

**2025 - 2026**

# **Fees and Charges Schedule**

**EXCERPT: Portland Arts Centre**





# Portland Arts Centre

## Venue Hire Fees - Auditorium (includes other spaces)

Fee Code	Fee Description	UOM	FY2025/2026 Fee AUD\$	GST (Y/N)
PAC009	Full Day (maximum 8 hours) - Standard Rate	Day	1,017.50	Y
PAC012	Full Day (maximum 8 hours) - Discounted Community Rate	Day	284.00	Y
PAC008	Half Day (maximum 4 hours) - Standard Rate	Half Day	511.50	Y
PAC011	Half Day (maximum 4 hours) - Discounted Community Rate	Half Day	142.00	Y
PAC007	Hourly - Standard Rate	Per Hour	126.50	Y
PAC010	Hourly - Discounted Community Rate	Per Hour	36.50	Y

## Venue Hire Fees - Other spaces only (foyer, kitchen and meeting room)

PAC013	Hourly - Standard Rate	Per Hour	62.50	Y
PAC014	Hourly - Discounted Community Rate	Per Hour	15.50	Y

## Venue Hire Fees - Deposit

PAC040	Venue Hire Deposit - Standard Rate	Per Event	50%	Y
PAC041	Venue Hire Deposit - Discounted Community Rate	Per Event	25%	Y



# Portland Arts Centre

## Event Staffing - all council venues\*

Fee Code	Fee Description	UOM	FY2025/2026 Fee AUD\$	GST (Y/N)
PAC015	Duty Technician: Business Hours (First 9 hours)	Per Hour	55.00	Y
PAC035	Duty Technician: Overtime after 9 hours	Per Hour	110.00	Y
PAC032	Duty Technician: After Hours (First 9 hours)	Per Hour	70.00	Y
PAC016	Duty Officer - Non technical (First 9 hours)	Per Hour	49.50	Y
PAC036	Duty Officer - Non technical: Overtime after 9 hours	Per Hour	99.00	Y

\*Minimum staffing requirements apply to all Portland Arts Centre venue hire arrangements.

## Additional Equipment - PAC only

Fee Code	Fee Description	UOM	FY2025/2026 Fee AUD\$	GST (Y/N)
PAC017	Yamaha Concerto Grand Piano - Standard Rate	Per Event	110.00	Y
PAC038	Yamaha Concerto Grand Piano - Discounted Community Rate	Per Event	Nil	Y
PAC018	Grand Piano Tuning	Each	275.00	Y



# Portland Arts Centre

## Additional Equipment - all council venues

Fee Code	Fee Description	UOM	FY2025/2026 Fee AUD\$	GST (Y/N)
PAC046	Basic Offsite sound suite (plus technician's hours) - Standard Rate	Per Event	220.00	Y
PAC047	Basic Offsite sound suite (plus technician's hours) - Discounted Rate	Per Event	110.00	Y
PAC048	Intermediate Offsite sound suite (plus technician's hours) - Standard Rate	Per Event	360.00	Y
PAC049	Intermediate Offsite sound suite (plus technician's hours) - Discounted Rate	Per Event	180.00	Y
PAC044	Live Streaming / Video Conferencing suite (plus technician's hours) - Standard Rate	Per Event	300.00	Y
PAC045	Live Streaming / Video Conferencing suite (plus technician's hours) - Discounted Rate	Per Event	150.00	Y
PAC028	Other Theatrical Equipment Hire - subject to approval by Venue & Production Technician	Price on Application		
PAC043	Test & Tag External Electrical Equipment - per item	Per Item	13.00	Y



# Portland Arts Centre

## Event Services - all council venues

Fee Code	Fee Description	UOM	FY2025/2026 Fee AUD\$	GST (Y/N)
PAC019	Ticketing fees - Standard Rate	Per Ticket	3.00	Y
PAC020	Ticketing fees - Discounted Community Rate	Per ticket	1.50	Y
PAC039	Ticketing fees - Complimentary tickets (all hirer rates)	Per Ticket	1.50	Y
PAC037	Ticketing setup deposit - non-refundable	Each	132.00	Y
PAC042	Major change to ticketing setup after event is on-sale	Each	132.00	Y
PAC029	Graphic Design Services for venue hirers	Per Hour	55.00	Y
PAC030	Poster Printing and distribution Package for venue hirers (Portland & Heywood townships)	Per Event	250.00	Y
PAC031	Social Media Boosted Content	Each	At Cost	Y
PAC034	Electronic Direct Mail to PAC subscribers - dedicated campaign	Each	165.00	Y
PAC033	Electronic Direct Mail to PAC subscribers - featured inclusion in regular newsletter	Each	33.00	Y
PAC021	Merchandise Sales Commission - waived for artists using own resources and staff	%	10%	Y



# OTHER FEES

## 2025 - 2026 Fees and Charges Schedule

In addition to the PAC specific fees on previous pages, the following general Council charges will be applied for non-compliance with terms of hire.

# Council Venues

The following fees applied to most of the Council Venues, please contact our office for further information. Venue Hire Fees may also be applicable to Recreation Reserve facility hire.

Fee Code	Fee Description	UOM	FY2025/2026 Fee AUD\$	GST Y/N
FVH006	Venue Hire - Public Liability Insurance cover	Each	13.00	Y
FVH007	Venue Hire - Casual APRA Music Licence Fee (per 100 people attending)	Each	4.50	Y
FVH008	Venue Hire - Non Compliance - Clean up	Cost to Council staff for time and cost to clean		Y
FVH009	Venue Hire - Non Compliance - Damage	Cost of repair and/or replacement plus administration charge of \$50.00		Y
FVH010	Venue Hire - Non Compliance - Failure to lock doors	Any fees incurred will be passed on		Y
FVH011	Venue Hire - Non Compliance - Failure to turn off electricity, gas, heating and/or cooling	Costs will be calculated and invoiced		Y
FVH013	Venue Hire - Non Compliance - Lost Key	Each	88.00	Y
FVH014	Venue Hire - Non Compliance - Waste Disposal	Each	Cost of waste disposal plus \$48.00 p/h	Y
FVH074	Venue Hire - Cleaning Fee	Per Hour	65.00	Y
FVH079	Councill Facility Issue of additional/replacement Salto fob	Each	10.00	Y