

# Zenith Theatre and Convention Centre 2017 Venue Hire Information

## Standard Fees and Charges

### Schedule Four A (4a)

Proudly Operated by the Performing Arts Unit of Willoughby City Council

#### Zenith Theatre & Convention Centre

Cnr Railway & McIntosh Streets  
Chatswood NSW 2067

PO Box 57  
Chatswood NSW 2057

Tel 02 9777 7555  
Fax 02 9411 8774

Willoughby City Council

ABN 47 974 826 099

Scope: Standard Rate Card

Date: 05/08/2016

Team: WPAB

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## Introduction

### ***What is the WPAU?***

The Performing Arts Unit of Willoughby City Council (WPAU) is a diverse support service that focuses on our community's performance based arts needs while strategically balancing financial and social requirements.

### ***What do we do?***

We at the Performing Arts Unit believe we are;

“Changing Lives through Performance based Art”

We are keen to enrich the cultural vitality of Willoughby City and beyond with a range of performances, venues and support programs that benefit the whole community.

### **Our 3 main areas of activity are:-**

#### **Generating Engaging Performances**

This entails producing and presenting world-class shows and artists as well as a huge range of local talent. The award-winning *Willoughby Symphony Orchestra and Choir (WSOC)* is recognised throughout the country as a role model for meaningful community development through the performing arts. It exists to enhance the cultural viability of Willoughby City and beyond by providing performers and audiences with the highest quality musical experience possible.

#### **Managing Venues**

We manage a range of purpose-built performance venues, which also involves converting generic spaces into dynamic performance venues as required. Our experienced operations team has expertise in show sound/lighting, CD production, video-conferencing, front and back of house management, hospitality and more.

### ***What does this document contain?***

Standard Fees and Charges for the Zenith Theatre and Convention Centre

The Zenith Theatre and Convention Centre is a professionally operated community initiative providing a high level of quality facilities to both Community and Corporate Groups within our local area and beyond.

## HOW TO CONTACT US

Visit	Zenith Theatre – Cnr Railway and McIntosh Streets, Chatswood
Phone	02 9777 7555
E-mail	<a href="mailto:paunit@willoughby.nsw.gov.au">paunit@willoughby.nsw.gov.au</a>
Mail	PO Box 57, Chatswood NSW 2057
Web	<a href="http://www.zeniththeatre.com.au">www.zeniththeatre.com.au</a>

## Standard Hire Rates

Area	Hire Block	Rate (incl. GST)
<b>Main Auditorium</b>		
Monday - Thursday	Minimum 4 Hour period	\$320.00 per hour
Friday - Saturday	Minimum 4 Hour period	\$378.00 per hour
Sunday	Minimum 4 Hour period	\$436.25 per hour
Public Holiday	Minimum 4 Hour period	\$639.75 per hour
<b>Seminar Room</b>		
Monday - Thursday	Minimum 2 Hour period*	\$160.00 per hour
Friday - Saturday	Minimum 2 Hour period*	\$189.00 per hour
Sunday	Minimum 2 Hour period	\$247.50 per hour
Public Holiday	Minimum 2 Hour period	\$320.00 per hour
*9am – 5pm Mon – Fri	Minimum 4 hrs outside these times	
<b>Rehearsal Studio</b>		
Monday - Thursday	Minimum 4 Hour period	\$145.00 per hour
Friday - Saturday	Minimum 4 Hour period	\$160.00 per hour
Sunday	Minimum 4 Hour period	\$174.00 per hour
Public Holiday	Minimum 4 Hour period	\$232.50 per hour
<b>Joe Ciantar Music Rehearsal Studio</b>		
Monday - Friday	Minimum 2 hour period	\$110.00 per hour
Saturday	Minimum 2 hour period	\$110.00 per hour
Sunday	Minimum 2 hour period	\$110.00 per hour
Public Holiday	Minimum 2 hour period	\$110.00 per hour

### What is included?

Area	Inclusions
<b>Main Auditorium</b>	
❖ 251 seats (raked)	1 x FOH Supervisor
	1 x House Technician
	Air-conditioning
	Rehearsal Studio – Performances ONLY
	Dressing Room – Performances ONLY
	Basic Lighting – See Venue Tech. specifications
	Basic Sound – See Venue Tech. specifications
<b>Seminar Room</b>	
❖ 50 seats theatre style	1 x FOH Supervisor
❖ 24 class room style	Air-conditioning
<b>Rehearsal Studio</b>	
❖ 40 seats theatre style	1 x FOH Supervisor
❖ 15 class room style	Air-conditioning
<b>Joe Ciantar Music Rehearsal Studio</b>	
❖ 100 pax Theatre style	Please note: - Staffing costs additional

## Projector, Microphone and Internet Rates

DATA PROJECTOR				
Auditorium	Full Day	\$250	Short session hire	\$125
Seminar Room	Full Day	\$150	Short session hire	\$75
JCMRS				
Microphone Hire				
Due to the rising cost of technical equipment - the Zenith Theatre and Convention Centre will provide: 1 x Lectern Microphone and 1 x radio hand held microphone or lapel/headset as part of a standard hire. All extra/other requests will incur a \$10.00 charge per microphone.				
WI-FI				
Auditorium	Flat Rate charge \$50 per day \$25 per half day			
Seminar Room	Flat Rate charge \$50 per day \$25 per half day			

## Staffing Rates

Role	Rate Per hour				
	Minimum call of 3 hours, Inclusive of GST				
	Weekdays	Weekdays After hours (11pm – 6am)	Saturday	Sunday	Public Holiday
Ushers/ Bar Staff	\$53.04	\$63.34	\$66.43	\$79.31	\$131.84
Box Office Manager	\$58.02	\$70.40	\$72.95	\$87.30	\$145.23
FOH Supervisor	\$63.34	\$76.22	\$79.30	\$94.76	\$158.62
House Technician	\$74.16	\$88.58	\$91.96	\$110.70	\$184.37
Specialist Staff	On application				

## Staff Penalty Rates

Penalties are incurred when a staff member works during a period that is affected by any of the following circumstances. These penalties also apply to the staffing component within the block hire periods of a booking.

- A 20% penalty applies when; The staff member works after 11pm or before 6am during the weekday period, (Monday – Friday)
- A 25% penalty applies when; The staff member works on a Saturday
- A 50% penalty applies when; The staff member works on a Sunday
- A 150% penalty applies when; On Public Holiday

**Note:** There must be a 10-hour break between calls and a paid half hour meal break after each 5 hour session. If breaks cannot be taken due to the nature of the event, the half hour in lieu is charged at a “double time” rate.

## Staffing Position Duties

Staff	Duties
FOH Supervisor (Front of House Supervisor)	This role is that of a safety officer. To ensure the safe operation of the venue and its facilities; including patrons, the hirer, the hirer’s associates and all staff.
Front of House/Bar	To assist the FOH Supervisor and Box Office Manager in their duties.
House Technician	This role is that of a safety officer. To ensure the safe operation of the venue, its facilities and all equipment. This position answers to the FOH Supervisor.

## Staffing Level Guide

Attendance Zenith Theatre Auditorium	Minimum staff levels for performance and events
<b>Non Ticketed Events and Community Events as at 1<sup>st</sup> July 2016</b>	
1 – 100 patrons	1 x FOH Supervisor – Included in hire 1 x House Technician – Included in hire 1 x Usher Staff 3 x Volunteer Staff supplied by hirer
100 – 250 patrons	1 x FOH Supervisor – Included in hire 1 x House Technician – Included in hire 2 or 3 x Usher Staff ( at the discretion m'mgt) 4 x Volunteer Staff supplied by hirer
<b>Ticketed Event</b>	
1 – 100 people	1 x FOH Supervisor – Included in hire 1 x House Technician– Included in hire 3 x Usher Staff
100 – 250	1 x FOH Supervisor – Included in hire 1 x House Technician – Included in hire 1 x Box Office Operator 4 x Usher Staff
<b>Joe Ciantar Music Rehearsal Studio</b>	1 x FOH Supervisor – additional charge

**\*\*Note:** Due to increased Council WH&S Policies the theatre has now an obligation to supply trained staff at ALL events subject to audience numbers, this cost will be passed onto the hirer.

\*\*Additional Staffing levels for the Joe Ciantar Music Rehearsal Studio, Seminar Room, and Rehearsal Room will be determined on a case by case basis.

### Staff Requirements

Please note the following

- FOH Duty Manager must be on duty while the client or guests are in any part of the venue.
- House Technician must be on duty while the client or guests are in any part of the venue.
- All technical and duty management staff including the Box Office manager are required on site 1.5 hours before guests / public arrive on-site.
- All technical and duty management staff are required to remain on site until all guests / public have vacated the venue and the venue is returned to its standard operational mode.
- Ushers and assistant box office staff are required on site 1 hour before guests / public arrive.

## **Additional Charges**

Includes, but is not limited to, the following;

- All consumables used during the hire; example. Lamps that blow during the production, gaffa tape, lighting gel, batteries.
- Cleaning of the dressing rooms, back-stage areas and rehearsal studio during a production type event.
- All staffing other than that noted as included in the venue hire.
- All staffing penalty rates.
- Piano(s) including the tuning of the piano.
- Hired in equipment.
- All items noted in the Hiring Agreement, either in the terms and conditions or the estimate of costs.
- All merchandising will attract a commission of 12.5% of the gross takings.

Fixed pricing available as part of the estimate in Schedule one (1) of the Hirers Agreement where all production details are provided at the time of booking.

All additional charges incurred after your initial contract has been issued will incur a minimum charge of the cost of the item plus 20%.

## **Facilities and Services**

For additional details on the facilities and service available please refer to the Venue Access and Safety Information document (Schedule 3) and the Venue Technical Specifications document (Schedule 6).

## **Box Office**

The Zenith Theatres Box Office number is (02) 9777 7547. Operational hours are between 10:00 – 16:00 Tuesday – Friday excluding Public Holidays and 1 hour prior to an event.

## **Catering**

The Zenith Theatre and Convention Centre has preferred catering agents with menus to suit all budgets. Pricing and menus are available upon request.

If the hirer chooses to obtain catering from an alternate source, a charge of 10% of the total venue hire rate will apply.

## **Bar & Kiosk**

The Zenith Theatre and Convention Centre is a licensed venue and due to licensing conditions, only alcohol purchased on site can be consumed within the venue.

Hirers wishing to source their own alcohol supplier must express this in writing to the Performing Arts Unit Manager and a decision will be made at their discretion.

Alcohol will not be served after 12 midnight. No additional liquor sales beyond this time will be permitted except with the express permission of the licensee of the Zenith Theatre.

The kiosk is exclusively operated by the venue staff and can provide a wide range of refreshments.

## **Photocopying & Fax**

Photocopies - 50 cents per A4 Copy

Fax – 80 cents per page (local number), \$1.50 per page (STD numbers)

## ***Marketing and Publicity***

Services are available and will be discussed on a case by case basis.

Note: Willoughby City Council assert all proprietary and copyrights over all trading names, images or logos of the Zenith Theatre and Convention Centre. Any infringement of these rights will be regarded as a breach of the Copyright Act and liable to prosecution.

## ***Ticketing Service Rates***

Event ticketing services will be provided by the Zenith Theatre Box Office. The Zenith Theatre is a Ticketek licenced venue. Please advise if you require information in regard to ticket related charges and for ticketing terms and conditions.

## ***Technical Production Unit Service Rates***

Estimates are available upon request as part of the booking process.

Production Services cover the following items;

- Lighting
- Audio - including recording services
- Vision - including recording services
- Staging
- Broadcasting services
- All hirers must attend a production meeting with a Venue Technical Officer, and provide a list of all technical specifications in writing, to the satisfaction of the Technical Officer no later than 14 days prior to your event.

## ***Car Parking***

A special parking rate of \$8.00 is available for people attending an event at the venue. To secure the discount each parking ticket must be validated and paid for at the theatre kiosk.

**\*Please note:** there are only 50 spaces available to Zenith Theatre patrons on level B3 of the Wilson Zenith Centre parking station located in McIntosh St, Chatswood.

## ***Other items of interest***

### ***Insurance***

We require evidence of \$20,000,000 Public Liability Insurance coverage for all Hirers before your booking can be confirmed. Please refer to Hiring Agreement for details.

### ***To secure a booking at the Zenith Theatre***

To secure your booking you must provide the following to the Performing Arts Unit:

- Signed Part A Hire Agreement
- Read and acknowledged Part B – Terms and Conditions
- Signed Part C Ticketing Service Agreement, if applicable.
- Payment of the venue hire deposit as per your Part A Hire Agreement.
- Provide a copy of your Public Liability Insurance to the value of 20 MILLION DOLLARS in the form of a Certificate of Currency.