

The PumpHouse Rate Card 2016

(all prices are exclusive of GST)

Venue Hire (shared use)	
Main Theatre	\$320.00 per day plus ticketing charges
Amphitheatre	\$100.00 per day plus ticketing charges
Part-day pack out charge	\$50.00 if out by 12:00 pm
Power usage	Included
Lake View Lounge	\$25.00 per hour or \$150.00 per day
Lake View Lounge – Inclusion with hire	\$10.00 per day
Coal Bunker Studio	\$50.00 per day plus ticketing charges
Coal Bunker Studio – Inclusion with hire	\$10.00 per day
Foyer	\$50.00 per hour plus ticketing charges
Venue Hire (exclusive use)	
Full venue buy-out	\$1250.00 per day
Ticketing	
1 – 500 tickets issued	\$1.95 per ticket
Over 500 tickets issued	\$1.75 per ticket
Non-PumpHouse Ticketing Event Fee	\$250.00 per performance
Credit card processing fee	3.5 %
Additional Sound equipment	
Sennheiser Handheld or Lapel Microphone	\$15.00 + \$5.00 per day
- Headset adaptor	\$5.00 per headset per day
- Batteries	First set free, additional available at cost
TurboSound Milan M12 1100 Watt Speakers	\$50 per day
Staging	
House curtains removed	\$35.00
Legs/Tabs removed	\$20.00 each
Cyclorama removed	\$35.00
Chairs moved to/from theatre	\$35.00
PumpHouse staff	
Duty Manager	\$35.00 per hour
Venue Technician	\$35.00 per hour
Box Office / Ushers	\$25.00 per hour
Administration support	\$30.00 per hour
Cleaning	\$35.00 per hour

Rate Card Notes

Main Theatre

- Main Theatre hire includes use of the specified space subject to the standard PumpHouse terms and conditions of hire
- Includes use of the dressing room and shared use of the backstage toilets, upstairs kitchen and mezzanine lounge. The Foyer is available one hour before a performance starts and up to 30 minutes after the performance is completed.
- Use of the Coal Bunker Studio and Lake View Lounge is subject to availability and at the discretion of The PumpHouse management. Additional charges apply
- The PumpHouse reserves the right to make the Auditorium, Foyer, Coal Bunker Studio, Lake View Lounge or Amphitheatre spaces available to other hirers at other times during the hire day when they are not otherwise in use
- A part-day pack out fee applies where a hirer wishes to extend their hire until 12:00pm the following day to complete pack out.

Amphitheatre

- Amphitheatre hire includes use of the Amphitheatre space subject to the standard PumpHouse terms and conditions of hire
- Use of any indoor spaces including the dressing room and shared use of the backstage toilets, upstairs kitchen and mezzanine lounge is by negotiation
- Use of the Coal Bunker Studio and Lake View Lounge is subject to availability and at the discretion of The PumpHouse management. Additional charges apply
- The PumpHouse reserves the right to make the Auditorium, Foyer, Coal Bunker Studio, Lake View Lounge or Amphitheatre spaces available to other hirers at other times during the hire day when they are not otherwise in use.

Foyer

- Foyer hire for events includes use of the Foyer area only using the large barn doors as the main entrance. Access to the patron toilets is also included
- The foyer area has a maximum capacity of 50 people in theatre style seating

Coal Bunker Studio

- Coal Bunker Studio hire includes use of the Coal Bunker space subject to the standard PumpHouse terms and conditions of hire
- Shared use of the backstage toilets, upstairs kitchen and mezzanine lounge are included. Space is available in the mezzanine lounge for costumes
- The Coal Bunker Studio area has a maximum capacity of 50 people

Full venue buy-out

- The full venue buy-out rate guarantees exclusive use of all spaces at The PumpHouse Theatre complex (excluding the café)
- Typically this rate applies to film and TV production, or where a hirer wishes to restrict access to any other user during the period of hire

Lake View Lounge

- The Lake View Lounge is available for meetings, readings or workshops at an hourly or daily rate
- This space may be included with main theatre or amphitheatre hire subject to availability and at the discretion of The PumpHouse management. Additional charges apply.

Technical equipment

- Main theatre hire **includes** access to standard lighting and sound equipment as specified in the PumpHouse Technical Information document
- Technical assistance is available from PumpHouse staff with design, rigging and troubleshooting. The hourly rate of this service is listed on the rate card
- Lamps will be replaced free of charge for lights owned by The PumpHouse Theatre

Stage painting

The stage must be returned to black at the end of the hire period with all tape and tape residue removed. PumpHouse staff will advise on the correct paint to use, and can provide this at cost if required.

Pianos

The PumpHouse has a Blüthner Grand Piano available for use at no charge. Tuning, if required, is undertaken by a PumpHouse approved piano tuner, and the cost passed on to the hirer.

Cleaning

- Patron toilets are cleaned on a daily basis
- Hirers are asked to keep all hired areas clean and tidy for the duration of their hire. Rubbish bins are provided and emptied on a regular basis
- The PumpHouse may charge a fee for cleaning and rubbish removal, or for storage of equipment left at the end of a hire period. Temporary storage of equipment for collection can be arranged at the discretion of The PumpHouse management.

Duty Manager

- A PumpHouse Duty Manager is required on site for all hire periods less than one day, or where a hirer does not have an organisational Health and Safety plan.
- For hire periods greater than one day the hirer may appoint a duty manager who is responsible for ensuring the safety and security of the venue, performers and patrons.

Power Usage

- From 2016 the cost all electricity usage is included with the daily hire charge
- Additional charges will only apply in exceptional circumstances e.g. heaters left on overnight.

Merchandise Sales

The PumpHouse Box office can sell merchandise on behalf of a hirer both online and at the Box Office prior to each performance. The relevant per-ticket charge will apply to each item sold, and credit card processing fees will be charged separately.

The Box Office

The PumpHouse Theatre Box Office sells tickets all shows at The PumpHouse. An inside charge is deducted based on the number of tickets issued for a performance and credit card transactions charges are passed on to the producer.

In the event that the producer does not sell tickets to a performance a “Non-PumpHouse Ticketing Event Fee” applies.

- The PumpHouse Box office is open for counter sales Monday to Friday, 9:00 am – 5:00 pm and one hour before each performance
- Phone sales are available Monday to Friday, 9:00 am – 5:00 pm
- Online sales are available 24 hours a day.
- Box office hours may be extended by negotiation. Charges will apply.

Photocopying Rate Card 2016

(all prices are exclusive of GST)

A4 Black & White	4 cents/page
A4 Black & White Double Sided	6 cents/page
A3 Black & White	25 cents/page
A3 Black & White Double Sided	30 cents/page
A4 Colour	20 cents/page
A4 Colour Double Sided	40 cents/page
A3 Colour	\$1.00/page
A3 Colour Double Sided	\$1.50/page

(Add 2 cents/page for folding)