

Alex Theatre

St Kilda

Venue Hire Information

Standard Fees and Charges

Schedule Five (5)

Proudly Operated by the Vass Theatre Group

Alex Theatre St Kilda

1/135 Fitzroy Street St Kilda, Melbourne

Tel 03 8534 9300

Vass Theatres Pty Ltd

ABN 54 600 681 801

Scope: Standard Rate Card

Date: Indicative fees to 31 December 2018

Team: VTG



Introduction

Vass Theatre Group

Founded by Aleksandar and Susan Vass, the Vass Theatre Group (VTG) is the strategic hub for involvement in a wide range of Australian and International theatrical activities from ownership of venues, production, management, national and international touring.

Theatre 1

This is our premium Theatre and Cinema experience at the Alex.

The largest of our boutique performance spaces boasts almost 499 seats spread across the stalls and the mezzanine.

This unique space has a welcoming atmosphere that delivers exceptional sight lines, generous legroom and comfortable seating.

Disabled seating is also available upon prior application.

Theatre 2

Comfort, access and intimacy is key in this theatre.

This deluxe space is small enough for an intimate theatre experience without compromising on comfort.

Generous legroom and great sight-lines feature across the two levels of this intimate 291 seat space.

Disabled seating is available on request.

The Studio

As soon as you enter the Studio the versatility of this space is apparent.

The Studio space can be used for an intimate cabaret room, opening night functions, pre-show events, corporate functions, aerial circus and theatre rehearsals/workshops, the capabilities are only limited by your imagination.

This black box studio has been home to theatre productions, rehearsals, auditions, dance classes, play/musical workshops, corporate functions, open mic nights, cabaret shows – all with the option of its own bar service.

The Lounge

Overlooking bustling Fitzroy Street, this generously carpeted space offers elegant theatrical décor, comfy couches, scattered ottomans & a baby grand piano.

In addition to being a welcoming area to congregate pre or post show, it can also become a private room for cabaret, rehearsals, presentations or other corporate functions.

The Board Room

Discreetly positioned for private meetings, intimate functions and/or special performance events. It comes with rectangular glass meeting table & comfortable seating for 10 people.

In-house catering can be provided (on request) for up to 25 people.



HOW TO CONTACT US

Phone	03 8534 9300
E-mail	info@vasstg.com.au
Mail	Alex Theatre – 1/135 Fitzroy Street, St Kilda Melbourne
Web	www.alextheatrestk.com.au

Standard Hire Rates

Space	Hire Block	Rate (per hour)	Minimum charge
Theatre 1	Minimum 4 Hour period Corporate bookings	\$300.00	\$1,200.00
	Minimum 8 Hour period Performance bookings	\$300.00	\$2,400.00
Theatre 2	Minimum 4 Hour period Corporate bookings	\$187.50	\$750.00
	Minimum 8 Hour period Performance bookings	\$187.50	\$1500.00
The Studio	Minimum 4 Hour period Corporate bookings	\$100.00	\$400.00
	Minimum 8 Hour period Performance bookings	\$100.00	\$800.00
The Board Room	Minimum 4 Hour period Corporate bookings	\$50.00	\$200.00
	Minimum 4 Hour period Corporate bookings	\$100.00	\$400.00

Note	
Performance bookings	Discount rates available for multiple day bookings.
Performance Rehearsal / Auditions	50 percent discounts on standard performance rates. Additional discount for multiple day bookings.
Discounts are applied on completing a detailed enquiry form.	

Rates noted for venue hire are based on a block rate. Additional time above the block will be charged in hour increments based on the per hour rate.

The above rates above are subject to change and do not form any binding agreement.

VARIABLE PERFORMANCE HIRE FEES (+ GST)

On occasion & as a measure of industry/community support, Alex Theatre St Kilda may elect to risk/invest a proportion of the total venue hire fee. This arrangement may be configured through payment of a lower guaranteed venue hire fee together with a percentage of Gross Box Office Receipts (GBOR).

Staff charges will apply as per required scheduling (see below).

TICKET FEES

Ticketek provides exclusive ticket services for the venue that incur booking fees, including:

Ticket Price	Ticket Fee
\$1-\$25	\$2.00
\$25.01-\$65	\$3.50
\$65+	\$4.00

In accordance with ACCC policy, the face value of the ticket must include this ticket fee as part of the total price.

Patrons are also charged a transaction fee in relation to their method of purchase. **NB - sales made at the Box Office do not incur a transaction fee.**

If the event is ticketed, then a separate agreement for the ticketing services is required. All figures noted are subject to charge and are not presented to form any binding agreement.

STAFF COSTS & ADDITIONAL INFORMATION

Ushers*	\$33 each, per hour	<i>minimum 3-hour call</i>
FOH Supervisor	\$38 per hour	<i>minimum 3-hour call</i>
House Technician	\$45 each, per hour	<i>minimum 4-hour call</i>
Security/First Aid/ Safety Officer	\$50 per hour	<i>minimum 4-hour call</i>
Cleaning	\$120 per show or \$80 per matinée (on a 2-show day)	

The rates above are subject to change and are not presented to form any binding agreement.

* Staffing levels depend on expected audience size. Additional public holiday or weekend loadings may also apply.

When shows run concurrently at The Alex St.K, some staffing costs (including FOH Supervisor, Security and Duty Tech) may be shared by the respective Hirers.

Additional Information:

- To secure a booking at the Venue, a Hirer must first sign the Alex Theatre St. Kilda Hire Agreement, pay the agreed deposit & present a certificate of currency for a public liability insurance policy to the value of \$20 million.
- Alex Theatre St.K can offer a range of marketing opportunities on condition that required deadlines and style/template requirements are met.
- In most cases, settlement will occur 5 business days after the final performance or on a Wednesday for weekly running shows.
- Where required, a range of equipment including sound, additional lights, staging etc. can be sourced at Hirer's expense.

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 11-pm or before 6-am 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 meal 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.
Security/ First Aid/ Safety Officer/ Door Attendant	This role provides assistance to patrons and security for the venue and event. A stage door attendant may also be required if the stage door is required to be left unsecured.
Ushers	To assist the FOH Supervisor and Box Office Manager in their duties.
Box Office Manager	Manage all Ticketing activities within the venue.
Box Office Assistant	To assist the Box Office Manager
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.
Lighting Designer	To work with clients regarding lighting aspects of a production or event
Sound Engineers	To work with clients regarding audio aspects of a production or event
Specialist Technical Staff	To work with clients regarding any aspects of a production or event where it is deemed necessary to bring in a specialist technical person(s)

Staffing Level Guide

NB:

- Staffing levels for conference or meeting bookings are taken on a case by case basis and must factor in the catering requirements for the event.
- The minimum staffing levels in the venue for a basic rehearsal or hire without the public/patrons onsite is **1 x supervisor and 1 x house technician**.
- Additional Staff maybe required depending on the nature of the event. Event requirements will be based on the completion of the booking requirement form.

Attendance (Performance)	Minimum staff levels for performance and events
1 – 100 people	1 x FOH Supervisor 1 x Usher Staff 1 x Security/First Aid/Safety Officer 1 x House Technician (Additional technical staff dependant on production requirements) 1 x Back of House Manager, if required 1 x Stage Door Attendant, if required
100 – 250 people	1 x FOH Supervisor 2 x Usher Staff 1 x Security/First Aid/Safety Officer 1 x House Technician (Additional technical staff dependant on production requirements) 1 x Back of House Manager, if required 1 x Stage Door Attendant, if required
250 – 400 people	1 x FOH Supervisor 3 x Usher Staff 1 x Security/First Aid/Safety Officer 1 x House Technician (Additional technical staff dependant on production requirements) 1 x Back of House Manager, if required 1 x Stage Door Attendant, if required
400 - 500 people	1 x FOH Supervisor 2 x Usher Staff 1 x Security/First Aid/Safety Officer 1 x House Technician (Additional technical staff dependant on production requirements) 1 x Back of House Manager, if required 1 x Stage Door Attendant, if required

Staff Requirements

Please note the following

- FOH Supervisor 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 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.
- Security/First Aid/Safety Officer is required on site 1 hour before performance or before patrons are allowed onsite.

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
- 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 may 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 note on the event enquiry form.

Catering

The Alex Theatre St Kilda has a preferred catering agent.
Pricing available upon request.

Restaurant

Show Meal Packages are available from our Alex Food Emporium restaurants in St Kilda, for further information please let us know.

Bar

The Alex Theatre is a licensed venue and due to licensing conditions, alcohol will not be served after 12 midnight on week days or Saturday and 11-pm on Sunday. No additional liquor sales beyond this time.

No Alcoholic beverage can be brought on site by a party other than the licensee.

Kiosk

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

Photocopying

50 cents per A4 Copy.

Internet access

\$110 per day booking or part thereof.



Marketing and Publicity

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

Note: Vass Theatre Group assert all proprietary and copyrights over all trading names, images or logos of the Alex Theatre and other companies in the Vass Theatre Group. Any infringement of these rights will be regarded as a breach of the Copyright Act and liable to prosecution.

Technical Service Rates

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

Our Production Services cover the following items;

- Lighting
- Audio, including recording services
- Vision, including recording services
- Staging
- Broadcasting services

Additional cost will apply.

Other items of interest

Insurance

We require evidence of \$20,000,000 Public Liability Insurance coverage of all Hirers. Refer to Hiring Agreement for details.

To secure a booking at the Alex Theatre

- Sign the Hirers Agreement Form, including an agreed estimate of costs.
- Sign the Ticketing Service Agreement, if applicable.
- Make deposit and payments as per the General Terms and Conditions of Hire.
- Provide evidence of Public Liability Insurance to the value of 20 MILLION DOLLARS in the form of a Certificate of Currency.
- Attend a physical or virtual production meeting with a member of our technical Team, and provide a list of all technical specifications in writing, to the satisfaction of the Production and Operations Supervisor.