



# KARRALYKA

## THEATRE HIRE CHARGES 2018

### AT A GLANCE

- Conveniently located only 30kms from Melbourne's CBD just off the Ringwood exit from Eastlink
- At the gateway to the Yarra Valley and Mt Dandenong Ranges
- 428 seat Theatre with state-of-the-art audio visual systems
- 3 fully equipment dressing rooms
- 10m x 9m stage
- Full data projection available on cinema-sized screen
- Ability to utilize Karralyka's bar area and/or function rooms
- Situated on 11 acres of native Australian parklands and overlooks manicured lawns

### GENERAL INFORMATION

#### GUEST NUMBERS

The theatre has 428 seats. The bar area and function rooms can also be utilized, subject to availability.

#### FUNCTION DURATION

Karralyka theatre offers a minimum booking time of 4 hours. Please speak with your theatre booking coordinator in regards to your requirements.

#### ACCESS & CAR-PARKING

We are happy to provide ample complimentary on-site car-parking as well as a lift for ease of access. We also have 3 dedicated accessible seating areas in the theatre in the back row closest to the aisle.

#### THEATRE SETUP

Our Theatre and Technical Coordinators are happy to work with you in regards to your requirements. Please contact our us to find out more and/or arrange a mutually convenient appointment to inspect our theatre and venue.



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## THEATRE HIRE (4 HOUR MINIMUM BOOKING TIME)

	NOT FOR PROFIT	COMMUNITY	COMMERCIAL
<b>MONDAY – FRIDAY PER HOUR</b>	\$189.00 rehearsal \$199.50 performance	\$216.00 rehearsal \$228.00 performance	\$270.00 rehearsal \$285.00 performance
<b>SATURDAY</b>	\$196.00 rehearsal \$210.00 performance	\$224.00 rehearsal \$240.00 performance	\$280.00 rehearsal \$300.00 performance
<b>SUNDAY &amp; PUBLIC HOLIDAYS PER HOUR</b>	\$203.00 rehearsal \$213.50 performance	\$232.00 rehearsal \$244.00 performance	\$290.00 rehearsal \$305.00 performance
<b>ADDITIONAL DRESSING ROOM CLEANING CHARGE</b>	\$150.00 To be charged upon completion of the event if cleaning staff are required to complete extra cleaning due to excess make up, tan or glitter etc		
<b>KARRALYKA STAFF REQUIREMENTS</b>  (RATES ON FOLLOWING PAGE)	<p><b>REHEARSALS</b> Minimum 1 Technician and 1 Supervisory Technician</p> <p><b>PERFORMANCE</b></p> <ul style="list-style-type: none"> <li>- 1 Supervising Technician</li> <li>- 1 Technician</li> <li>- 1 Front of House Supervisor</li> <li>- 2 Ushers</li> </ul>	<p><b>REHEARSALS</b> Minimum 1 Technician and 1 Supervisory Technician</p> <p><b>PERFORMANCE</b></p> <ul style="list-style-type: none"> <li>- 1 Supervising Technician</li> <li>- 1 Technician</li> <li>- 1 Front of House Supervisor</li> <li>- 2 Ushers</li> </ul>	<p><b>REHEARSALS</b> Minimum 1 Technician and 1 Supervisory Technician</p> <p><b>PERFORMANCE</b></p> <ul style="list-style-type: none"> <li>- 1 Technician</li> <li>- 1 Supervisory technician</li> <li>- 1 Front of House Supervisor</li> <li>- 2 Ushers</li> </ul>



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## RATES (PER STAFF MEMBER, PER HOUR)

TECHNICAL STAFF MONDAY - SATURDAY / \$45.00

TECHNICAL STAFF SUNDAYS OR PUBLIC HOLIDAYS / \$90.00

FRONT OF HOUSE SUPERVISOR & USHER / \$43.00

TECHNICAL STAFF WHEN HOURS EXCEED 10 ON CALL / \$90.00\*

\* DUE TO OUR EBA REQUIREMENTS TO LIMIT OUR STAFF OH&S RISK FOR EXCESS LABOUR

## TO NOTE

- The supervising technician may not be used as a console operator. Karralyka's lighting and sound consoles may only be operated by those deemed competent by Karralyka Management. Additional Karralyka console operators will be charged to the hirer at the rates listed above.
- Whenever there is an audience in the theatre it is compulsory to have 2 Ushers on duty. Ushers are required to start 45 minutes prior to a performance and conclude 15 minutes afterwards which is equal to 1 hour on top of your required hire time.
- A Front of House Supervisor is required for all performances (not rehearsals). The supervisor must start 1 hour prior to the performance and end their shift 30 minutes after the performance concludes.
- All Karralyka staff will be charged at a minimum of 3 hours.



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## TICKETING

Karralyka offers an online ticketing & box office service. All events requiring ticketing must be sold through this service which includes in person (box office), over the phone & online sales.

	<b>NOT FOR PROFIT</b>	<b>COMMUNITY</b>	<b>COMMERCIAL</b>
<b>CHARGE PER TICKET SOLD</b>	\$2.00	\$2.20	\$4.00
<b>CHARGE PER COMPLIMENTARY TICKET PROVIDED</b>	\$1.00	\$1.00	\$1.00
<b>CHARGE FOR BOX OFFICE SETUP</b>	Complimentary with 1 Box Office staff for performance date	Complimentary with 1 Box Office staff for performance date	\$250.00 includes Box Office staff for performance date
<b>TICKETING CHARGES FOR PRINTED TICKETS (SET OF 430) TO BE SOLD BY YOUR ORGANISATION</b>	\$150.00 No setup costs Postage fee of \$10.00 where applicable	\$150.00 No setup costs Postage fee of \$10.00 where applicable	N/A

**TRANSACTION FEE OF \$4.00 IS CHARGED PER TRANSACTION FOR SALES OVER THE INTERNET, OVER THE PHONE OR AT THE BOX OFFICE.**



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## **MERCHANDISING**

Karralyka will provide a merchandise sales area for hirer's merchandise pertaining to the event or performance. A 10% commission fee plus GST is charged on all sales.

## **BAR & KIOSK**

Karralyka's bar and kiosk is open 1 hour prior to performances and will service a selection of snacks and alcoholic and non-alcoholic beverages. The availability of the bar and kiosk will depend on the duration of the performance and interval break. Please indicate your wish to have this service available upon booking.

## **INSURANCE**

The hirer must hold public liability insurance of no less than \$10,000,000.00 with an insurer. All hirers must provide a certificate of currency (public liability) statement as proof of cover before an event is allowed to proceed. A copy of this document must be returned to Karralyka together with a signed copy of the Hire Agreement.

If your organization does not hold public liability insurance please contact our Theatre Coordinator.



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<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>COST</b>
<b>LISTING ON WEBSITE</b>	Listing on the Karralyka website with a link to purchase tickets online.	Complimentary
<b>FORTNIGHTLY E-NEWSLETTERS</b>	Image, show title, logline, 2 line synopsis and website link.	Complimentary
<b>FLYER &amp; POSTER DISPLAY</b>	Flyers of your show can be displayed in the brochure display stands at Karralyka. We will display 1 poster (A3 size preferable) in the poster box display panel adjacent to the box office.	Complimentary
<b>FOYER SCREEN DISPLAY</b>	Image, show title, date & time.	\$50.00 (one month duration)
<b>FACEBOOK POSTS</b>	Facebook posts x 2 on the Karralyka Facebook page. Content to be provided by client i.e. images / footage and copy and approved by Karralyka prior to being posted. Timing to be determined by Karralyka.	\$50.00
<b>DEDICATED EDM</b>	Electronic direct mail out of your event to our database subject to availability (one per month)	\$150.00
<b>HIGHWAY SIGN</b>	Display of your show on a Council owned highway sign on Maroondah Highway. Display time frame approx 2 weeks. Subject to availability.	\$400.00