



BROOME CIVIC CENTRE FEES AND CHARGES

2021 – 2022 FINANCIAL YEAR BUDGET

WHOLE VENUE HIRE

	Not-For-Profit	Commercial
Whole venue hire (per day)	\$2,040	\$4,080
Whole venue hire (per week)	\$8,160	\$16,320
Hourly rate charge if hire goes over specified time	\$102.5 per hour	\$205 per hour

400 capacity. Hire includes 350 chairs, 30 round tables, 10 trestle tables, toilets, house lighting, air-conditioning, 2 x wireless microphones, audio output. Set up and pack down are not included. Staff are at an additional cost and will be estimated in your quote.

Hire includes all spaces and equipment within the venue. Staffing is not included and will be an additional cost.

JIMMY CHI HALL (MAIN HALL)

	Not-For-Profit	Commercial
Per hour – min 4 hours	\$55	\$110
8am – midnight	\$561	\$1,122
Weekly Fee (5 days hire)	\$1,683	\$3,366

400 capacity. Hire includes 350 chairs, 30 round tables, 10 trestle tables, toilets, house lighting, air-conditioning, 2 x wireless microphones, audio output. Set up and pack down are not included. Staff are at an additional cost and will be estimated in your quote.

JIMMY CHI HALL REHEARSAL SPACE ONLY – MUST NOT BE OPEN TO PUBLIC:

	Not-For-Profit	Commercial
Per hour	\$30.59	\$61.19
Per day (8am – midnight)	\$224.40	\$448.80

Rehearsal Space includes: Chairs, tables, toilets side of stage, air conditioning, rubbish removal, house lights, 2 microphones, audio output. Set up and pack down are not included. Staff are at an additional cost and will be estimated in your quote.



SAMMY ROOM:

	Not-For-Profit	Commercial
Per Hour (Min 3 hours)	\$15.50	\$31
All day	\$122.50	\$245

92 capacity. Hire includes chairs, round tables, trestle tables, house lighting, air-conditioning, 2x wireless microphones, audio output, projection & dropdown screen, speakers. Set up and pack down are not included. Staff are at an additional cost and will be estimated in your quote.

PIGRAM GARDEN THEATRE:

	Not-For-Profit	Commercial
Per hour – min 4 hours	\$30	\$60
8am - Midnight	\$225	\$450
Weekly Fee (5 days)	\$1,020	\$2,040

363 capacity. Hire includes 350 chairs, 30 round tables, 10 trestle tables, toilets, house lighting. Set up and pack down are not included. Staff are at an additional cost and will be estimated in your quote.

BAR/SERVERY:

	Not-For-Profit	Commercial
Per hour	\$51.50	\$102
8am - Midnight	\$495	\$990

Hire includes use of 3 fridges, glassware, ice buckets, water jugs, glass washing facilities, ice machine. Set up and pack down are not included. Staff are at an additional cost and will be estimated in your quote.

KITCHEN:

	Not-For-Profit	Commercial
4 Hours	\$102	\$204
All day (Maximum 8 hours)	\$204	\$408
Cool Room / Catering Bump In (Daily)	\$25	\$50

This is not a commercial kitchen, therefore no cooking onsite. Includes dishwasher, rubbish removal, 2x steam ovens, cool room, 2x induction hot plates, freezer. Use of crockery is an additional cost.



AUDIO AND LIGHTING EQUIPMENT JIMMY CHI HALL ONLY:

Access to 2 wireless microphones and AUX cord for audio connect that connects to 6 house speakers	Included in venue hire
Basic Audio Package – Rack cupboard audio system. Two wireless microphones and two stereo inputs (iPod/laptop/phone). Microphone stands and lectern, laptop, drop down projector screen	\$100 per day
Advanced Audio Package PLUS 40ch digital desk mixer, EQ/FX CD player, 2x SM58 wireless microphones, 2x fold back speakers, full band microphone/DI/stand/cables suite.	\$270 per day
Basic white wash	\$100 per day
LED package (all installed low power multi-colour RGB/W LED lights)	\$280 per day
Full theatre package (all lighting fixtures, both LED and incandescent) Including access to the incandescent colour gel filters	\$420 per day
Wireless internet breach of use	Cost plus 20% admin

Any packages above a basic audio package require a Civic Centre AV technician. The venue encourages hirers to have an AV technician present for bookings that require assistance with special presentation requirements. When hiring the specialised lighting or audio package, a Shire approved technician must be engaged at cost to the hirer.

To ensure we can accommodate your request, please ensure your booking form is submitted at least 4 weeks prior to your event date.

AUDIO AND LIGHTING EQUIPMENT SAMMY ROOM:

Conference Package - Includes Projection & dropdown screen, speakers and & microphone	\$50
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AUDIO AND LIGHTING EQUIPMENT PIGRAM GARDEN THEATRE:

Audio Package	\$150
Lighting Package	\$150

ADDITIONAL AV EQUIPMENT:

Tripod Screen	\$21.00 per day
Wired microphones (included in advanced package)	\$30 each per day
DI boxes (included in advanced package)	\$40 each per day
External compressor (included in advanced package)	\$50 each per day
External Fx unit (inc in advanced packages)	\$80 per day
External Compressor (inc in advanced packages)	\$50 per day
Hazer including fluid (per day)	\$70 per day
Additional recoupable event equipment	Cost plus 10% admin fee +GST

ADDITIONAL EQUIPMENT:

2x industrial fans	\$0
Conference Lecturn	\$30 per day
Mobile hanging panels with armatures and extension cords	\$3.00 per panel per day
Tarkett	\$45
Autopoles	\$67.50
Full Crockery Package <i>Includes water glasses, jugs, champagne flutes, wine glasses, cups, saucers, dinner plates, knives, forks, desert spoons, teaspoons and urn – Per person.</i>	\$5 per person per day
Conference Crockery Package <i>Includes cups, saucers, teaspoons, water glasses, Jugs and urn – per person.</i>	\$2 per person per day
Tea, Coffee & Water	Cost plus 10% admin fee +GST

STAFF:



Facility Assistant – Monday to Friday, 8am-5pm	\$45 per hour
Facility Assistant	\$56.10 per hour
Facility Assistant – Sundays	\$75 per hour
Audio Visual Technicia	At cost plus 10% admin fee (\$66)
Security	At cost plus 10% admin fee (\$72.60)
Staff call out fee	\$112.20 per hour

Staffing costs will be estimated in your quote. The Broome Civic Centre is a bare walls hire venue. All bookings open to the public, large events, or events that have alcohol will need to have a Shire staff member present. Civic Centre staff will be onsite to help with any venue questions and support event set up and pack down. It is the hirers responsibility to ensure they have adequate staffing for your event. The Civic Centre can provide staffing to help with event operations at an additional cost. All bookings with alcohol will need to have a Shire approved security guard present which will be organised by the venue. Staffing prices will be estimated on your quote at the Broome Civic Centre's discretion. Staff will be charged for the hours spent onsite and this may vary from the quote provided. This is non-negotiable.

OTHER:

	Not-For-Profit	Commercial
Cleaning (Monday – Friday)	\$60.50 per hour	\$60.50 per hour
Cleaning (Weekends and Public Holidays)	\$88 per hour	\$88 per hour
Damage to property, fixtures and fittings	Cost + 20%	Cost + 20%
Wireless internet; breach of use	Cost + 20%	Cost + 20%
Ticket Commission	\$3 per ticket	\$3 per ticket

Once you have completed a booking form, the Civic Centre team will provide you with a quote based on the requirements of your event.