



## Burrinja Hire Charges

2023/24

### General terms:

- Minimum booking 3 hours, except the Theatre which has a minimum of 4 hours
- All staffing is charged at a minimum of 3 hours, with the exception of Venue Technicians which are charged at a minimum of 4 hours
- Any alcohol must be supplied and served by Burrinja, price on application (POA) The Burrinja Foyer Bar is the only alcohol sales during theatre events / or ticketed events
- Under no circumstance can BYO alcohol be brought onto the premises
- Small groups can contact the café at Burrinja for onsite catering options
- You must have a duty manager for bookings after 4pm, ticketed shows or on Sundays/Public Holidays – see staffing rates for rates
- Ensure your booked time includes set up and pack up
- Hire is not confirmed without a signed Hire Agreement and payment of deposit invoice
- All prices are subject to change without notice.
- All pricing is subject to GST

| Monday to Sunday<br>Venues available<br>9am to 11pm<br><br><i>Pricing is ex GST</i>   | Not for Profit<br>Groups   | Community<br>(includes Dance,<br>Calisthenics,<br>Schools, Local<br>Government)                       | Commercial  |
|---|--|---|---|
| Venue   | Per Hour   | Per Hour  | Per Hour  |
| <b>Theatre</b><br>Seats up to 400<br><br><i>Minimum booking 4<br/>hours</i><br><br>Theatre Performance<br>rates apply 1.5 hours<br>before the show start<br>time. | <b>Access</b><br>\$96<br><b>Presentations/<br/>Rehearsal</b><br>\$149<br><b>Performance</b><br>\$205 | <b>Access</b><br>\$108<br><b>Presentations/<br/>Rehearsal</b><br>\$173<br><b>Performance</b><br>\$238 | <b>Access</b><br>\$154<br><b>Presentations/<br/>Rehearsal</b><br>\$248<br><b>Performance</b><br>\$341 |
| <b>Lyre Room</b><br>Seats up to 120<br>Depending on room<br>setup   | \$60   | \$63  | \$90  |
| <b>Lyre Room<br/>Standard set up</b><br>Performance set up POA  | \$80 flat rate   |   |   |
| <b>Lyre Room tea/coffee</b><br>only available for<br>bookings over 50 people  | \$4.95 per person  |   |   |

|   |  |  |  |
|---|--|--|--|
|   |  |  |  |
| <b>Meeting Room *</b><br>Seats 10<br>Boardroom style only   | \$36   | \$41   | \$60   |
| <b>Arts Workshop *</b><br><b>Seats 15</b><br>You must leave the room<br>how you found it  | <b>\$26</b>  | <b>\$30</b>  | <b>\$44</b>  |
| <p><b>External Catering:</b> Events can be externally-catered for – conditions apply, contact <a href="mailto:venue@burrinja.org.au">venue@burrinja.org.au</a> for more details</p> <p><b>Alcohol:</b> All alcohol must be supplied and served by Burrinja – POA</p> <p><b>Cleaning:</b> If the venue is left in poor condition or needs additional cleaning a \$75 per hour (or part thereof) will be charged.</p> |  |  |  |
| <b>Staffing</b><br><b>Monday to Saturday</b><br>Venue Technician<br>Duty Manager<br>Ushers  | \$60 per hour<br>\$53 per hour<br>\$44 per hour                            |  |  |
| <b>Sunday and Public Holidays</b><br>Venue Technician<br>Duty Manager<br>Ushers   | \$90 per hour<br>\$80 per hour<br>\$66 per hour                            |  |  |
| <b>Ushers</b> must be included for events in the theatre (1 usher for up to 150 patrons, 2 above 150 patrons) Ushers are required to start 1 hour prior to a performance and conclude their shift 15 mins after the performance finishes.   |  |  |  |
| <b>Duty Manager:</b> is required for all theatre performances regardless of the scheduled time. The Duty Manager must start 1 hour and 15 minutes prior to the performance and ends their shift when your patrons leave or at a minimum 30 minutes after your performance ends.   |  |  |  |
| <b>Venue Technician:</b> is required for the duration of the hire in the Theatre including bump in and rehearsals. The Technician generally commences 45 minutes before your arrival at the venue and ends their shift 30 minutes after your bump out. If Technicians are required to spend additional time beyond the hours booked preparing for your event you will be charged for this time.                     |  |  |  |
| All staffing will be charged at a minimum of 3 hours  |  |  |  |
| You must have a duty manager for bookings after 4pm or on Sundays/Public Holidays   |  |  |  |
|   |  |  |  |
| <b>Ticketing</b><br>Includes website listing,<br>phone, online and in<br>person service Box Office<br>staff for event   | \$2.80 per ticket sold<br><br>\$1.10 per<br>complimentary ticket<br>issued | \$3.10 per ticket sold<br><br>\$1.10 per<br>complimentary ticket<br>issued | \$3.95 per ticket sold<br><br>\$1.10 per<br>complimentary ticket<br>issued |
| <b>Equipment</b>  |  |  |  |
| Theatre Projector – Laser   | \$280 flat rate per day or part thereof                                    |  |  |
| <i>All standard rig audio, visual, lighting and theatre equipment is included as part of your theatre hire</i>  |  |  |  |
| Venue Projector   | \$112 flat rate per day or part thereof                                    |  |  |
| Whiteboard and markers  | \$35 flat rate per day or part thereof                                     |  |  |