

THE ROUNDHOUSE THEATRE

VENUE HIRE



LA BOITE
THEATRE COMPANY



roundhouse
theatre

ABOUT THE ROUNDHOUSE THEATRE

La Boite's Roundhouse Theatre is an epic-intimate space and Australia's only purpose-built theatre-in-the-round. It's also flexible enough to be used as a thrust stage with the audience on three sides. This 400-seat home stage offers a distinctive theatre experience. Both the Roundhouse Theatre and La Boite Studio are available for hire during certain periods of the year.

2018 HIRE CHARGES

NB. All prices quoted are GST exclusive

ROUNDHOUSE THEATRE		COMMERCIAL RATES
336 seat thrust mode	Monday - Sunday	\$1,565 per day
400 seat in-the-round		
10m x 8m stage	Weekly (6 days Mon - Sat)	\$8,607.50 per week
6.3m height to grid		
<i>Please see inclusions below</i>		
LA BOITE STUDIO		
9m x 13m floor	Monday – Sunday	\$400 per day
PA system		Hourly rate \$50 per hour
Lighting bars	Weekly (6 days Mon-Sat)	\$2,000 per week
6m ceiling		
<i>Please see inclusions below</i>		

Non-performance and community rates available. Please email venuehire@laboite.com.au for details.

INCLUSIONS WITH ROUNDHOUSE THEATRE HIRE

FACILITIES

- RoundhouseTheatre auditorium – raked seating, thrust capacity 336 or 400 in-the-round
- Dressing rooms – 2 rooms for approx 12 people in total. Includes showers and toilet facilities
- Green room – kitchenette with fridge, zip boil, dishwasher & microwave
- Laundry facilities – washer and dryer
- Limited storage in backstage cages by arrangement
- Use of technical equipment (as specified in the Roundhouse Theatre Technical Specifications)
- Basic cleaning, power and air-conditioning.
- Tech pack (includes 2 x rolls gaff and 5 x rolls of electrical tap)

INCLUSIONS WITH LA BOITE STUDIO HIRE

FACILITIES

- Rehearsal Room (no seating provided)
- Floor space 9m x 13m
- PA system
- Lighting bars
- Black curtain (divides room in half)
- Access to foyer toilets
- NB. only one 3-phase outlet.

La Boite will operate and staff the Foyer Bar for all performance calls. To book the Foyer Bar for a private function or event at other times please contact us.

ADDITIONAL CHARGES AND CONDITIONS

- A Duty Technician must be present at all times that Hirer's personnel or members of the public are in the venue. Duty Technicians are charged at \$50.00 per hour (plus GST).
- A Front of House Manager must be on duty at all times that an audience/public or invited guests are in the venue. Front of House Managers are charged at \$50.00 per hour (plus GST).
- Hirers should note the conditions for cancellation and over-run penalties as specified in the Hire Agreement.
- Staff will be rostered and charges will apply for bump-in, rehearsal and bump-out requirements requested by clients or their suppliers related to the event including caterers, performers, IT services and equipment hire companies.
- All Technical staff are rostered for a minimum 4 hour call. Front of House staff are rostered for a minimum 3 hour call.
- During large/complex bump-ins and bump-outs, it may be necessary for additional Technical Crew to be on duty.
- Please note that there is no standard lighting, sound or vision rig in the Roundhouse Theatre therefore each production or event will require its own set up. The costs for crew to install technical equipment will be charged to the hirer, as will the costs to reset the venue to its standard operational configuration.

STAFFING

STAFF	REQUIREMENTS	COST (single-time rates)
Duty Technician (non-show role)	Must be on duty while client/guests in venue.	\$50.00 per hour (min 4 hour call)
Front of House Manager	Must be on duty no less than 2 hours prior to guests/public arriving at the venue and remain until guests/public have vacated the venue.	\$50.00 per hour (min 3 hour call)
Box Office Attendants/Ushers	Required for ticketed events or when guest attendance is over 100.	\$40.00 per hour (min 3 hour call)
Technical Crew	Required for bump in/out and performances as determined by event.	\$45.00 per hour (min 4 hour call)

STAFF PENALTY RATES

- Penalties are incurred when a staff member works more than 8 hours in any one day and/or 38 hours in one week.
- Double time applies on Sundays, Public Holidays and each hour between Midnight and 8am.
- Breaks: There must be a 10-hour break between calls and a paid, half hour, meal break after each 5 hour session. If meal breaks cannot be taken due to the nature of the event, the half hour in lieu is charged at the "Time and a Half" rate.
- If any changes to staffing are received with less than 48 hours notice, the Hirer is liable for originally scheduled staff costs.



SUGGESTED STAFFING GUIDE

ATTENDANCE	Minimum staff required for performances and events
1 – 100 people Not ticketed	1 x Duty Technician 1 x FOH Manager <i>1 x Technical Crew depending on requirements</i>
1 – 200 people Not ticketed	1 x Duty Technician 1 x FOH Manager 1 x Box office attendant/usher <i>1 x Technical Crew depending on requirements</i>
1 – 200 people Ticketed event	1 x Duty Technician 1 x FOH Manager 1 x Box Office Attendant <i>1 x Technical Crew depending on requirements</i>
200 – 400 people Ticketed event	1 x Duty Technician 1 x FOH Manager 2 x Box Office Attendants <i>1-2 x Technical Crew depending on requirements</i>

Please note the above guide does not include pre-rigging or bump in/out tech costs.

TICKETING

Event ticketing is handled exclusively by the Roundhouse Theatre Box Office. For more details regarding ticketing fees and charges please contact us.

TECHNICAL EQUIPMENT

Each venue comes with standard equipment inclusions as per the Technical Specifications.

Additional technical equipment is available for hire. Contact us for more details.



CONTACT

Venue Manager: 07 3007 8600, venuehire@laboite.com.au

TECHNICAL REQUIREMENTS

VENUE REQUIRED (CIRCLE RELEVANT) ROUNDHOUSE THEATRE LA BOITE STUDIO OTHER

NAME OF EVENT OR PRODUCTION

ORGANISATION

PHONE CONTACT

EMAIL CONTACT

PRODUCTION MANAGER CONTACT Mobile

DATES OF HIRE

TIMES OF HIRE Arrival Event Start Interval

Event End Vacate

IMPORTANT

Draft event schedule, as well as lighting plans and other documentation including Risk Assessment should be provided to the Venue Manager at least 4 weeks prior to event.

PURPOSE OF HIRE?

WILL THERE BE AN OPENING NIGHT?

PROJECTED AUDIENCE CAPACITY:

Do you need catering for your event?

Do you wish us to open the bar?

How many people are included?

Crew:

Performers:

Other:

CREW DETAILS AND CONTACT NUMBERS (Stage Manager, External Contractors, other crew)

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TECHNICAL REQUIREMENTS/SPECIFICATIONS

STAGING

(eg. rostra, set additional seating etc. What equipment or set are you bringing with you?)

LIGHTING

(eg. Special lighting requirements, smoke/haze fx, lighting designer etc.?)

SOUND AND AV

(eg. Live band, singers, mic requirements, CD or MD projection etc)

ROUNDHOUSE STAFFING REQUIREMENTS

(eg. Lighting crew, sound engineer, AV specialist etc, LX or Sound Op)

NOTES:

- All electrical equipment must have a current electrical safety test tag, we can provide testing by arrangement at your cost.
- The Roundhouse Theatre has a stock of hire equipment, as listed on the venue tech specs, that can be utilised, but may incur additional cost. Expected hire of this equipment, in addition to the standard inclusions, should be noted on the previous page so the necessary paperwork can be provided to you.
- Additional items available for hire include: cabaret tables and seating, projector and projector screen, hazer and fogger.
- Additional costs incurred if extra gel and consumables are required.

VENUE HIRE 2018 FEES AND CHARGES

All fees and charges are quoted exclusive of GST.

VENUE	ROUNDHOUSE THEATRE	LA BOITE STUDIO
Commercial daily rate (8hr + Performance)	\$1,565.00	\$500.00
Commercial daily rate (8hr + Non-performance)	\$1,465.00	\$400.00
Commercial weekly rate (Mon-Sat)	\$8,607.50	\$2,000.00
Per hour rate	N/A	\$50
Location shoot fee - Up to 4 hours	\$150.00	\$150.00

Non-performance and community rates available. Please email venuehire@laboite.com.au for details.

VENUE HIRE 2018 TICKETING FEES AND CHARGES *(for all ticketed events)*

All ticketed events must be sold via QTIX.

VENUE	ROUNDHOUSE THEATRE	LA BOITE STUDIO
Venue Hire ticket build fee	\$150.00	\$150.00
INSIDE CHARGES AND FEES (PAID BY THE HIRER / PROMOTER)		
\$20 and under ticket price	\$3.85 per ticket	\$3.85 per ticket
\$20.01 – \$60.00 ticket price	\$5.35 per ticket	\$5.35 per ticket
\$60.01 and over ticket price	\$6.35 per ticket	\$6.35 per ticket
Comp ticket charges	\$1.00 per ticket	\$1.00 per ticket
Merchandise fee	10% per item to La Boite \$1 per item to QTIX	10% per item to La Boite \$1 per item to QTIX
Credit card charges	2.50%	2.50%
Transaction fee (one-off) paid by the customer	\$3.80 per transaction	\$3.80 per transaction

STAFF RATES

Tech staff min 4 hour call. FOH staff min 3 hour call.

VENUE	ROUNDHOUSE THEATRE	LA BOITE STUDIO
Duty Technician	\$50.00 per hour	\$50.00 per hour
Duty Manager (Front of House)	\$50.00 per hour	\$50.00 per hour
Technical Crew	\$45.00 per hour	\$45.00 per hour
Front of House Crew	\$40.00 per hour	\$40.00 per hour

FOYER BAR *(Capacity: 120)*

The La Boite Foyer Bar is available for private functions and events on non-performance days.

VENUE	FOYER BAR
Duty Technician	\$45.00 per hour
Bar Staff	\$30.00 per hour

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