

2026/2027

**VENUE HIRE
FEE SCHEDULE**

EFFECTIVE FROM 1 JULY 2026



EMPIRE

Photo: Empire Theatre, credit Lucy RC Photography

OVERVIEW

Located in the heart of Toowoomba, approximately 90 minutes west of Brisbane, The Empire is home to the largest performing arts theatre in regional Australia.

Toowoomba is one of Australia's largest inland regional cities, with a population of more than 170,000. Known as the Garden City, it offers a vibrant arts and cultural scene, excellent transport connections, including Wellcamp Airport, and a welcoming community that embraces live performance.

Originally built in 1911, the heritage-listed Empire Theatre is renowned for its breathtaking Art Deco proscenium arch, grand auditorium and remarkable acoustics. Together with the Armitage Centre, Church Theatre and Studio, the precinct provides four distinctive performance spaces for productions of every scale.

ADDRESS

54-56 Neil Street
Toowoomba Queensland 4350
empiretheatre.com.au

PHONE

07 4698 9900

TICKET OFFICE

Phone: 1300 655 299

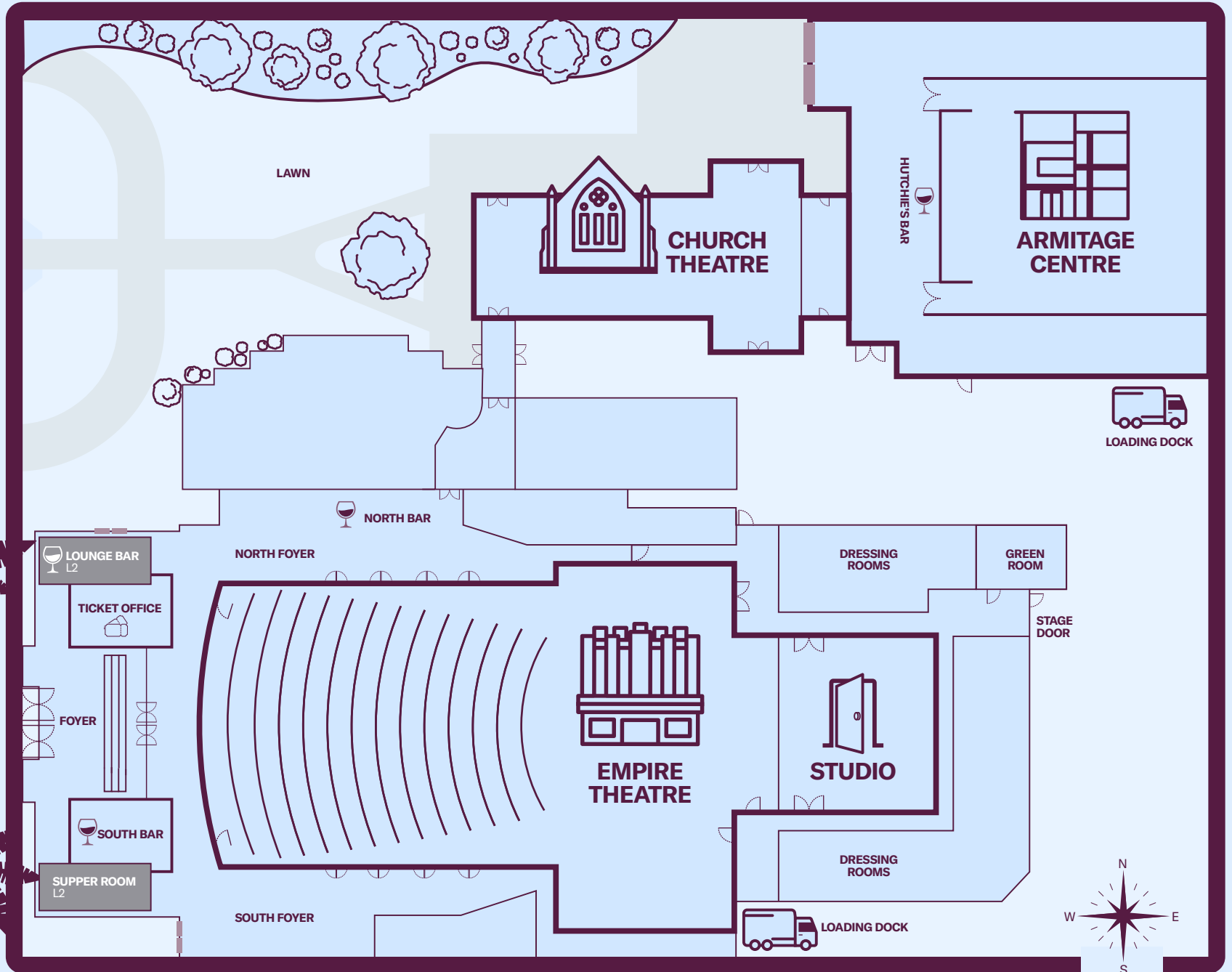
Opening Hours:

Monday-Friday 9am-3pm and 1 hour prior to performance start



CARPARK

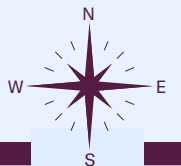
NEIL STREET



CARPARK



MAP NOT TO SCALE. FOR DETAILED PRECINCT AND VENUE SPECIFICATIONS, PLEASE [CLICK HERE](#)



CARPARK



VENUE HIRE

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EMPIRE THEATRE

With seating for 1,561 patrons across the Stalls and Dress Circle, the Empire Theatre combines a heritage-listed Art Deco auditorium with contemporary technical facilities and extensive backstage amenities, providing an exceptional venue for productions of every scale.

EMPIRE THEATRE RENTAL	HALF DAY <i>(5 continuous hours)</i>	FULL DAY <i>(9am-midnight)</i>
COMMERCIAL RATE	\$2,800*	\$3,750*
COMMUNITY RATE[^]	\$1,750* [^]	\$2,350* [^]

*or 10% of gross box office (whichever is greater)

[^] applies to local not-for-profit, educational, arts & amateur groups based in the Toowoomba Region

^o additional charges may apply for backstage areas

The Studio can be booked as an addition to Empire Theatre (if required)

Labour, Ticketing, Marketing & Production charges also apply

GST included in all charges

SERVICE CHARGES	
Electricity & Airconditioning	\$845
Consumables	\$200
CLEANING	
Cleaning - under 400 patrons^o	\$470
Cleaning - under 800 patrons^o	\$600
Cleaning - under 1200 patrons^o	\$760
Cleaning - 1201+ patrons^o	\$890
USHERS	
Ushers - under 500 patrons	\$525
Ushers - under 1000 patrons	\$775
Ushers - 1001+ patrons	\$950



Photo: Empire Theatre, & JULIET, credit Cassidy Cloupet

VENUE HIRE

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STUDIO

Located behind the Empire Theatre stage, the Studio is an intimate performance space seating up to 108 patrons.

Its flexible configuration makes it ideal for rehearsals, workshops, new work development and small-scale performances.

STUDIO RENTAL	HALF DAY (5 continuous hours)	FULL DAY (9am-midnight)
COMMERCIAL RATE	\$660*	\$925*
COMMUNITY RATE^	\$430^^	\$675^^
ADD ON RATE**	\$225	\$375

*or 10% of gross box office (whichever is greater)

^ applies to local not-for-profit, educational, arts & amateur groups based in the Toowoomba Region

° additional charges may apply for backstage areas

**When booked as an addition to Empire Theatre

Labour, Ticketing, Marketing & Production charges also apply

GST included in all charges

SERVICE CHARGES	
Electricity & Airconditioning	\$90
Consumables	\$70
Cleaning°	\$125
Ushers	\$175



Photo: Studio, credit Lucy RC Photography

VENUE HIRE

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ARMITAGE CENTRE

The Armitage Centre is a contemporary black box theatre purpose-built for flexibility and adaptability.

Featuring retractable tiered seating for up to 351 patrons, or 515 standing, alongside state-of-the-art technical facilities, the venue can be configured to suit a diverse range of performance styles.

ARMITAGE CENTRE RENTAL	HALF DAY (5 continuous hours)	FULL DAY (9am-midnight)
COMMERCIAL RATE	\$1,025*	\$1,560*
COMMUNITY RATE[^]	\$700 ^{^^}	\$1,160 ^{^^}

*or 10% of gross box office (whichever is greater)

[^] applies to local not-for-profit, educational, arts & amateur groups based in the Toowoomba Region

Labour, Ticketing, Marketing & Production charges also apply

GST included in all charges

SERVICE CHARGES	
Electricity & Airconditioning	\$245
Consumables	\$135
Cleaning	\$315
Ushers	\$250



Photo: Armitage Centre, Regurgitator, credit Cassidy Cloupet

VENUE HIRE

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CHURCH THEATRE

Originally built in 1877, the Church Theatre is an intimate heritage venue renowned for its gothic architecture, stained-glass windows and unique atmosphere.

Seating up to 288 patrons, the space is well suited to cabaret, comedy, chamber music, jazz and intimate theatrical performances.

CHURCH THEATRE RENTAL	HALF DAY (5 continuous hours)	FULL DAY (9am-midnight)
COMMERCIAL RATE	\$810*	\$1,120*
COMMUNITY RATE^	\$595**	\$810**

*or 10% of gross box office (whichever is greater)

^ applies to local not-for-profit, educational, arts & amateur groups based in the Toowoomba Region

Labour, Ticketing, Marketing & Production charges also apply

GST included in all charges

SERVICE CHARGES	
Electricity & Airconditioning	\$135
Consumables	\$90
Cleaning	\$125
Ushers	\$175



Photo: Church Theatre, credit Ben Hunt

TICKETING

The Empire uses vivenu, a cloud-based ticketing platform supported by our experienced Ticketing team.

All performances at The Empire are ticketed through our platform, with our team providing end-to-end ticketing support, including event setup, on sales, customer service, reporting and settlement.

CREATION FEE	PER EVENT
STANDARD Includes 1st performance	\$160*
NON-STANDARD Custom seating plan, event changes and postponements	from \$200
Church, Studio and additional performances	\$90
Pre-sale creation fee	\$160

*includes Empire Theatre and Armitage Centre venues

^fee calculated on net box office sales

°charged to the patron per cart transaction (online only)

GST included in all charges

BOOKING FEES	PER TICKET
Complimentary	\$2.00
Tickets \$0 - \$29.99	\$3.35
Tickets \$30 - \$59.99	\$5.00
Tickets \$60 - \$99.99	\$6.10
Tickets \$100 - \$139.99	\$6.90
Tickets \$140 and above	\$7.70

Payment Processing & Administration Fee[^]	3%
Transaction Fee[°]	\$5.00

MARKETING

The Empire’s experienced in-house Marketing team provides a range of complimentary marketing services to support your production, with additional paid services available to enhance your campaign.

COMPLIMENTARY MARKETING SERVICES
Webpage Listing On empiretheatre.com.au
Seasonal Campaign Inclusion
On Sale E-Newsletter
On Stage This Fortnight E-Newsletter
Eventfinda Listing
Foyer Screens
Social Media Calendar Inclusion
Co-Hosted Facebook Event
Local Media Opportunities

PAID MARKETING SERVICES	
Waitlist Creation Fee	POA
Post-Show Patron Survey Report	\$150
The Empire Marketing Services Guide provides a selection of paid opportunities across email, social media, website features and post-show reports, which is available upon request.	

PLEASE NOTE

Do not send printed items to the venue as there is no space in The Empire foyer or Ticket Office to accommodate these.

GST included in all charges.

LABOUR

From planning to performance, our experienced team works in partnership with presenters to ensure every production is delivered to the highest standard.

ALL VENUES	COMMERCIAL RATE (PER HOUR)	COMMUNITY RATE [^] (PER HOUR)
FRONT OF HOUSE STAFF		
FRONT OF HOUSE SUPERVISOR (minimum 1 x Front of House Supervisor, minimum 3-hour shift)	\$76	\$66 [^]
MERCHANDISE SELLER (minimum 3-hour shift)	\$76	\$66 [^]
SECURITY (management reserves the right to engage security at the hirer's expense, minimum 3- hour shift)	\$80	\$80
PRODUCTION STAFF		
VENUE SUPERVISOR* (minimum 1 x Venue Supervisor for booking duration)	\$76	\$66 [^]
TECHNICIAN (minimum 1 x Technician, minimum 3-hour shift)	\$76	\$66 [^]

[^] applies to local not-for-profit, educational, arts & amateur groups based in the Toowoomba Region

*all venues excluding Empire Theatre

rates apply Monday to Saturday excluding overtime

GST included in all charges

LABOUR PENALTY RATES

ALL VENUES	COMMERCIAL RATE (PER HOUR)	COMMUNITY RATE [^] (PER HOUR)
PENALTY RATES		
ALL STAFF OVERTIME 1 (overtime including Sunday or after 8 continuous hours)	\$114	\$99 [^]
ALL STAFF OVERTIME 2 (overtime between midnight and 7am, Public Holiday or after 10 continuous hours, Monday to Sunday)	\$152	\$132 [^]
MISSED MEAL PENALTY (staff require an unpaid meal break after 5 hours of continuous work)	\$152	\$132 [^]
SECURITY OVERTIME (overtime including Sunday)	\$100	\$100
QUEENSLAND POLICE SERVICE (QPS) SPECIAL SERVICES (management reserves the right to engage QPS special services at the hirer's expense)	POA	POA

[^] applies to local not-for-profit, educational, arts & amateur groups based in the Toowoomba Region
GST included in all charges

HOSPITALITY

ALL VENUES	COMMERCIAL RATE (PER HOUR)	COMMUNITY RATE [^] (PER HOUR)
FRONT OF HOUSE		
Merchandise & Program Commission	10%	10%
Hospitality Rider & Catering	POA + 10%	POA + 10%
FRIENDS OF THE EMPIRE		
Homemade biscuits, lovingly prepared by the dedicated volunteers will be provided on arrival, courtesy of the Friends of The Empire.		
BAR		
The Empire is a fully licensed premise and manages the liquor service. All hospitality rider requirements, including alcohol, are supplied by The Empire. Alcohol must not be brought onto the premises by artists, presenters or touring parties.		
VIP FUNCTIONS		
The Empire can host pre and post-show functions for your VIP guests. Please enquire at the time of booking for a tailored quotation.		

[^] applies to local not-for-profit, educational, arts & amateur groups based in the Toowoomba Region
 Labour charges may apply
 GST included in all charges

PRODUCTION

CLICK FOR MORE INFO



The Empire's Production team combines an extensive equipment inventory with the expertise to deliver exceptional live performance experiences.

Whatever the scale or style of your production, our skilled technicians provide expert guidance, technical support and the equipment required to bring your vision to life.

From lighting and audio to staging and vision, our facilities are supported by experienced professionals who work alongside presenters to ensure every production is delivered to the highest standard.

All venue hires include use of the standard lighting and audio systems. Technical specifications are available in the [Technical Specification File Store](#), including links to all 360 virtual venue walk-throughs.

Production labour charges apply for pre-rigging and venue restoration where alterations to the standard venue configuration are required.



Photo: Armitage Centre, Regurgitator, credit Cassidy Cloupet

EQUIPMENT

A selection of our commonly available equipment is listed below.
Please contact our Production team to discuss your specific technical requirements.

EQUIPMENT HIRE CHARGES	DAILY RATE (EACH)
Radio Microphone	\$98^
Lectern	\$30^
Laptop Computer	\$125^
Stage Riser	\$42^
Haze Machine^o	\$50^
Smoke Machine^o	\$50^
Low Fog Machine^o	\$95^
Moving Light	from \$80^
LED Uplight	from \$26^

EQUIPMENT HIRE CHARGES	DAILY RATE (EACH)
Grand Pianos	\$175
Upright Pianos and Keyboards	from \$125
Piano Tuning	\$220
Drum Kit	\$140^
Projector Large Format Laser	\$470^
Projection Screens	from \$150^
Media Server	\$230^
Scenic Rear Projection Package	\$1,360^
Star Curtain	\$240^

^ a 50% discount applies to local not-for-profit, educational, arts & amateur groups based in the Toowoomba Region

^o additional charges may apply for excessive use

equipment listed above is not included as part of the standard in-house rig

GST included in all charges

CONTACTS

For venue availability and bookings, please contact:

BOOKINGS & TICKETING ENQUIRIES:

Administration Manager

Helen Oldham

helen@empiretheatre.com.au

07 4698 9930

For all other enquiries, please contact:

PRODUCTION ENQUIRIES:

Production Services Manager

Ben Hunt

ben@empiretheatre.com.au

07 4698 9911

MARKETING & COMMUNICATION ENQUIRIES:

Marketing Manager

Maddison Proud

marketing@empiretheatre.com.au

07 4698 9923

PRODUCTION ESTIMATES:

Production Services Coordinator

Michaela Francis

michaela@empiretheatre.com.au

07 4698 9920

FRONT OF HOUSE ENQUIRIES:

Visitor Services Coordinator

Jamie Galley

jamie@empiretheatre.com.au

07 4698 9940

Venue Hire Fee Schedule, effective from 1 July 2026, is subject to review and may be amended without notice.

The Empire Precinct is wholly owned by Toowoomba Regional Council and operated by Empire Theatres Pty Ltd ABN 83 086 482 288, a company wholly owned by Council and governed by an independent Board of Directors.

The Empire acknowledges the Traditional Custodians, the Giabal, Jarowair and Western Wakka Wakka peoples, where we work and present stories.