



THEATRE HIRE CHARGES 2020

AT A GLANCE

- Conveniently located only 30kms from Melbourne's CBD just off the Ringwood exit from Eastlink
- At the gateway to the Yarra Valley and Mt Dandenong Ranges
- 428 seat Theatre with state-of-the-art audio visual systems
- 3 fully equipment dressing rooms
- 10m x 9m stage
- Full data projection available on cinema-sized screen
- Ability to utilize Karralyka's bar area and/or function rooms
- Situated on 11 acres of native Australian parklands and overlooks manicured lawns

GENERAL INFORMATION

GUEST NUMBERS

The theatre has 428 seats. The bar area and function rooms can also be utilized, subject to availability.

EVENT DURATION

Karralyka theatre offers a minimum booking time of 4 hours. Please speak with your theatre booking coordinator in regards to your requirements.

ACCESS & CAR-PARKING

We are happy to provide ample complimentary on-site car-parking as well as a lift for ease of access. We also have 3 dedicated accessible seating areas in the theatre in the back row closest to the aisle.

THEATRE SETUP

Our Theatre and Technical Coordinators are happy to work with you in regards to your requirements. Please contact our us to find out more and/or arrange a mutually convenient appointment to inspect our theatre and venue.



KARRALYKA

THEATRE HIRE (4 HOUR MINIMUM BOOKING TIME)

	NOT FOR PROFIT	COMMUNITY	COMMERCIAL
MONDAY – FRIDAY PER HOUR	\$210.00 rehearsal \$220.00 performance	\$238.00 rehearsal \$252.00 performance	\$300.00 rehearsal \$315.00 performance
SATURDAY	\$217.00 rehearsal \$230.00 performance	\$247.00 rehearsal \$265.00 performance	\$310.00 rehearsal \$330.00 performance
SUNDAY & PUBLIC HOLIDAYS PER HOUR	\$225.00 rehearsal \$235.00 performance	\$255.00 rehearsal \$269.00 performance	\$320.00 rehearsal \$340.00 performance
PLOTTING SESSION	\$300.00 for a 2-hour Plotting Session - Includes one Technician to assist with recording lighting scenes and creating a cue list for playback during performances.		
ADDITIONAL DRESSING ROOM CLEANING CHARGE	\$165.00 To be charged upon completion of the event if cleaning staff are required to complete extra cleaning due to excess make up, tan or glitter etc.	\$165.00 To be charged upon completion of the event if cleaning staff are required to complete extra cleaning due to excess make up, tan or glitter etc.	\$165.00 To be charged upon completion of the event if cleaning staff are required to complete extra cleaning due to excess make up, tan or glitter etc.
KARRALYKA STAFF REQUIREMENTS (RATES ON FOLLOWING PAGE)	REHEARSALS Minimum 1 Technician and 1 Supervisory Technician PERFORMANCE <ul style="list-style-type: none"> - 1 Supervising Technician - 1 Technician - 1 Front of House Supervisor - 2 Ushers 	REHEARSALS Minimum 1 Technician and 1 Supervisory Technician PERFORMANCE <ul style="list-style-type: none"> - 1 Supervising Technician - 1 Technician - 1 Front of House Supervisor - 2 Ushers 	REHEARSALS Minimum 1 Technician and 1 Supervisory Technician PERFORMANCE <ul style="list-style-type: none"> - 1 Technician - 1 Supervisory technician - 1 Front of House Supervisor - 2 Ushers



KARRALYKA

RATES (PER STAFF MEMBER, PER HOUR)

TECHNICAL STAFF MONDAY - FRIDAY 6AM TO MIDNIGHT	/ \$50.00
TECHNICAL STAFF MONDAY - FRIDAY MIDNIGHT TO 6AM	/\$75.00
TECHNICAL STAFF SATURDAY 6AM - 10PM	/ \$50.00
TECHNICAL STAFF SATURDAY AFTER 10PM, SUNDAYS OR PUBLIC HOLIDAYS	/ \$100.00
FRONT OF HOUSE SUPERVISOR, USHER & ADDITIONAL BOX OFFICE	/ \$47.50
TECHNICAL STAFF WHEN HOURS EXCEED 10 ON CALL*	/ \$100*

* DUE TO OUR EBA REQUIREMENTS TO LIMIT OUR STAFF OH&S RISK FOR EXCESS LABOUR

TO NOTE

- The supervising technician may not be used as a console operator. Karralyka's lighting and sound consoles may only be operated by those deemed competent by Karralyka Management. Additional Karralyka console operators will be charged to the hirer at the rates listed above.
- Whenever there is an audience in the theatre it is compulsory to have 2 Ushers on duty. Ushers are required to start 30 minutes prior to a performance and conclude 30 minutes afterwards which is equal to 1 hour on top of your required hire time.
- A Front of House Supervisor is required for all performances (not rehearsals). The supervisor must start 1 hour prior to the performance and end their shift 30 minutes after the performance concludes and patrons have exited the building.
- All Karralyka staff will be charged at a minimum of 3 hours.



KARRALYKA

TICKETING

Karralyka offers an online ticketing & box office service.

All ticketed events must be sold through the Karralyka service.

Karralyka Box Office is open Monday to Friday 9.30am - 4.30pm and 1 hour prior to each performance.

	NOT FOR PROFIT	COMMUNITY	COMMERCIAL
CHARGE PER TICKET SOLD	\$2.00	\$2.20	\$4.00
CHARGE PER COMPLIMENTARY TICKET PROVIDED	\$1.00	\$1.00	\$1.00

TRANSACTION FEE OF \$4.00 IS CHARGED PER TRANSACTION FOR SALES OVER THE INTERNET, OVER THE PHONE OR AT THE BOX OFFICE.

MERCHANDISING

Karralyka will provide a merchandise sales area for hirer's merchandise pertaining to the event or performance. A 10% commission fee plus GST is charged on all sales.

BAR & KIOSK

Karralyka's bar and kiosk is open 1 hour prior to performances and will service a selection of snacks and alcoholic and non-alcoholic beverages. The availability of the bar and kiosk will depend on the duration of the performance and interval break. Please indicate your wish to have this service available upon booking.



KARRALYKA

INSURANCE

The hirer must hold public liability insurance of no less than \$10,000,000.00 with an insurer. All hirers must provide a certificate of currency (public liability) statement as proof of cover before an event is allowed to proceed. A copy of this document must be returned to Karralyka together with a signed copy of the Hire Agreement. If your organization does not hold public liability insurance, please contact our Theatre Coordinator.

MARKETING

	DESCRIPTION	COST
LISTING ON WEBSITE	Listing on the Karralyka website with a link to purchase tickets online.	Complimentary
MONTHLY E-NEWSLETTERS	Image, show title, logline, 2 line synopsis and website link.	Complimentary
FLYER & POSTER DISPLAY	Flyers of your show can be displayed in the brochure display stands at Karralyka. We will display 1 poster (A3 size preferable) in the poster box display panel adjacent to the box office.	Complimentary
FOYER SCREEN DISPLAY	Image, show title, date & time.	\$50.00 (one month duration)
FACEBOOK POSTS	Facebook posts x 2 on the Karralyka Facebook page. Content to be provided by client i.e. images / footage and copy and approved by Karralyka prior to being posted. Timing to be determined by Karralyka.	\$50.00
DEDICATED EDM	Electronic direct mail out of your event to our database subject to availability (one per month)	\$150.00
HIGHWAY SIGN	Display of your show on a Council owned highway sign on Maroondah Highway. Display time frame approx. 3 weeks. Subject to availability.	\$400.00