additional one hour staff charge for set up/pack down.								

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	\$90	\$140	92	-	-	-
Black Box Theatre & Chamber		\$140	\$170	92	-	-	-
Meetings Training Conference Classroom							
Chamber		\$80	\$120	70	24	30	36
Tea & Coffee	Per head	\$2.50	Up to 3 hours	\$4.00	Over 3 hours		

Kingston Arts Centre is a full-service venue that requires at least one staff member on site.
 Additional 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.
 Standard access hours 7.00am to midnight. Overtime venue hire rates apply.
 Saturdays after 9pm, Sundays & Public Holidays incur staff penalties.
 Kingston Arts Centre holds a full liquor license.
 See T&Cs – Additional set up and cleaning costs may apply to special events, including dinners.

SHIRLEY BURKE THEATRE

Theatre | Bar | Studio

Concert | Theatrical Performance | Presentation | Screening | Meeting

Rates include GST & 1 Venue Supervisor* Excludes Technical, Front of House & Box Office Staff Excludes 30 minute access and 30 minute vacate fee.		MONDAY TO SUNDAY	
		PER HOUR (Minimum 5 hours)	DAILY MAXIMUM
Full Theatre	Standard	\$200	\$2600
	School	\$160	\$1280
	Registered Kingston Not-for-Profit	\$140	\$1120
Foyer & Bar only	Standard	\$130	Per hour rate
	School	\$104	Per hour rate
	Registered Kingston Not-for-Profit	\$91	Per hour rate
		WEEKLY	
Weekly Rate	Standard	\$4940	38 hours access over consecutive 7 days. Additional hours charged at above rates.
	School	\$3952	
	Registered Kingston Not-for-Profit	\$3548	
	Hourly Overtime Rate	As above	
Studio *Excludes staff charges	Standard	\$40	Per hour rate
	School	\$32	Per hour rate
	Registered Kingston Not-for-Profit	\$28	Per hour rate

Technical, Front of House, Box Office staff, set up, cleaning and equipment costs additional, as required.
 Standard access hours 7.00am to midnight. Overtime venue hire rates apply.
 Saturdays after 9pm, Sundays & Public Holidays incur staff penalties.
 Shirley Burke Theatre is not licensed, details on request.
 See T&Cs – Additional costs apply to special events, including dinners and festival-style events.
 Total venue capacity is 200 including cast and crew. ie 167 patrons = maximum 33 cast and crew.

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. *Check space for Venue Supervisor inclusion.

SPACE	STAFFING REQUIREMENTS	
Kingston City Hall	Venue Supervisor Theatre 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 Theatre 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. A Kingston Theatre Technician must be on site for any event using audio visual equipment. Staffing levels are at the discretion of the Venue.
Shirley Burke Theatre	Venue Supervisor Theatre Technician (as required) Usher/Bar (as required) Box Office (as required)	
Meeting Rooms	Venue Supervisor Theatre Technician (as required)	
Security	Minimum of 1 security guard is required at all Kingston City Hall and some Arts Centre events. Security is required at all events where alcohol is served – 1 per 100 guests (min 2).	

EVENT STAFF (minimum 3 hours)

AV & LX Theatre Technicians <ul style="list-style-type: none"> Monday to Saturday 9pm Saturday 9pm through all day Sunday Over time Public Holidays 	\$55.00 \$72.50 \$72.50 \$120.00	Per hour, per Technician inc GST
Front of House staff— Supervisor Ushers Bar Box Office Cleaners <ul style="list-style-type: none"> Monday to Saturday 9pm Saturday 9pm through all day Sunday Over time Public Holidays 	\$55.00 \$72.50 \$72.50 \$120.00	Per hour, per Staff inc GST
Security (minimum 4 hours) <ul style="list-style-type: none"> Monday to Saturday 9pm Saturday 9pm through all day Sunday Public Holidays 	\$55.00 \$72.50 \$120.00	Per hour, per Guard inc GST

EVENT COST ESTIMATES Standard rates, with same day bump in/rehearsal

Music / Comedy Concert	Grand Hall	800 seated 1000 standing	7.30pm - 10.30pm	\$8,000 - \$13,000
Music / Comedy Concert	Banquet Room	Up to 270	7.30pm - 10.30pm	\$5,000 - \$10,000
Music / Comedy Concert	Arts Centre Theatre	92	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	92	7.30pm - 10.30pm	\$1,000 - \$3,000
Concert	Shirley Burke Theatre	167	7.30pm - 10.30pm	\$2,200 - \$3,600
Theatre Week	Shirley Burke Theatre	167	7.30pm – 10.30pm	\$5,000-\$10,000

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 and services

ITEM		
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
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
Baby Grand Piano	\$250	Per day
Upright Piano	\$100	Per day
Wurlitzer Organ & Grand Piano (Grand Hall)	\$250	Per day
For use in connection with a Hall function only		
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
Tablecloth - single	\$5	Per table
Tablecloth – double (overlayed)	\$8	Per table
Chair cover (black)	\$5	Per chair
Centrepiece (standard)	\$8	Per table
Tealight candle	\$2	Per item
Table numbers	Included	

Flipchart (includes easel, 20 x paper sheets and 4 x markers)	\$35	Per day
Whiteboard (includes 4 x markers)	\$10	Per day
Tea and coffee service (details on application)	Standard half day \$2.50 Standard full day \$4 Premium half day \$3.50 Premium full day \$6 Biscuits (individual serves) half day \$1.50 Biscuits (individual serves) full day \$2.50 Alternative milks (soy, almond) \$6	Per person Per person Per person Per person Per person Per person Per jug
Juice (apple / orange)	\$12	Per jug
Bottled water (600ml)	\$2	Per bottle
Soft drink (375ml)	\$3	Per can
Bar beverage packages (Standard and Premium) available (details on application)	2, 3, 4 hour packages	Per person

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 Tickets Included in the ticket cost to the patron.	\$2.50	\$1.50	Per ticket
Complimentary Tickets Free, complimentary, or promotional tickets. Paid by the hirer.	\$2.50	\$1.50	Per ticket
Booking Fee Paid by the purchaser at the end of the transaction.	\$3.00	\$3.00	Per transaction
Merchant Fee Paid by Hirer. On settlement for tickets purchased by EFT.	3%	3%	EFT purchases

capacity & room sizes

Kingston City Hall – Grand Hall							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Sqm
800	350	370 - 450	1000	Up to 800	450	21.10m W x 23.80m L	502 sqm
Kingston City Hall – Banquet Room							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Sqm
220 - 270	120	150	250	Up to 270	140	15.80m x 19.75m	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	6.40m W x 11m L	70.4	
Function Room B	70	30	36	36	8.35m W x 10.80m L	90.18	
Function Room A & B	120	48	72	80	8.35m W x 22.20m L	185.37	

Kingston City Hall – Lounge							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Sqm
-	-	-	200	-	-	-	134.94
Kingston Arts Centre – Theatre							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Size	Sqm
92	40 - 60	60	60	60 - 92	-	-	118.72
Kingston Arts Centre – Chamber							
Meeting Theatre Style	Meeting U-Shape	Meeting Classroom	Meeting Rounds				Sqm
70	24	30	36				81.36
Shirley Burke Theatre							
Theatre	Cabaret	Banquet	Cocktail / Standing	Meeting	Trade/Expo	Foyer Size	Foyer Sqm
167	-	-	100	-	-	11.12 x 9.87 m	109.75
Room capacities may change dependent on event requirements.							
Maximum Shirley Burke Theatre venue capacity is 200 including cast and crew. ie 167 patrons = maximum 33 cast and crew.							
See Technical Specifications for stage and back of house details.							

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 Kingston Not-for-Profit 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-4pm Monday, Tuesday or Thursday.
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 venue hire 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. Kingston requires 5 business days to set up ticketing.
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.
Daily Hire	Standard hours 7.00am to midnight. Additional hours charged at the hourly rate.
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	Studio dressing room, Theatre Technicians staff, additional lighting and audio equipment, Box Office and additional Front of House/Bar staff, ticketing fees & charges, event security, linen, set up and additional cleaning. One hour staff charge for set up/pack down.