



Performances Hire Charges 2024 – 2025

Riverlinks Eastbank

Welsford Street, Shepparton

The Entire Centre (827 in tiered seating) - Includes Auditorium, Function Rooms 1 & 2, Main Stage, Green Room and Change Rooms	\$2,580
The Large Function Space (Function Rooms 1 & 2 Combined, up to 500 flat floor) - Includes Function Rooms 1 & 2, and Temporary Stage (if required)	\$1,920
The Smaller Function Space (Function Rooms 1 or 2 Stand Alone, up to 200 flat floor) - Includes one Function Room and Temporary Stage (if required)	\$1,115

Riverlinks Westside

Echuca Road, Mooroopna

The Theatre (416 Tiered Seating) - Includes Auditorium, Main Stage, Green Room and Change Rooms	\$1,815
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Riverlinks Studios

Welsford Street, Shepparton

Performance (fee per performance, no staff costs included) -	\$500
Rehearsal (fee per rehearsal, no staff costs included) -	\$250
Layover Day	\$110

All Hire Charges above include a Venue Technician for up to 8 hours.

Layover Days	\$530
Setup/Rehearsal (up to 8 hours, All Venues) - Includes a Venue Technician for up to 8 hours	\$665
Subsequent extra concerts in same day Riverlinks Eastbank (fee per concert) -	\$1,150
Subsequent extra concerts in same day Riverlinks Westside (fee per concert) -	\$910

The above prices are for a session of up to 8 hours unless otherwise specified

Prices do not include additional or FOH staff, catering, security or additional equipment.
Prices valid from 1 July 2024 through until 30 June 2025

A Riverlinks stage technician must be on duty at all times during the event.

A Riverlinks Front of House Manager must be on duty 1 hour prior to scheduled show time.
Note: All prices are INCLUSIVE OF GST

Important notes and additional charges

Promotion prior to tickets being on sale

If a show is publicised before the Hiring Agreement and Event Confirmation are signed, it will be deemed a breach of contract. No publicity should occur until an on sale date has been agreed upon.

Discounted rates

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

Bump-in / out

Where these take place on the same day as the show 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.

Additional staffing

Where indicated, prices include the cost of one Venue Technician 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 two or more technical staff.

Ushers

Ushers are required throughout the performance 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 staffing levels required.

Security staff

Where performances require security / crowd control, provision of security staff will be arranged by Riverlinks. Hirers are not permitted to provide their own security staff.

Additional Staffing charges schedule

Venue Supervisor/Technician	\$60.00/hr (4 hour minimum call applies, Min \$240.00 charge per staff member)
Technical staff	\$57.50/hr (4 hour minimum call applies, Min \$230.00 charge per staff member)
FOH Manager	\$57.50/hr (4 hour minimum call applies, Min \$230.00 charge per staff member)
Ushers	\$52.50/hr (3 hour minimum call applies, Min \$157.50 charge per staff member)
Merchandise Seller	\$57.50/hr (4 hour minimum call applies, Min \$230.00 charge per staff member)
Security staff /	
Crowd controllers	\$60.00/hr (4 hour minimum call applies, Min \$240.00 charge per staff member)

Ticket selling

Ticketing services are provided by Riverlinks Venues. Patrons can only gain entrance to a ticketed performance with a Riverlinks issued ticket. Riverlinks Conditions of Sale apply to all tickets sold. For the full Conditions of Sale visit

<http://riverlinksvenues.com.au/about/conditions-of-sale>

Ticket fees

Commercial rate \$5.00 per ticket sold

School / Community rebate* \$2.50 per ticket sold

80c per hirer's comp ticket provided

* The School / Community rebate is available to not for profit community hirers from within the municipality.

Deposit

Performances \$1,000

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.

Cancellation policy

14 days + before the show date

In the events that no tickets have been sold, the deposit may be retained by the venue, in consideration of the fact that other hirers may have been prevented from booking this date.

The venue will invoice for any costs incurred, such as but not limited to marketing costs.

Where tickets have already been sold, the deposit shall be retained by the venue and the venue will invoice the cancelling hirer for the ticket selling and ticket refund handling charge per ticket sold (total \$10.00 per ticket sold).

Less than 14 days before show date

All the above conditions apply AND the venue requires payment of the contracted hire fee.

Backstage Riders

Backstage riders can be organised by the Riverlinks Team. We will request a quote from local providers or you can make your own arrangements.

Sale of Confectionary / Food

The hirer shall not permit confectionery, drinks or food products to be sold in any portion of a Riverlinks venue except by prior arrangement.

Merchandising

10% Commission on sales. If the Venue provides Staff to sell the merchandise on your behalf, you shall bear the cost of that Staff.

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.

{Note: All prices are INCLUSIVE OF GST

EVENT CHECKLIST

PRIOR TO PUBLICISING EVENT:

- Deposit Paid
- Booking Proforma Complete
- Public Liability Insurance Certificate of Currency provided
- Technical requirements provided (either form completed or touring specs provided)
- Signed Venue Hiring Agreement returned
- Marketing Material provided
- Signed Event Confirmation returned (provided after receipt of proforma and booking requirements)
- On sale date confirmed by venue

PRIOR TO ARRIVAL AT THE VENUE:

- Risk assessment provided
- COVID Safe plan provided if requested
- Rider requirements provided (for a quote to be prepared)

If unsure of what is required prior to publicising your event, please contact the team.