

ABN 14 007 964 132

Hi, Theatre Hirer,

The below information is necessary so we can generate a contract for the hire of Star Theatres (Theatre One or Theatre Two).

This document is not the Contract.

When the contract is generated we will return via email, then please sign and return via email (an electronic signature is acceptable).

Please also include when you return the contract,

1. Your certificate of Currency
2. A paragraph describing the show
3. A coloured visual we can upload to our website for free marketing
4. Your online booking site if Star theatres are not doing the tickets for you. We can then create a link on our website for you with your show information.
5. Posters for display in the theatre.

We can assist you to book tickets for your shows.

We have detailed plans for numbered seating through Try Booking and it assists us as we are the ones getting the phone enquiries, and assisted booking on line.

You can view the seating plans and other options at

<https://www.startheatres.com.au/hire.html>

Details and costs for all services are on page. 3 and 4

NB: All theatre and staff costs may be increased due to forward cost of living increases of up to 5% after June 2024
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Many Thanks,
Malcolm Harslett
Venue Manager

Please complete the booking form on Page 2 and return as a Word Document. via email

This is the Booking Application Form for either theatre.

Which Theatre do you require?

Theatre One. Theatre Two. Please delete the one you are not booking.

Contact name:

Contact Phones (Mobile)

(Land line)

Email:

Name of Company:

Postal Address:

ABN:

Performance name (Name of show)

Payments made by bank transfer require the provided invoice number to be quoted in the description box.

Your Bank account name.....

Your BSB and Account number..... for ticket reimbursement.

Hire Dates:

What seating plan would you like to use (full seating/cabaret/other)?

Bump in Time:

Rehearsal Time:

Show Time:

Interval time:

Completion of show:

Expected bump-out finish time:

Duration of 1st Half:

Interval:

Duration of 2nd Half:

Number of Cast:

How do you plan to book tickets?

Do you wish to use the Star Theatre Booking site: *See Below

Please write a brief synopsis of production:

Please list props and set pieces you will be bringing into the Theatre:

Do you require any sound equipment? e.g. Number of mics?

Do you require the production to be Videood for archival purposes?*Do you require a 2 camera video shoot for sale?*

Please note

Star Theatres is a 2 venue complex and quite often both theatres are working at the same time, therefore it is very important for us to understand your start, interval and finish times, so we can co- ordinate together as both theatres share a common foyer.

Name of your Front of House representative/manager (or ticket seller):

If you do not provide a FOH person to remain in the foyer to represent your show for the entire time of the performance, you will be charged a fee for a theatre Manager.

If you have any requirements that involve the foyer please note them here.

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Star Theatre One.

A space with endless possibilities.

Conventional Proscenium Arch Theatre with up to 356 theatre seats.

141 seats are on the flat (stalls) with 171 on raised step seating (bleachers)

- Stage width 12,200mm (includes 1600mm wing width either side)
- Stage depth 8000mm
- Proscenium arch opening 7260mm x 2960mm
- Height of stage 770mm
- Height to borders 3600mm

OPTIONAL SEATING ARRANGEMENTS:

1. Full theatre seating: 356 seats

Maximum amount of seats the theatre can hold.

2. Full theatre seating (with a centre aisle): 335 seats

Our recommended regular seating plan, with an aisle on the lower seating.

3. Half cabaret: 295 seats

Tabled seating on the flat floor, and regular seating in the raised section. Set up and pull down fee \$400.00 + GST.

4. Open Floor (using lower stage): 209 seats

The chairs are removed from the flat floor to create an extra lower stage.

5. Other arrangements are possible if you contact us in advance.

6. The Foyer

The foyer has an old world charm with its golden pillars and red carpet. It includes a licensed bar that links both theatres in comfortable surroundings.

Dressing Rooms

At the rear of the stage there are two dressing rooms that house up to 20 performers and a small props area. Other dressing space connected via Theatre 2 is available, for an additional fee of \$33.00 a day (if available).

Basic Hire Charge

Daily Hire	\$1350.00 + GST
2 day hire	\$2190.00 + GST Consecutive Days
3 day hire	\$2730.00 + GST Consecutive Days
4 day hire	\$3120.00 + GST Consecutive Days
5 day hire	\$3410.00 + GST Consecutive Days
6 day hire	\$3700.00 + GST Consecutive Days
7 day Hire	\$4000.00 + GST Consecutive Days

Additional Charges

1. House technician and stage crew Cost \$57.50 per Hour +GST. (minimum 3 hour call) After 8 hours the Technician will be charged \$110.00 per hour +GST.
2. FOH management (if not provided by the hirer) \$45.00+GST per hr
3. Energy as per meter reading + GST
4. Cleaning \$45.00+ GST per hour (2 hour minimum)
5. Lamp replacement \$30.00 + GST per day
6. Hire of any equipment, e.g. extra microphones, hazer, fog, or smoke machines

Free with hire: 1 wireless microphone (handheld or headset)

Star Theatres Two

A Boutique Proscenium Arch Theatre with 72 Seats.

- Raised 5m x 6m stage with 1.8m wings.
- Single 15 person dressing room.
- Cyclorama or black curtain at rear of stage.
- Fully functional lighting rig with conventional and intelligent lights.
- PA with foldback and multiple options for microphones and instrument input.

Seating

Theatre Two has 72 seats. 36 on the floor and 36 raised.

The Foyer

The foyer is styled in traditional “old world” theatre red and gold. Drinks and snacks can be purchased at the bar and brought into the venue, and this is where the male, female, and disabled toilets are located.

Dressing Rooms

At the rear of the stage, accessible by either side, is a single dressing room for up to 15 people. Other dressing room space, in the rear dance studio, is available for an additional \$30 + GST a day.

Basic Hire Charge

Daily Hire	\$470.00 + GST
2 Day Hire	\$760.00 + GST For consecutive days
3 Day Hire	\$1060.00 + GST For consecutive days
4 Day Hire	\$1300.00 + GST For consecutive days
5 Day Hire	\$1500.00 + GST For consecutive days
Weekly Hire	\$1700.00 + GST For consecutive days

Additional Charges

1. House technician and stage crew Cost \$57.50 per Hour +GST. (minimum 3 hour call) After 8 hours the Technician will be charged \$110.00 per hour +GST.
2. FOH management (if not provided by the hirer) \$50.00+GST per hr
3. Energy as per meter reading + GST
4. Cleaning \$45.00 + GST per hour (1 hour Minimum)
5. Lamp replacement \$30.00 + GST per day
6. Hire of any equipment, e.g. extra microphones, hazer, fog, or smoke machine

Free with hire: 1 wireless microphone (handheld or headset.).

Minimum Staff Requirements

1. An appointed Star Theatres technician must be at all bump ins and outs, rehearsals, and performances, and will be available to provide a variety of services.
2. All companies must provide a front of house manager, either a ticket seller or door person, who will remain in the foyer during the performance representing the company. If unable, Star Theatre will appoint one at the hirer's cost (minimum charge of \$50.00).

Filming of Performances

- Single unmanned camera wide shot (as the audience would see the show) \$200.00
- A manned single camera shoot for close ups and wide shots \$400.00
- 2 camera shoot with wide shot and close-ups, without editing \$500.00
- Editing of a 2 camera shoot varies depending on length of \$300.00+ (this is in addition to the filming cost)

Rehearsal Space Pricing

A space in the building can be hired as a rehearsal space. When the building is used as a rehearsal space, no technical equipment can be used. However, portable sound systems are supplied upon request.

- \$30-50/hr + GST dependent on which space
- \$100-150/day + GST dependent on which space

Star Theatres Tickets

- \$50.00 for initial setup + GST
- \$0.50 + GST for every ticket sold, which covers the costs for phone and customer assist bookings.
- Please be aware as the ticket purchaser is the end user, they will be paying GST on your ticket, and more importantly you need to factor that in to your ticket price. If you want to receive \$25.00 you will need to sell for \$28.00 approx. The GST will take \$2.80 and you will receive \$25.20 less the credit card fees,
- TryBooking adds a 50 cent fee per ticket, (charged on top of the ticket fee to the purchaser) plus deduct credit card charges 2.5% processing fee– which may vary depending on what type of credit card the client uses.
- Booking plans are set up with various theatre configurations so patrons can select their seats, essential for advanced bookings. Cabaret table seating is also available in Theatre One in various configurations.
- Please provide us with
 - Full Ticket price (which includes GST).....
 - Child ticket price (which includes GST) if appropriate
 - Student/Pensioner/Disabled etc(which includes GST)....
 - Complementary/house seats..(Please give us a code).
 - Or any other ticket fee applicable.

There are 2 ways you can book the theatre

Option 1

Star Theatres ticketing setup, and phone calls.

Theatre Deposit of \$700 (theatre 1) and \$300 (Theatre 2) + GST
Star Theatres will process and handle the total value of ticket sales, less Credit card and Processing fees charged by Trybooking. Star Theatres will then deduct the theatre costs. The remaining ticket income is credited to you account and you will be liable for GST on your ticket income. Please provide your BSB and Account information on the above form.

Option 2

Theatre Deposit of \$700 (theatre 1) and \$300 (Theatre 2) + GST
All of the other (on) costs of venue, equipment hire and staff costs will then be invoice to your company with a strict 7 day payment policy. If not paid within the due date a 10% fee is added each week thereafter.