

## Moulin Rouge Era Theatre (since 1889)

### THEATRE HIRE AGREEMENT

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#### TERMS

- The attached terms replace any previous issued.
- Pricing is gst inclusive and is subject to change.
- Payment of \$350 security bond is deemed full acceptance of The Carrington's terms and conditions and full acceptance of tailored quote if provided.
- To confirm your booking, please pay the bond of \$350 plus fill in The Carrington's one page booking sheet. **Tentative bookings are not accepted.**
- Final Numbers and Full Payment for your event is due prior to the event. Close off date is mutually agreed with client to give client maximum flexibility (excluding catering). Failure to pay venue fee's by agreed date will result in the cancellation of your event without penalty to The Carrington.
- No alcohol or food is permitted to be brought into the venue at any time.
- Time lines for your event and venue design must be signed off with Carrington management 7 days before event.
- It is the clients responsibility to design, print and organise ticketing, printing, posters, distribution and advertising for the event. Some and or all of these can be purchased from Carrington.
- It is the clients responsibility to provide The Carrington with a written specification detailing requirements for the event. The Carrington will provide a written quote pending your specification.
- Any promotional material featuring The Carrington Bathurst's details must be co approved by venue management.
- **The venue reserves the right to accept or decline a booking.**
- Only approved artists are permitted to play at the Carrington. Carrington reserves the right to exclude performances or artists for any booking.

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#### PAYMENT TERMS

- \$350 non refundable security bond payable at time of booking.
- Venue Hire Fees Payable 10 days prior to event.
- Catering is payable 7 days before event unless otherwise negotiated in writing.
- On line ticketing and Dinner and Show Performances will be taken off any monies due by client.
- On line monies collected for client are available 7 days after your event and may be paid electronically.

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#### DEFINITIONS

"**Rehearsals**" are considered to be those times when no member of the public are present and you are rehearsing for your performance.

"**TCB**" - The Carrington Bathurst.

"**Hourly Rate**" refers to individual hour rate for hire or individual labourer. Minimum of between one hour and three hours may apply.

"**OH&S**" - refers to Occupational Health and Safety Legislation.

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#### CAPACITIES

Ground Floor Theatre Style	230 seats
160 individual seats, 40 seats joined rows	
Mezzanine - tiered seats	180 seats
Total Ground Floor & Mezzanine	Theatre Seated x 410 seats
Third Floor - Loft Bar & Lounge	Stand Up, Cocktail x 120
Third Floor - Temple Ball Room	Sit Down Dinner x 64

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**VENUE HIRE FEES**

<b>Carrington Theatre Monday to Friday (6 hrs)</b>	\$660.00
Carrington Theatre Saturday	\$880.00
<b>Venue Hire Door Deals may be available for mutually agreed performances at a mutually agreed price.</b>	
<b>Carrington Theatre Mezzanine Level</b>	\$330.00
Venue access charges -inc rehearsals, deliveries, set up, pull down	\$66 / hr
<b>Third Floor -Temple Ball Room (includes Loft Bar) 6 hrs</b>	\$440.00
Monday to Saturday	
<b>Set Up Labour</b>	\$66 / hr
Minimum Two venue set up operators will be supplied to set the venue to your specification. Price includes set up and hire of chairs, theatre seats, and tables. Venue plan is required three days prior to set up.	
<b>Credit Card Fees: Visa and Mastercard 1.5%, AMEX 3.5%</b>	
<b>Merchandise Sales Commission</b>	10%

**Sundays and Public Holidays 20% loading applies**

**STAFFING FEES**

<b>Security / Door Staff</b>	\$38.00 / hr
Minimum 3 hour shift, 1 security per 50 guests required. Security required ½ hour before and after your event.	
Minimum two staff on front door to comply with OH&S.	
Security Staff may not be required pending nature of event.	
<b>Ticketing Staff / Ushers</b>	\$25 / hr
Or these may be supplied by volunteer or paid labour by client. Minimum 3 hour shift per person	
<b>Wait Staff</b>	\$25 - \$35 / hr
<b>Sound Technician(s)</b>	\$55 / hr
Only Carrington approved sound technician is permitted to use our equip.	
Minimum call out fee of \$55 applies and thereafter per hour applies.	
<b>Lighting Staff / other technicians</b>	\$28 / hr
<b>Bar Staff (functions under 40 people)</b>	\$25 / hr
For functions under 40 persons, bar staff fee of \$25 / hr applies.	
<b>TCB Front of House supervisor / manager</b>	\$35 / hr
All performances and rehearsals require one front of house supervisor from one hour prior to performance to completion of bump out. This is additional to venue access charges..	
<b>Kitchen</b> - no fees or charges apply. No food is permitted to be brought into the venue or to be taken out. All catering is to be done in house. Tailored quotes apply.	n/a
<b>Kitchen - third floor</b> - no charge if not used. Cleaning fee if used	\$33.00
<b>Silver Service Attendant</b> - for board meetings, conferences	\$33 / hr
<b>Venue Change Labour</b> - changes made to already set up venue	\$120.00 / hr

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### ON LINE TICKETING FEES

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Carrington has an on line booking facility set up through our website. Clients simply need to provide us with a jpeg image, script to describe event and the ticket price they wish to set for on line ticketing to be created. One weeks notice is appreciated to set up event for client. On line ticket payments to client is available 7 days after on line ticket close off.

All on line customers are issued an E ticket immediately upon their payment being approved. This is printed off their own printer.

Internet Ticket and Event set up and administration fee	\$88 / set up
Multiple ticket prices and packages - add	\$55.00
On line ticket commission eg \$20 ticket, fee of \$2 / ticket applies	10%
Ticket commission Charity Fundraising Event (to be approved)	5%

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### HARD COPY TICKETS

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Carrington hard copy tickets design and production	\$55.00
Tickets requiring graphic designing and images - at cost.	\$120.00 min

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### EQUIPMENT HIRE

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Speech Podium with light and cabling.	\$33.00
Professional PA System Set Up and Hire - includes cordless Mic	\$110.00
Concert Quality Sound System Hire (includes PA) for CD's	\$220.00
Concert Quality Sound System linked to laptop or conference add	\$55 / hr
Ground Floor Only: Concert Quality Sound System for live performance set up inc Mics (5) and foldback (2). Sound Mixing and sound check add \$55 / hr.	\$440.00
Additional sound equipment available to hire on specification. Stage floor plan and equipment spec to be supplied by client in writing.	
DJ using Carrington's Concert Quality Sound System - ground floor	\$550.00
DJ using JBL Sound System - Third Floor	\$330.00
Projector Screen Hire and cabling	\$55.00
Laptop Hire and cabling	\$110.00
Data Projector Hire and cabling	\$110.00
ADSL broadband access, cabling to conference area.	\$55.00
Flip Chart Hire	\$25.00
Third Floor JBL Sound System set up with PA and CD player	\$110.00
Chair Covers with coloured fitted sash	\$4.75 / chair
Linen Serviettes includes decorative fold and setting	\$2.20 pp
Wrought Iron Candelabra (includes 3 large candles and lighting)	\$33.00 / unit
Tea Light Candelabra (includes 5 x 9 hr t lights and lighting)	\$11.00 / unit
Individual Tea Light Holders - includes 9 hr t light and lighting	\$2.20 / unit

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