



Community & Arts Hirers Fees & Charges 2025

THEATRE HIRE

CSU Riverina Playhouse		
Hire	Total Fee Payable incl. GST	Terms
Full day Hire Rate 8am – Midnight	\$420	These fees include NO staff. Minimum supervision requirements apply.
Evening Performance Only Access from 3pm	\$270	These fees include NO staff. Minimum supervision requirements apply.
Rehearsal Block Up to 4hrs, No public access	\$100	These fees include NO staff. Minimum supervision requirements apply.
Access fee for each additional hour outside regular hire	\$65	These fees include NO staff. Minimum supervision requirements apply.

The hire period needs to include the time to bump in/out the performance/event.

STAFFING CHARGES

Monday to Friday inclusive		
Staff	Fee Payable incl. GST	Terms
Duty Technician	\$46 per hour	Minimum 3 hour call.
FOH/Bar Supervisor	\$46 per hour	Minimum 3 hour call.
Technical Staff	\$39 per hour	Minimum 3 hour call.
FOH staff (Ushers, box office etc.)	\$39 per hour	Minimum 3 hour call.

Saturday		
Staff	Fee Payable incl. GST	Terms
Duty Technician	\$54 per hour	Minimum 3 hour call.
FOH/Bar Supervisor	\$54 per hour	Minimum 3 hour call.
Technical Staff	\$46 per hour	Minimum 3 hour call.
FOH staff (Ushers, box office etc.)	\$46 per hour	Minimum 3 hour call.

Sunday & Public Holidays		
Staff	Fee Payable incl. GST	Terms
Duty Technician	\$65 per hour	Minimum 3 hour call.
FOH/Bar Supervisor	\$65 per hour	Minimum 3 hour call.
Technical Staff	\$57 per hour	Minimum 3 hour call.
FOH staff (Ushers, box office etc.)	\$57 per hour	Minimum 3 hour call.

Staff charges prior to 6am and after 12mn incur additional charges.

TECHNICAL FEES

	Fee Payable incl. GST	Terms
Daily Technical Equipment & Consumable Fee	\$80	Includes access to all technical equipment available and some common consumables
Weekly Technical Equipment & Consumable Fee	\$220	Includes access to all technical equipment available and some common consumables

Mandatory minimum staff requirements are:

For any performance or circumstance to which the public are admitted.

1 x DUTY TECHNICIAN at the rates detailed above.

1x FRONT OF HOUSE SUPERVISOR at the rates detailed above.

2 X USHERS are required for performances. (Minimum age of 16 years old).

Ushers must be available for training at least 45mins prior to show. They must be available until all the audience has exited the auditorium and have no other role other than that of usher. They may be required to assist audience during the show. They are under the guidance of the FOH Manager and are only to take direction from that manager. They must be over 16 years of age and be reliable. They will preferably dress in neat blacks & Flat shoes.

1 x BOX OFFICE if tickets are being sold.

Box Office and Ushers can be provided by the hirer or supplied by CSU at the rates detailed above. If staff are provided by hirer the staff are required to be available for training prior to audiences being in attendance.

For any time other than performances

1 x DUTY TECHNICIAN at the rates detailed above.

A 1 hour break every 5 hours is a requirement of hire. The Playhouse will be closed and all attendees are required to leave the premises upon request.

The Hirer may elect to employ their own production personnel in addition to the Duty Technician at their own expense, subject to their being of suitable expertise, in the opinion of the Duty Technician or Venue Manager, and their completion of the Safety Induction.

Where possible hirers are encouraged to supply suitably qualified and pre-approved technical and FOH staff to minimise their hire costs. Where suitably qualified and pre-approved technical and FOH staff cannot be provided by the external hirer, CSU will provide staff at rates detailed above.

Facilities and services included in the Theatre Hire & Technical Fee

- Utilities including Heating, Air Conditioner and lighting throughout the building
- Technical facilities /equipment as per Technical Specifications.
- Use of stage drapes and masking.
- Use of the backstage areas, dressing rooms, bathrooms, kitchen/green room and loading dock.
- Normal cleaning
- Opportunity to display posters and flyers in the foyer prior to performances
- Access to foyers for opening night functions subject to the licensing requirements of no earlier than one hour prior to performance to one hour post performance.
- Event promoted on CSU Riverina Playhouse's online presence.
- Production Meeting prior to event if required

Facilities and services for which additional charges may be made:

Staff

- Front of House Supervisor x 1 as per 2021 schedule of fees
- Duty Technician x 1 as per 2021 schedule of fees
- Additional technical and FOH assistance if required as per 2021 schedule of fees
- Specialist Sound, Lighting or AV operators if required.

Facilities and services

- Additional technical equipment
- Specific consumable requirements above stock kept on hand. Eg: specific lighting gel colour
- The film, television, radio broadcast or recording fee plus direct staffing or other costs associated with such broadcasts (if applicable).
- In the event of the user failing to clean or repair at the Manager's request, the Hirer shall be responsible for of the cost of any said additional cleaning or repairs for which is or has been created by the Hirer's performance or usage.