



THE FORGE

Hire Fees and Charges

2026/27

All prices listed are inclusive of GST



THE FORGE

Item	Description	Commercial	Business	Community
Venue Hire Fee	This fee entitles the hirer to 8 hours venue hire. Hours above this will be charged at the \$205 per hour. Staffing <i>is not</i> included in hire price.	\$1350	\$900	\$600
Additional performance	Additional performances on the same day.	\$800	\$600	\$ 400
Bump out/ in or Rehearsal	Refers to use of the venue for purposes other than a performance itself.	NA	\$95 per hour	\$85 per hour
Pre rig	If a pre rig is required, you will be charged hourly and will incur staffing costs at the rates listed below.	\$110 per hour	NA	\$ 75 per hour
Stage occupancy	This fee is charged when the stage is in use for rehearsals or other activities that prevent access by other users.	\$170 per day	\$80 per day	\$80 per day
Ticketing				
Ticketing Fee	Managing of in house ticketing services	\$3 per ticket	\$2 per ticket	\$1 per ticket
Ticketing set up and/ or change of date	Fee for ticketing set up or for changes occurring after the initial ticketing set up	\$130	\$115	\$105
Marketing and merchandise				
Poster Run	This includes Bairnsdale, Paynesville and Lakes Entrance. Additional towns will incur a further fee.	\$125	\$125	\$125
Electronic Mail	Email that <i>ONLY</i> features your show to Forge Theatre's email database.	\$160 per email	\$160 per email	\$90 per email
Additional venue fees				
Piano hire	Yamaha Grand Piano	\$140	NA	In kind
Piano tuning	<i>Required each time the piano is hired</i>	<i>Cost + 15%</i>		<i>Cost + 15%</i>
Additional Cleaning	Where cleaning post event takes longer than 2 hours, a cleaning will be charged at an hourly rate.	\$75 per hour		\$75 per hour

THE FORGE

Staff Charges 2026/27

This card provides a clear overview of the price you will incur for staffing for the upcoming year.
Staffing is charged in addition to hire fees.

Item	Description	Commercial and business	Community
Technicians			
Standard rate	Refers to hours worked between the hours of 7.00am to 12am midnight. <i>Any hours outside of those listed above will incur penalty rates accordingly.</i>	\$75	\$63
Front of house staff			
Standard rate	Refers to hours worked between the hours of 7.00am to 12am midnight. <i>Any hours outside of those listed above will incur penalty rates accordingly.</i>	\$60	\$50

Please note our staffing requirements

- Under most circumstances, The Forge Theatre has a minimum staffing requirement in order to operate safely. Unless otherwise specified by our staff, a minimum your show will require is: 1 x Supervising Technician, 1 x General Technician, 1 x Front of House Leader, 1 x Usher and 1 x Box Office staff. Your individual requirements will be used to determine the number and duration of staff needed to run your event.
- Front of House Team Leaders commence their shift two hours prior to the scheduled show start time and conclude one hour after the performance ends. This ensures adequate time for pre-show preparation and post-show audience management.
- Front of House Staff (excluding Team Leaders) commence their shift 1.5 hours prior to the scheduled show start time and conclude 45 minutes after the performance ends.
- Technical crew begin their shifts 30 minutes prior to hirer's arrival and concludes 30 minutes after hirer's departure in order to undertake necessary safety checks, briefings and post show tasks.
- All set up, pack down, pre-rig and back to standard labour hours are charged to the hirer.

All prices are subject to change at any time, subject to prior confirmation.

Pencil holds will be honoured for two weeks.
After this time, the dates held will become available to other potential hirers.

THE FORGE

McKean Room

The McKean Room is a small multi-purpose carpeted room with black curtained windows and dimmable lighting which can accommodate up to 40 people depending on your set up requirements. The room is equipped with tables and chairs to suit various arrangements such as Theatre Style, Boardroom Style, and Classroom Style. The McKean room is suitable for meetings, presentations, workshops, training sessions and small conferences as well as drama and music classes.

Item	Commercial	Business	Community
Day Rate (up to 8 hours)	\$216	\$164	\$140
Day Rate (including AV equipment for up to 8 hrs)	\$420	\$340	\$260
Hourly (minimum 3 hours)	\$47	\$34	\$28
Hourly (including AV equipment with a minimum of 3 hours)	\$78	\$51	\$48

Additional charges

Item	Commercial	Business	Community
Sound and Lighting - Equipment/Service Hire (from External Provider)	Cost +15%	Cost +15%	Cost +15%
Projector Screen Hire (sound included)	\$450	\$450	\$200
Consumables	Cost + 15%	Cost + 15%	Cost + 15%
Merchandise Fees (applicable only when Forge staff manage point of sale)	15% of Gross Sales. Applied once sales reach \$300.00	15% of Gross Sales. Applied once sales reach \$300.00	N/A
Whiteboard	\$20	\$20	In kind
Moving black folding partition walls (only applicable if traveling them for outdoor location)	\$75	\$75	\$75