



2024-2025 Hire Rates and Charges

Non-Performance Events: Meetings and Conferences

Applicable from 1 July 2024 to 30 June 2025, all prices GST inclusive

Bendigo Venues & Events reserves the right to change hire charges as necessary. The hire charges will be costed to the hirer according to the financial year in which the booking occurs, as fees may increase with the next financial year. Please consider this if your booking occurs in the next financial year.

Venue Hire

	Half Day <i>Less than 4 hours inc set up & pack down</i>	Full Day <i>4 or more hours including set up & pack down</i>	
Ulumbarra Theatre	Half Day	Full Day	
Ulumbarra Theatre rental (5 hours)	-	\$ 2370	
Ulumbarra Theatre rental (per hour – for additional hours)	-	\$ 164	
Bendigo Senior Secondary College Classroom; Strategem Studio, Dance Studio, Multipurpose Room	-	\$ 192.50 each	
Capital Theatre	Half Day	Full Day	
Capital Theatre rental (5 hours)	-	\$ 1580	
Capital Theatre rental (per hour – additional hours)	-	\$ 110	
Bendigo Bank Theatre or Banquet Room	\$ 320	\$ 533	
Lanyon Room	\$ 160	\$ 266	
Bendigo Town Hall	Half Day	Full Day	
Main Hall: Monday - Thursday	\$ 940	\$ 1565	
Main Hall: Friday - Sunday	\$ 1200	\$ 1950	
The Engine Room / Old Fire Station	Half Day	Full Day	Week (7 days)
Drama Studio ground floor	\$ 160	\$ 266	\$ 1490
Dance Studio first floor	\$ 160	\$ 266	\$ 1490
Dudley House	Half Day	Full Day	Week (7 days)
Dudley House Exhibition Space	\$ 160	\$ 266	\$ 1490

Pre-rig or technical set up and back to standard might be necessary depending on the size and scope of your event. Staff and venues cost will apply and will be the full responsibility of the hirer.

Venue Staff

Venue Staff (can charge at 30min increments)	(min 3 hr call)
Standard rate – up to 9 hours	\$ 58 p/hr (\$174 minimum call)
1.5 x Overtime rate – longer than 9 hrs worked	\$ 87 p/hr
2 x Overtime rate – longer than 12 hrs worked - After midnight, prior to 7am - No 10 hour break between shifts - Public holidays	\$116 p/hr
Missed Meal Break	\$ 25

All BV&E venues have minimum staffing requirements in order to operate safely. Your individual requirements will be used to determine the number and duration of staff needed to run your event.

- For Capital Theatre and Ulumbarra Theatre 1 x Supervising Technician and 2 x General Technicians + 1 x Front of House Supervisor and 1 x Box Office attendant are mandatory (not included in venue hire charge)
- Supervising Technician begins shift 30 minutes prior to hirer's arrival and concludes 30 minutes after hirer's departure.
- Technical crew commence up to 30 minutes prior to the hirer's arrival in order to undertake necessary safety checks and briefings.
- All set up, pack down, pre-rig and back to standard labour hours are charged to the hirer.
- Staff are required to take a meal break between the 3rd and 5th hour, and between the 8th and 10th hour of work. A fee is charged for missed meal breaks after each 5 hours. Meal breaks cannot be taken whilst the hirer is in the venue.

Ticketing

BV&E can assist you with any ticketing or registration requirements you may have for your event.

For events held in the Capital Theatre or Ulumbarra Theatre auditorium, all ticketing must be provided by Bendigo Venues & Events via the Gotix platform.

Box Office Charges	
Inside Charge when average ticket price is \$50 or less (inc GST)	\$ 5 per ticket
Inside Charge when average ticket price is more than \$50 (inc GST)	10% of total ticket sales inc GST
Booking Fee per Complimentary Ticket Issued	\$ 2.10 per ticket
Booking Fee per – Free event online only registration	\$ 0.40 per ticket

Equipment

- Refer to the Venue Information document for a complete listing of each venues standard lighting, audio and staging. [Information for hirer's page.](#)
- Additional charges will apply to technical equipment that is not included in the standard venue specifications of each venue.

Technical Equipment	Ulumbarra	Capital	BBT or Banquet	Engine Room	Town Hall
On Stage Conference Package Laptop, projector/screen, vision mixer, side of stage setup	\$ 405	\$ 405	-	-	-
Foyer Conference Kit: console, 2x speakers, 2x mics, lectern, small stage	\$ 400	-	-	-	POA
Foyer Lighting Pack: 4x trees, 2x dimmers, 8x can lights, cables, setup	\$ 475	-	-	-	-

Conference PA: mixer, 2x speakers with stands, microphone & cables	\$ 355	-	-	-	POA
Fast Fold Projection Screen 2mx1.8m	\$ 475	\$ 475	\$ 475	-	POA
Projector & Screen in auditorium	\$ 226	\$ 226	\$ 226	\$ 226	POA
Laptop / Conference TV	\$ 113	\$ 113	\$ 113	\$ 113	POA
Wireless Handheld Microphones x2	-	-	\$ 45	\$ 45	POA
Small stage (2 pieces 2m x 2m)	\$ 40	\$ 40	\$ 40	\$ 40	POA
Medium Stage (6 pieces 3m x 4m)	\$ 120	\$ 120	\$ 120	\$ 120	POA
Large Stage (up to 20 pieces)	\$ 240	\$ 240	\$ 240	\$ 240	POA
Dancefloor 6 hrs hire to setup/backdown	\$ 120	\$ 120	\$ 120	\$ 120	POA
Performance Audio Package: 2x foldbacks, 4x mics, 4x DI's & cabling	-	-	\$ 355	\$ 355	-
Touring PA: mixer, 2x speakers with stands, subs, cables	\$ 355	-	-	-	POA
Small Portable PA	\$ 66	\$ 66	\$ 66	\$ 66	-
Headset Microphone each	\$ 45	\$ 45	\$ 45	\$ 45	-
Follow Spot each	\$ 71.50	\$ 71.50	-	-	-
Hazer each	\$ 136	\$ 136	-	-	-
Mirror Ball	\$ 58	\$ 58	\$ 58	\$ 58	-
Additional speaker KV2	\$ 20	\$ 20	\$ 20	\$ 20	
Balcony Front Conductor TV's	\$50	-	-	-	
Choir hanging microphones	\$45	-	-	-	
Portable Astera AX3 LED Par Set	\$200	\$ 200	\$ 200	\$ 200	
QL1 Monitor Mixing Desk	\$160	\$ 160	\$ 160	\$ 160	
Pianos – Includes tuning					
	Ulumbarra	Capital	BBT	Engine Room	Town Hall
Yamaha Grand Piano (Ulumbarra)	\$ 460	-	-	-	-
Steinway Grand Piano (Capital)	-	\$ 490	-	-	-
Steinway Baby Grand (Capital)	-	\$ 460	-	-	-
Kawai Baby Grand (BBT)	-	-	\$ 460	-	-
Kawai Upright Piano (TER)	-	-	-	\$ 460	-
Additional Piano Tune on same day	POA	POA	POA	POA	-
Consumables					
Gaffer Tape	\$ 30.50 per roll				
Electrical Tape	\$ 2.40 per roll				
Mark Up Tape	\$ 4.60 per roll				
Batteries	\$ 3.00 each				
Additional Cleaning	By Negotiation				