

Empire Theatres Pty Ltd is committed to offering the highest professional standards of service and advice to all clients and customers. Our objective is to achieve excellence of production and presentation standards for every performance or event, consistent with budgets and objectives established by consultation with the client.

BASE RENTAL                      EMPIRE THEATRE AUDITORIUM, ARMITAGE CENTRE, EMPIRE CHURCH THEATRE, EMPIRE STUDIO ROOM

- These charges are basic for the purpose of calculating budgets – most events in the Empire will attract the 10% of GBO as per Item 2 of Conditions of Hire (below).
- These charges include general marketing (no production), Venue Supervisor (Empire Theatre Auditorium only), basic lighting and audio standard rigs. Labour charges to modify and reset these rigs are NOT included. All other charges listed in the schedule are additional and not included in the rental amount
- The Community Rate is available ONLY to organisations based in the Toowoomba Regional area. The 10% of GBO as per Item 2 of Conditions of Hire (below), will apply.
- The minimum rental charge is the half-day rate.

EMPIRE THEATRE AUDITORIUM	COMMERCIAL RATE	COMMUNITY RATE
Full Day (9am to 12 Midnight)	\$3,600	\$2,350
Half Day (5 continuous hours)	\$2,675	\$1,750

ARMITAGE CENTRE <small>(HERITAGE BANK AUDITORIUM)</small>	COMMERCIAL RATE	COMMUNITY RATE
Full Day (9am to 12 Midnight)	\$1,500	\$1,160
Half Day (5 continuous hours)	\$975	\$700

EMPIRE CHURCH THEATRE	COMMERCIAL RATE	COMMUNITY RATE
Full Day (9am to 12 Midnight)	\$1,120	\$810
Half Day (5 continuous hours)	\$810	\$595

EMPIRE STUDIO ROOM	COMMERCIAL RATE	COMMUNITY RATE
Full Day (9am to 12 Midnight)	\$890	\$675
Half Day (5 continuous hours)	\$635	\$430

LOUNGE BAR / SUPPER ROOM	COMMERCIAL RATE	COMMUNITY RATE
Full Day (9am to 12 Midnight)	\$580	\$460
Half Day (5 continuous hours)	\$360	\$280

LABOUR CHARGES (All Venues)

Commercial Rates		Community Rates	
FOH, Technical & Marketing Staff per hour	\$74.00 per person	FOH, Technical & Marketing Staff per hour	\$60.00 per person
FOH & Technical Staff overtime per hour: Sundays, between midnight & 7am or after 10 continuous hours	\$112.00 per person	FOH & Technical Staff overtime per hour: Sundays, between midnight & 7am or after 10 continuous hours	\$112.00 per person
Missed meal break allowance	\$112.00 per person	Missed meal break allowance	\$112.00 per person
FOH & Tech Staff Public Holiday per hour	\$156.00 per hour	FOH & Tech Staff Public Holiday per hour	\$156.00 per hour

SERVICE CHARGES (All Venues)

Number of Patrons	F.O.H. (Ushers) STAFF (per performance, based on total audience numbers) EMPIRE THEATRE AUDITORIUM	Number of Patrons	CLEANING (per performance, based on total audience numbers) EMPIRE THEATRE AUDITORIUM
		Under 400 patrons	\$450
Under 500 patrons	\$480	Under 800 patrons	\$580
Under 1000 patrons	\$720	Under 1200 patrons	\$730
1001+ patrons	\$880	1201+ patrons	\$860
Dressing Room Cleaning additional to base clean			Rooms 3-5 additional \$60 Rooms 6-7 additional \$70 Studio additional \$110
	ARMITAGE CENTRE	Armitage Centre	\$300
		Church Theatre	\$120
FLAT RATE	\$230	Lounge Bar or Supper Room	\$85

OTHER PRODUCTION CHARGES

Charge	EMPIRE THEATRE AUDITORIUM	ARMITAGE CENTRE	EMPIRE CHURCH THEATRE
Electricity & Air conditioning (as applicable)	\$810	\$235	\$130
Consumables	\$190	\$130	\$85
A/V & Theatre Equipment	POA	POA	POA

TICKETING CHARGES

Event creation, per event, includes 1st performance - standard seating plan	\$150.00
Event creation, non- standard seating plan and event changes	from \$190
Event creation – Church, Studio and additional performances	\$80.00
Presale creation fee	\$150.00
Booking Fees - Complimentary	\$1.90 per ticket
\$29.99 and under	\$3.20 per ticket
\$30.00 and under \$60.00	\$4.80 per ticket
\$60.00 and over.	\$5.80 per ticket
\$100 and over.	\$6.60 per ticket
Card Transactions & Administration Fee	3%

## CONDITIONS OF HIRE

1. 10% GST is included in all charges.
2. All rental charges are on account of 10% of Gross Box Office (GBO) takings, whichever is the greater.
3. All events booked in all Empire Theatres venues will be ticketed only by Empire Theatres.
4. All merchandising will attract a 10% commission on gross sales.
5. A Venue Supervisor will attend the hiring of all venues, as determined by discussion with the Technical Manager. The cost of the Venue Supervisor is included in the Empire Theatre rental but is at additional cost for all other spaces.
6. All hires of the Empire Theatres will be attended by a Front of House (FOH) Supervisor when public are on site, whether for a performance or any other reason. Clients will be charged for hours on duty plus hours required for preparation, resetting and/or rostering of FOH Staff.
7. All food and beverage catering will be provided exclusively by, or by arrangement with, Empire Theatres. On no account will liquor sales be permitted except through the Licensee of Empire Theatres.
8. Evidence of \$20,000,000 Public Liability Insurance coverage is required of all hirers.
9. To secure ALL bookings, Empire Theatres require:
10. Signed and witnessed Contract of Hire.
11. Security Deposit (non-refundable) equal to the first day rental at the applicable rate.
12. Completed Event Build Forms.
13. Empire Theatres gives preference to performance outcomes on Friday and Saturdays.
14. All breakages and specialised equipment hired on account of clients will be charged to the client's account.
15. Empire Theatres Pty Ltd and the Toowoomba Regional Council assert all proprietary and copyrights over all trading names, images or logos of Empire Theatres. Any infringements of these rights will be regarded as a breach of the Copyright Act and liable to prosecution.
16. All Fees and Charges are subject to review and may be amended without notice.

We welcome constructive feedback, preferably in writing, directed to:

The General Manager  
Empire Theatres Pty Ltd  
PO Box 1227, Toowoomba, Queensland 4350  
EMAIL: [admin@empiretheatre.com.au](mailto:admin@empiretheatre.com.au)  
PHONE: 07 4698 9900

Empire Theatres Pty Ltd (ABN 83 086 482 288) is proudly owned by Toowoomba Regional Council on behalf of the citizens of the Toowoomba Region, and operated by an appointed Board of Directors.



Empire Theatres acknowledges the Traditional Custodians, the Giabal, Jarowair and Western Wakka Wakka people, where we work and present stories. We would like to pay respect to the Elders, past and present and to all First Nations people.