

## Functions and Meetings Hire Charges 2022 – 2023

### Riverlinks Eastbank

Welsford Street, Shepparton

**The Entire Centre** (880 m<sup>2</sup> flat floor area) \$2,385  
Includes Auditorium, Function Rooms 1 & 2, Main Stage and Change Rooms

**Main Auditorium** (Tiered Seating for 847 or flat floor) \$1,830  
Includes Auditorium, Main Stage, and Change Rooms

**The Large Function Space** (Function Rooms 1 & 2 Combined, seating up to 500 flat floor) \$1,370  
Includes Function Rooms 1 and 2

**The Smaller Function Space** (Function Room 1 or Function Room 2, seats up to 200) \$1,035  
Includes one Function Room

**Changeover Rate** (applies on days when the full venue is hired and a changeover is required e.g. when changing from tiered seating to dinner setup) \$1050

*All Hire Charges above include a Venue Supervisor for up to 8 hours and some basic technical equipment.*

**The Courtyard** (max capacity 220) For use outside 8.15am-5.00pm Monday-Friday. \$210  
A quote will be provided if set up or any additional equipment is required.

**Short Events (up to 4 hours, Function Rooms Only)**  
During Business Hours (8.15am - 5.00pm) with Basic Setup Only

Large Function Space	\$830
Smaller Function Space	\$495

**The Riverlinks Studio** (available during business hours only, 8.15am - 5.00pm)  
Located on Ground Floor at Eastbank

Short meeting (up to 4 hours)	\$90
All day rate	\$150

Alex Rigg Meeting Room Two or Three, Boardroom style, ( <i>up to 6-8 people</i> )	\$90
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### Riverlinks Westside

Echuca Road, Mooroopna

**The Theatre** (416 Tiered Seating) \$1,675  
Includes Auditorium, Main Stage and Change Rooms  
*Includes a Venue Technician for up to 8 hours and some basic technical equipment.*

Layover Days	\$490
Set Up / Pack Up Days	\$615

The above prices do not include catering, security, additional staff or equipment if required.  
Prices valid from 1 July 2022 through until 30 June 2023

A Riverlinks staff member must be on duty at all times during the event.

*Note: All prices are INCLUSIVE OF GST*

# Important notes and additional charges

## Discounted rates

Council policy allows for discount rates for not for profit community hirers from within the municipality.

## Charges For Set-Up / Pack-Down

Where these take place on the same day as a conference or function, and fit into the 8 hour session time, no additional charge applies. Where they are on another day, or exceed 8 hours, additional charges will apply.

## Function Set-Up and Change Overs

Where the running of an event requires significant changes of set-up of spaces during its course, the additional crew costs associated with this will be reflected in quotation of higher venue charges.

## Deposit

GST does not apply to the deposit. Deposits are held in a trust and will be deducted from hire payment. Invoices for deposits can be issued on request.

Functions with alcohol:	\$350
Functions without alcohol:	\$250
Meetings in the Alex Rigg Meeting Room:	\$50 (function without alcohol)

## Additional staffing

Where indicated, prices include the cost of one staff member for up to 8 hours. Additional charges apply if additional staff is required. Please discuss your requirements with our staff to obtain an estimate of these costs.

### Technical staff

Operation of audio/visual/theatre technical equipment will require the services of one or more technical staff.

### Ushers

In events and conferences that are attended by members of the public, ushers are required throughout the event to ensure safety, assist patrons and to supervise general conduct in and around the centre. The number of ushers required is determined by Emergency Evacuation regulations and is calculated according to the numbers attending. We will advise you of your required staffing levels.

### Security staff

Events where alcohol is served will usually require provision of security staff. Hirers are not permitted to provide their own security staff.

## Additional Staffing charges schedule

Technical staff	\$55.00 / hr	(A four hour minimum call out applies, Min \$220.00 charge per staff member)
FOH Manager	\$55.00 / hr	(A four hour minimum call out applies, Min \$220.00 charge per staff member)
Ushers	\$50.00 / hr	(A three hour minimum call out applies, Min \$150.00 charge per staff member)
Merchandise Seller	\$50.00 / hr	(A three hour minimum call out applies, Min \$150.00 charge per staff member)
Security staff /		
Crowd controllers	\$57.50 / hr	(A four hour minimum call out applies, Min \$230.00 charge per staff member)

## Catering

Provision of catering and liquor is provided by the in house catering team. BYO events are not permitted.

## **Backstage Food**

Food and beverages backstage fall outside the catering contract. We can request a quote from the contract caterer, or you can make your own arrangements. Please note this only applies to the backstage area.

## **Sale of Confectionary / Food**

The hirer shall not permit confectionery, drinks or food products to be sold in any portion of a Riverlinks venue. Such items may only be sold from the facility, café or kiosk provided by the in house catering team.

## **Selling**

The selling of items from the Riverlinks venues is permitted, providing it is a part of the function being held and permission is obtained prior to the booking period. 10% commission may be applicable.

## **Furniture and equipment**

The centre provides a base level of equipment and furniture included in the hire charges quoted above. Any equipment or furniture additional to this will incur extra hire charges.

All electrical equipment must display evidence of a current electrical safety check. 'Untagged' electrical equipment may be tested and tagged at the hirer's expense.

Adhesive tape is prohibited from being placed on the floor and walls.

## **High risk props and decorations**

No pyrotechnics (fireworks) or naked flame of any sort will be permitted to be used in any Riverlinks venue without approval from the Manager. Risk assessments must be provided at least 14 days prior to the booking period.

## **Piano**

Eastbank is home to:	a Steinway Concert Grand Piano - on the flat floor; a Yamaha G3 Baby Grand Piano - on stage; and a Yamaha C108 Upright Piano - on the flat floor
Westside:	a Kawai RX5 Baby Grand Piano; and a Kawai CA750 Digital Piano

No piano shall be moved except under the supervision of Riverlinks staff. Tuning of pianos will be done by a Riverlinks nominated person and the charge will be added to the venue hire costs. Pianos are tuned to A440.

## **Wall and Floor Protection**

Adhesive tape is not to be used on the floor or walls.

Bottles, drink containers, glass or any similar container are not permitted on any dance floor area.

## **Public Liability Insurance**

The hirer must at all times during the period of hire, be the holder of a current Public Liability Policy of insurance in the name of the Hirer providing coverage for an amount at least \$20 million concerning one single event. The Public Liability policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Venue and shall extend to cover Riverlinks Venues in respect to claims of personal injury or property damage arising out of the negligence of the Hirer. A Certificate of Currency is to be provided to the Venue prior to the commencement of the booking period.

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