



BROOME CIVIC CENTRE FEES AND CHARGES

2024 – 2025

WHOLE VENUE HIRE

	Not-For-Profit	Fee
Whole venue hire (per day)	\$2,260.00	\$4,520.00
Whole venue hire (per week)	\$8,867.50	\$17,735.00
Hourly rate charge if hire goes over specified time	\$115.00 per hour	\$230 per hour

400 capacity. Hire includes 350 chairs, 30 round tables, 8 trestle tables, toilets, house lighting, air-conditioning, 2 x wireless microphones, audio output.

Hire includes all spaces and equipment within the venue, excluding hazer, checkered dance floor and linens.

The Broome Civic Centre is a bare walls hire venue. Set up and pack down are not included. Staff are at an additional cost and will be included in your estimate.

JIMMY CHI HALL (MAIN HALL)

	Not-For-Profit	Fee
Per hour – min 4 hours	\$62.50	\$125.00
8am – midnight	\$622.50	\$1,245.00
Weekly Fee (5 days hire)	\$1,867.50 (\$373.50 per day)	\$3,735.00

Approx- 545m2. 400 capacity. Hire includes 350 chairs, 30 round tables, 8 trestle tables, toilets, house lighting, air-conditioning, 2 x wireless microphones, audio output.

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JIMMY CHI HALL REHEARSAL SPACE ONLY – MUST NOT BE OPEN TO PUBLIC:

	Not-For-Profit	Fee
Per hour	\$35.25	\$68.50
Per day (8am – midnight)	\$250.00	\$500.00

Rehearsal space only available in off peak hours (Mon-Weds)

Rehearsal Space includes: Chairs, tables, toilets side of stage, air conditioning, rubbish removal, house lights, 2 microphones, audio output.

SAMMY ROOM:

	Not-For-Profit	Fee
Per Hour (Min 3 hours)	\$25.00	\$50.00
All day (Max 8 hours)	\$165.00	\$330.00

92 capacity. 59m². Hire includes chairs, round tables, trestle tables, house lighting, air-conditioning.
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PIGRAM GARDEN THEATRE:

	Not-For-Profit	Fee
Per hour – min 4 hours	\$40.00	\$80.00
8am - Midnight	\$280.00	\$560.00
Weekly Fee (5 days; 8am – midnight)	\$1,287.50	\$2,575.00

363 capacity. 359m². Hire includes 32 chairs, 46 bar stools, 4 dining tables, 5 bar tables, 4 dry bars, toilets, house lighting. (Additional chairs can be made available, enquire within)
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BAR/SERVERY:

	Not-For-Profit	Fee
Pigram Bar Basic (No fridges)	\$150.00	\$300.00
Per day (8am – Midnight)	\$550.00	\$1,100.00

Hire includes use of 2 fridges, glassware, ice buckets, water jugs, glass washing facilities, ice machine. Set up and pack down are not included. Staff are at an additional cost and will be included in your estimate.

KITCHEN:

	Not-or-Profit	Fee
Per hour (min 4 hours)	\$29.00	\$58.00
All day (Maximum 8 hours)	\$225.00	\$450.00
Cool Room Only	\$27.50	\$55.00

Includes Warming pass, warm & cool storage, dishwasher, rubbish removal, 1 x steam oven, cooktop, cool room, 2x induction hot plates, freezer. Use of crockery is an additional cost.

OFFICE SPACE:

	Fee
Per day (8am – Midnight)	\$58.00
Per 5 day week	\$260.00



AUDIO AND LIGHTING EQUIPMENT JIMMY CHI HALL ONLY:

Access to 2 wireless microphones and AUX cord for audio connect that connects to 6 house speakers	Included in venue hire
Basic Audio Package – Rack cupboard audio system. Two wireless microphones and stereo inputs (iPod/laptop/phone). Microphone stands and lectern, laptop, drop down projector screen & projector	\$110.00 per day
Advanced Audio Package PLUS 40ch digital desk mixer, EQ/FX CD player, 2x SM58 wireless microphones, 2x fold back speakers, full band microphone/DI/stand/cables suite.	\$295.00 per day
PA	\$150.00 per day
Basic white wash	\$110.00 per day
LED package (all installed low power multi-colour RGB/W LED lights)	\$305.00 per day
Full theatre package (all lighting fixtures, both LED and incandescent) Including access to the incandescent colour gel filters	\$430.00 per day

Any packages above a basic audio package require a Civic Centre AV technician. The venue encourages hirers to have an AV technician present for bookings that require assistance with special presentation requirements. When hiring the specialised lighting or audio package, a Shire approved technician must be engaged at cost to the hirer.

AV TECHNICIANS

Due to staffing shortages, clients will be required to contract AV technicians directly. Please ensure you book an AV technician at your earliest convenience. List of technicians located in Broome include;

Jaye Smoker- Unbound Sound 0437 130 207

Mitch Fowler 0428 060 150

Paul Zanetti 0416 233 266

Please provide the AV technician/s with detailed production/show requirements, to ensure they are adequately skilled to deliver. Shire of Broome take no responsibility and the agreement is between the hirer and the technician.

AUDIO AND LIGHTING EQUIPMENT SAMMY ROOM:

Conference Package - Includes Projection & dropdown screen, speakers and & microphone	\$52.00
Video Conferencing Equipment	\$32.00

AUDIO AND LIGHTING EQUIPMENT PIGRAM GARDEN THEATRE:

Audio Package (per day)- Speakers with 1 microphone and blue tooth connection.	\$105.00
Pigram Garden Lights (per unit)	\$20.00

ADDITIONAL AV EQUIPMENT :

Wired microphones (included in advanced package)	\$33.00 each per day
DI boxes (included in advanced package)	\$45.00 each per day
External compressor (included in advanced package)	\$55.00 each per day
External Fx unit (inc in advanced packages)	\$87.00 per day
Hazer including fluid (per day)	\$77.00 per day
Additional recoupable event equipment	Cost plus 20% admin fee +GST
Projector	\$32.00
Tripod screen	\$23.00

ADDITIONAL EQUIPMENT:

Conference Lectern	\$33.00 per day
Mobile hanging panels with armatures and extension cords	\$4.50 per panel per day
Tarkett	\$50.00 per day
Vinyl Dance Floor	\$52.00 per item/per day
Autopoles- Screening system	\$73.00 per day

CROCKERY & EQUIPMENT & CHARGES:

Crockery Package <i>Includes- dinner plates, entrée plate, bread plate, knives, forks, desert spoons– Per person</i>	\$5.50 per day/per person
Conference Crockery Package <i>Includes cups, saucers, teaspoons, water glasses, Jugs and urn – per person.</i>	\$2.20 per day/per person
Tea, Coffee & Water	Cost plus 25% admin fee +GST
Glass Water Dispensers	\$21.00 each per day
Water Package	\$2.50 each
Corkage	\$12.00 per bottle
Glasses	\$1.10 per unit
Round Tablecloths	\$23.00 each per day
Rectangle Tablecloths	\$21.00 each per day
Cloth Napkin	\$2.50 each per day



STAFF:

Facility Assistant – Monday to Friday, 8am-5pm	\$55.00 per hour / min 2hrs
Facility Assistant	\$60.00 per hour / min 2hrs
Facility Assistant – Sundays	\$78.00 per hour / min 2 hrs
Audio Visual Technician	At cost plus 10% admin fee
Event Planning/Marketing per hour (min 2 hours)	\$64.50
Electronic Direct Mail (per newsletter)	\$65.00
Security	At cost plus 10% admin fee (\$78.65 per hour) / min 4 hrs
Staff call out fee	\$120.00 per hour
Security call out- Accidental alarm activation	\$100.00

The Broome Civic Centre is a bare walls hire venue. All bookings open to the public, large events, or events that have alcohol will need to have a Shire staff member present. It is the hirers responsibility to ensure they have adequate staffing for your event. The Civic Centre can provide staffing to help with event operations at an additional cost. All bookings with alcohol will need to have a Shire approved security guard/s present which will be organised by the venue. Staffing prices will be estimated on your estimate at the Broome Civic Centre's discretion. Staff will be charged for the hours spent onsite and this may vary from the estimate provided. This is non-negotiable.

OTHER:

Cleaning (All minimum 2 hours)	Fee
Mon- Fri	\$69.50 per hour
Saturdays	\$83.30 per hour
Sundays	\$103.00 per hour
Public Holidays	\$122.70 per hour
Damage to property, fixtures and fittings	Cost + 25%
Wireless internet; breach of use	Cost + 20%
Ticket Commission	\$3 per ticket
Ticket Fee	\$3 per ticket

Once you have completed a booking form, the Civic Centre team will provide you with an estimate based on the requirements of your event.



BONDS:

Event with Alcohol	\$1100.00
Event without Alcohol	\$555.00
Bond for Sammy Room	\$220.00

Bonds are charged for private/commercial events and can be requested upon booking to secure date

Cancellation Refunds:

21 days prior to the booking	Full Refund
14 days prior to the booking	75% Refund
7 days prior to the booking	50% refund
48 hours prior to the booking	No refund
Cancellation Fee – second event cancellation per financial year	\$50.00