



COMMUNITY VENUE HIRE GUIDE

AUSTRALIA'S LARGEST
DEDICATED REGIONAL
ARTS CENTRE

1 JAN TO 31 DEC 2025

geelong
arts
centre

**WE ARE GEELONG'S PREMIER CREATIVE VENUE, CONVENIENTLY LOCATED
IN THE HEART OF GEELONG CBD AND THE G21 REGION.**



Australia's largest regional arts centre

Our award-winning complex has a number of versatile spaces to host your next performance with a collection of unique theatres, rehearsal and function spaces and premium back of house facilities.

Creativity is what Geelong Arts Centre does best. With access to Geelong's most

experienced team of creative professionals as well as an outstanding in-house technical team, our dedicated team will work collaboratively with you from start to finish to create an inspired, unrivalled event that will dazzle your guests and be the talk of the town long after it has ended.

GEELONG ARTS CENTRE
WHERE CREATIVITY MEETS
INSPIRED EVENTS

**READY TO CREATE SOMETHING SPECIAL?
CONTACT US TODAY.**

Presenter Services Department
50 Little Malop Street, Geelong, VIC, 3220
1300 251 200
presenterservices@geelongartscentre.org.au

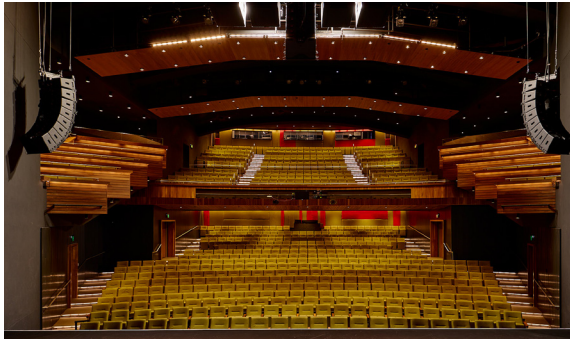
We respectfully acknowledge the Traditional Custodians of the land on which Geelong Arts Centre stands, the Wadawurrung People of the Kulin Nation. We pay our respects to Elders past, to Elders present and to emerging leaders, recognising their continuing connection to land, water, culture and community.

VENUE HIGHLIGHTS



COSTA HALL

1,421 seat venue perfect for classical masterpieces, large scale concerts, musical theatre productions and graduations.



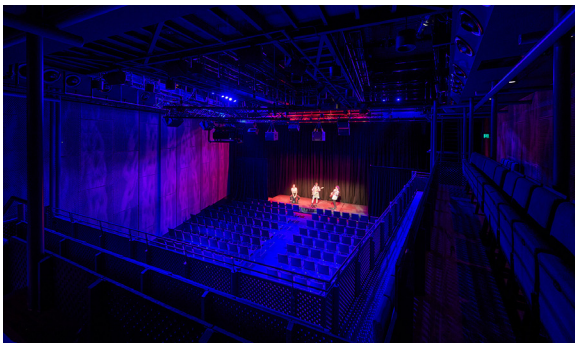
THE PLAY HOUSE

764-seat proscenium arch theatre providing a fly tower perfect for live theatre, concerts, musicals and dance performances.



THE STORY HOUSE

550 seat theatre expanding to 800 in 'flat floor gig mode'. This innovative and flexible space can be used for a range of performances, dance and musicals.



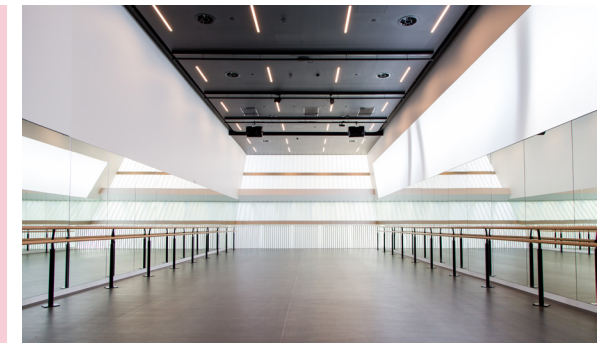
THE OPEN HOUSE

250 seat intimate, flexible, and highly creative contemporary hybrid venue fit for band nights, cabaret performances, immersive theatre and Fringe shows.



FOYERS

Host your next event in an architecturally award-winning space where creativity meets and inspires.



STUDIOS

Designed with creativity front of mind, welcome to our versatile collection of purpose-built studios.

COSTA HALL

DEAKIN UNIVERSITY
1 GHERINGHAP STREET
GEELONG VIC 3220

Sit back, relax and enjoy the show in one of 1,421 seats at iconic waterfront entertainment venue, Costa Hall.

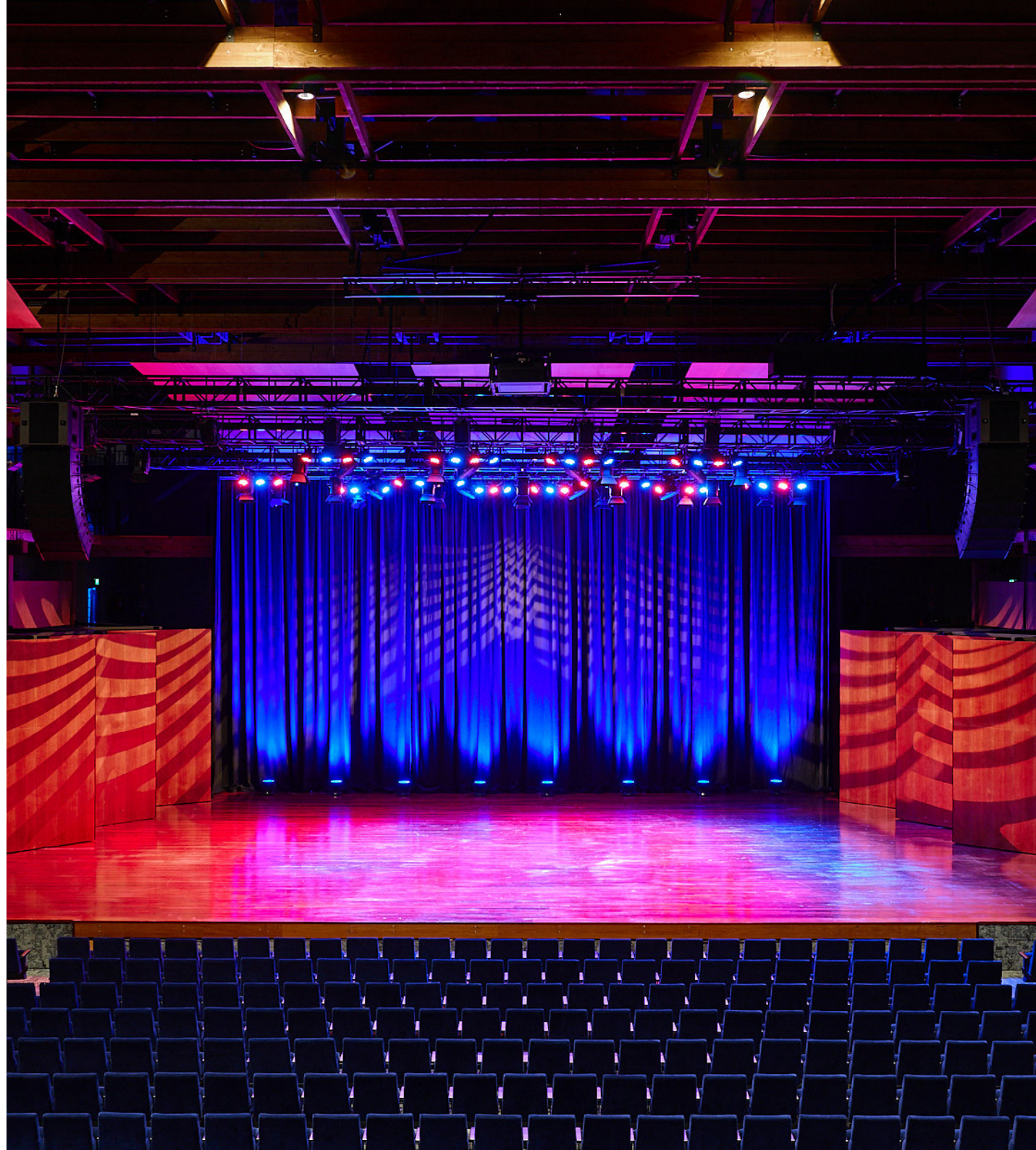
Step inside one of Geelong's renowned old woolstores, now converted into a modern state-of-the-art concert auditorium.

Witness the biggest Australian and global acts from glorious rock tributes and pop sensations, to classical masterpieces and magnificent musical theatre productions.

Only a ten minute stroll from Geelong Arts Centre, Deakin University's Costa Hall is a perfect venue for entertainment producers, conference organisers, local schools and community events.

Ideal for:

- Large-scale concerts and performances
- Conferences
- Graduations
- Orchestral performances



COSTA HALL

KEY FEATURES

- Newly refurbished, large scale concert auditorium
- Concert hall seating over two levels including choir stalls
- Large stage to accommodate orchestras and large-scale events
- State-of-the-art 30K laser data projector
- Steinway piano
- Acoustic timber baffles
- Orchestra pit

CAPACITIES

Total	1421
Stalls	859
Balcony	336
Side Balcony - East	113
Side Balcony - West	113

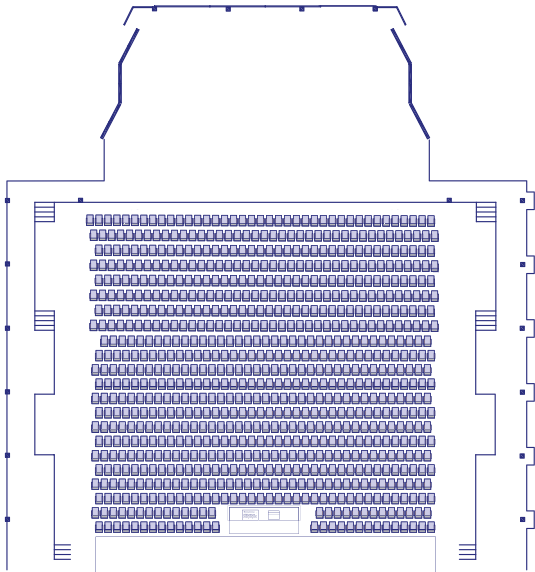
VENUE HIRE RATES

COMMUNITY RATES*							
VENUE	FIRST PERFORMANCE	WEEKDAY (SCHOOLS ONLY MON-THURS)	MATINEE*	SUNDAY	DRESS REHEARSAL	BUMP IN/OUT	DOWN DAY
Costa Hall	\$5,955.00	\$5,265.00	\$3,910.00	\$5,210.00	\$2,640.00	\$1,360.00	\$670.00
MINIMUM STAFFING REQUIREMENTS							
Costa Hall	2-3 Technicians / 4-8 ushers / 1 stage door attendant / 2-8 security guards						

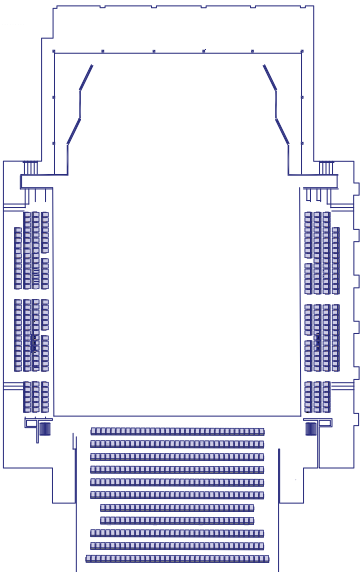
**Please see page 12 for labour costs and page 13 for full venue hire inclusions*

**Pricing is valid to 1 Jan 2025 - 31 Dec 2025*

STALLS



BALCONY



THE PLAY HOUSE

50 LITTLE MALOP STREET
GEELONG, VICTORIA 3220

A much-loved cultural asset.

The inclusion of a balcony in the design of this 764-seat proscenium arch theatre provides a warm, magical atmosphere popular with performers and audiences alike.

With a full fly tower, excellent technical facilities, spacious dressing rooms and Green Room area makes the theatre suitable for a wide variety of large events. The venue is extensively used for live theatre, major concerts, dance performances, and corporate launches.

Multiple redevelopments have seen grand improvements the The Play House including refurbishment of the auditorium with all seating replaced.

Most recently the theatre received upgraded technical systems including the installation of new digital dimmer racks and lighting outlets, a new Martin PA system with centre and side arrays on power winches, and a new single purchase front loading counterweight flying system, significantly increasing the capacity of each line set.



The lift control system in the forestage orchestra pit features significant safety enhancements. A new mobile Stage Management Console provides talkback, paging and program relay to all backstage areas.

Ideal for:

- Musicals
- Large-scale theatre performances
- Concerts
- Dance performances
- Comedy

THE PLAY HOUSE

KEY FEATURES

- Proscenium Arch theatre
- 18m Fly tower with 45 counterweight line sets
- Martin Audio FOH PA system
- Adjustable height forestage with an Orchestra pit

CAPACITIES

Total	764
Stalls	458
Balcony	306

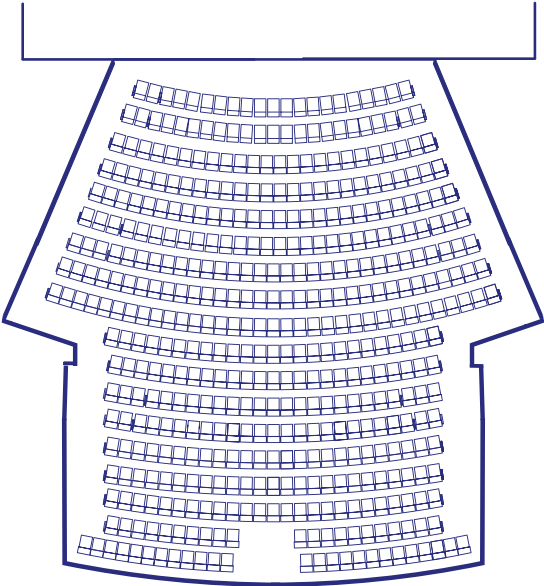
VENUE HIRE RATES

COMMUNITY RATES							
VENUE	FIRST PERFORMANCE	WEEKDAYS (SCHOOL ONLY MON-THURS)	MATINEE*	SUNDAY	DRESS REHEARSAL	BUMP IN/OUT	DOWN DAY
Play House	\$4,435.00	\$3,900.00	\$3,380.00	\$3,910.00	\$2,285.00	\$1,015.00	\$670.00
MINIMUM STAFFING REQUIREMENTS							
Play House	2-3 Technicians / 4-6 ushers / 1 stage door attendant						

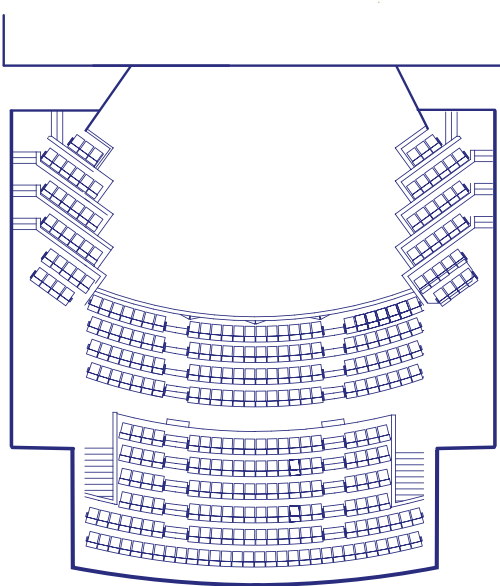
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STALLS



BALCONY



THE STORY HOUSE

50 LITTLE MALOP STREET
GEELONG, VICTORIA 3220

A multi-format 550 seat theatre expanding to 800 in 'flat floor live gig mode'

This innovative and flexible space can be used for a range of performances and considers digital trends in theatre production and live experiences, including scenic projection, rigging and audio. Seating up to 550 patrons depending on mode and arrangement, or 800 in 'flat floor live gig mode', the space offers a range of formats, including: Traditional end on theatre, boasting balcony and circle levels, Thrust, Traverse and In The Round.

With contemporary, varied and versatile seating layouts, that are also removable to reflect the space's range of uses, The Story House maintains intimacy by removing the typical separation constraints of an auditorium and stagehouse found in a proscenium house, allowing the artistic content to rule.

Specialist stage-lighting, rigging, staging and audio-visual systems infrastructure are provided to quickly transform and bring to life, the theatre in its various formats and to allow the space to transform and present in many unique and engaging stage / audience formats.



The Story House allows audiences to immerse themselves in new worlds, experience a sense of occasion and ensure the creation of exceptional and extraordinary experiences.

Ideal for:

- Theatre, dance, concerts, musicals, dinners, conferences

- Opera and musical theatre performances
- Contemporary dance, physical theatre, and circus performances
- Bands and contemporary artists
- Banquets and dinners
- Speech nights, lectures and graduations
- Civic functions
- Orchestras

THE STORY HOUSE

KEY FEATURES

- A multi-format 550 seat theatre expanding to 800 in 'flat floor gig mode' mode
- Flexible space with versatile configurations
- Fully automated fly system
- Numerous rigging options with rolling beams

CAPACITIES

End Stage	Up to 550
Flat Floor Gig Mode	800
Stalls (Standing GA)	451
Circle (Seating)	163
Balcony (Seating)	186
VIP Cabaret Mode	433
Stalls (Cabaret Tables 4 pax)	60
Stalls (Theatre Seating)	56
Circle	155
Balcony	162

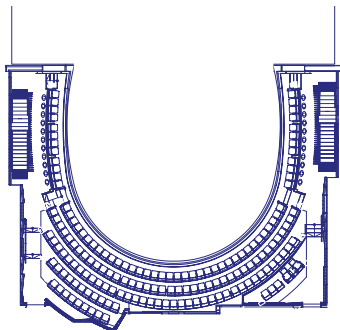
VENUE HIRE RATES

COMMUNITY RATES						
VENUE MODE	FIRST PERFORMANCE	MATINEE*	SUNDAY	DRESS REHEARSAL	BUMP IN/OUT	DOWN DAY
550 - End Stage	\$3,225.00	\$2,205.00	\$2,790.00	\$1,665.00	\$850.00	\$670.00
800 - Gig Mode	\$4,280.00	\$2,585.00	\$3,895.00	\$1,665.00	\$905.00	\$670.00
MINIMUM STAFFING REQUIREMENTS						
550 - End Stage	2-3 Technicians / 4-6 ushers / 1 stage door attendant					
800 - Gig Mode	2-3 Technicians / 4-6 ushers / 1 stage door attendant					
*Matinee - Refers to 2nd performance on same day.						

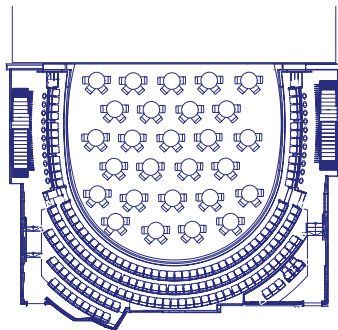
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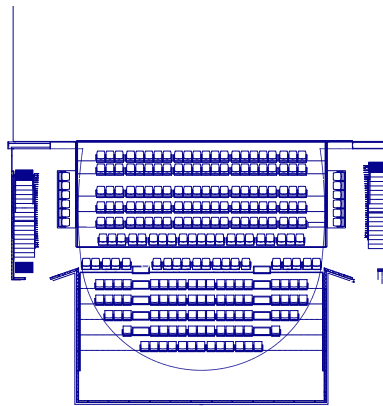
GIG MODE



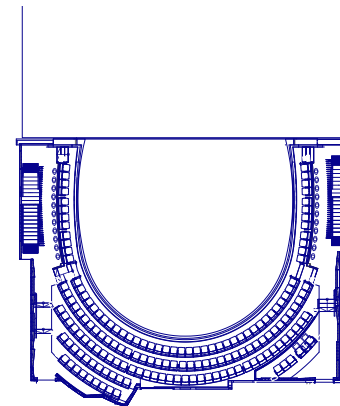
CABARET MODE



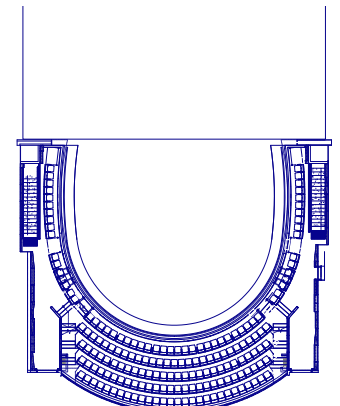
END STAGE - STALLS



END STAGE - CIRCLE



END STAGE - BALCONY



THE OPEN HOUSE

50 LITTLE MALOP STREET
GEELONG, VICTORIA 3220

**An intimate, flexible,
and highly creative
contemporary hybrid venue.**

This Australian first contemporary and uniquely creative collaboration space lends itself to intimate audience-performer-community experiences and allows for extraordinary versatility where the traditional boundaries defining audience and performer zones are completely dismantled and the space works as one in multiple dimensions.

When not in use for performance, The Open House has the ability to open up and be used for a range of functions, community events, and other opportunities. Seating up to 250 patrons depending on the mode and arrangement, the space offers varied and versatile seating layouts to reflect the range of uses.

A large, motorised door connects the space to the plaza. The space is supported technically by multiple chain hoists on travelling beams and has rigging to facilitate circus style setups. The specialist stage-lighting and audio-visual systems infrastructure is compatible with The Story House.



Ideal for:

- Circus performances
- Cabaret performances
- Banquets and dinners
- Various seating layouts
- Conferences
- Live music
- Workshops

THE OPEN HOUSE

KEY FEATURES

- Flexible and versatile space with multiple layout options
- Tailored acoustics with multiple PA rigging locations
- Easy access through designated loading dock
- Large motorised door that connects to the Plaza

CAPACITIES

Total	Up to 250
Balcony	62 fixed seats
Stalls	188 loose seats

Please note: The versatility of this venue means there is no fixed seating position in this venue. Seating layout requirements can be discussed when making your booking.

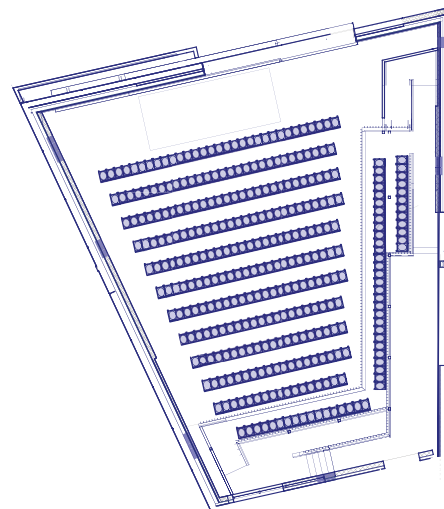
VENUE HIRE RATES

COMMUNITY RATES						
VENUE MODE	FIRST PERFORMANCE	MATINEE*	SUNDAY	DRESS REHEARSAL	BUMP IN/OUT	DOWN DAY
The Open House	\$2,325.00	\$1,720.00	\$2,335.00	\$1,260.00	\$310.00	\$350.00
Fringe Mode	\$1,835.00	\$1,255.00	\$1,630.00	\$925.00	\$310.00	\$300.00
MINIMUM STAFF REQUIREMENTS						
The Open House	2 technicians / 2 ushers / 1 stage door attendant					
Fringe Mode	1 technician / 1 usher / 1 stage door attendant					
*Matinee - Refers to 2nd performance on same day.						

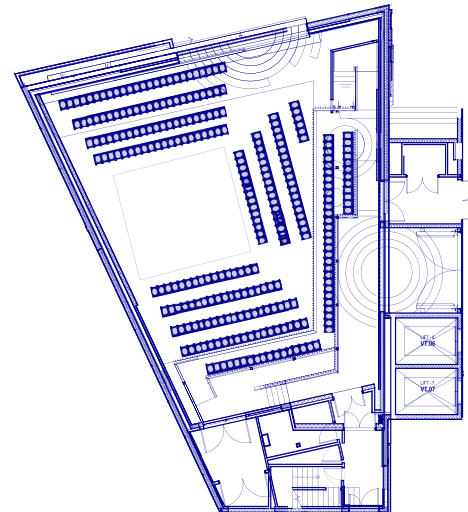
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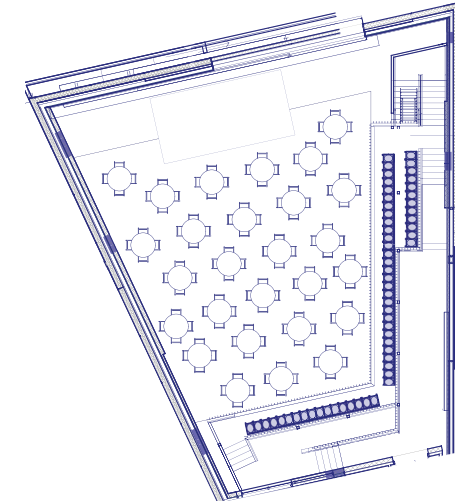
END STAGE



THRUST



CABARET



ADDITIONAL VENUE HIRE CHARGES – COMMUNITY

Effective from 1 January 2025 to 31 December 2025 and subject to change without notice. All charges are inclusive of GST.

LABOUR RATES PER HOUR	STAFF	SINGLE TIME LABOUR RATES	DOUBLE TIME LABOUR RATES	PUBLIC HOLIDAY LABOUR RATES
	Technicians	\$61.64	\$123.28	\$154.10
	Front of House Supervisors	\$61.30	\$122.60	\$153.25
	Ushers/Customer Events Officers	\$54.76	\$109.52	\$136.90
	Stage Door Attendants	\$54.76	\$109.52	\$136.90
	Merchandise Sellers	\$54.76	\$109.52	\$136.90
	Creative Engine Attendants	\$54.76	\$109.52	\$136.90
	Cleaners	\$55.67	\$111.34	\$139.18

PER HOUR		MONDAY - FRIDAY LABOUR RATES	SATURDAY LABOUR RATES	SUNDAY LABOUR RATES	PUBLIC HOLIDAY LABOUR RATES
	Security Guards*	\$56.77	\$67.72	\$87.07	\$106.42

**All labour charges are based as per GPAC Enterprise Agreements rate and subject to change*

- A minimum 3 hour call applies to all single time labour rates.
- A minimum 4 hour call applies to all Sunday double time and public holiday rates.
- Time and a half and triple time penalties for technicians may apply in certain circumstances.

*Deakin University requires 2-8 security guards at all events in Costa Hall, this number will be determined by the University based on risk assessment and patron numbers. All Deakin security guards have a minimum 4hr call.

MINIMUM STAFF REQUIREMENTS

Geelong Arts Centre management will finalise staffing levels taking into account event requirements and minimum venue staffing levels. All labour utilised by the Hirer will be charged to the Hirer in accordance with the Geelong Arts Centre Enterprise Agreement.

REQUIREMENTS

VENUE HIRE INCLUSIONS

Rental rates detailed above include;

- Use of stage and auditorium
- Dressing rooms and Green Room
- Equipment as detailed in technical specifications
- Venue cleaning and consumables
- Dedicated Presenter Services and Production Coordinator
- Venue management service
- Front of House Supervisor

Any staff, equipment or services not included in the rental will be charged to the hirer.

VENUE BOOKINGS

Tentative bookings will only be held for 30 days. After this, if confirmation of the booking is not received, dates will be released. Contracts will be issued on confirmation of the booking.

Venue booking is NOT secured until signed contracts, deposit, and proof of public insurance to the value of \$20,000,000 have been received.



BOX OFFICE & TICKET SALES

All bookings in Geelong Arts Centre managed venues must be ticketed through Geelong Arts Centre Box Office.

Geelong Arts Centre provides telephone and counter Box Office services;
Monday to Friday 9:00am - 5:00pm
1 hour prior to every performance

Online ticketing is available 24 hours a day, 7 days a week at
www.geelongartscentre.org.au

Ticketing charges:

Booking Fee	\$3.80 per ticket
Complimentary/Promoter Tickets	\$2.90 per ticket

Credit card commission - 1.8% gross ticket price

MERCHANDISE/PROGRAM SALES

All merchandise/program sales must be cashless and venue commission will be finalised at the time of settlement. Geelong Arts Centre can provide merchandise sellers if requested. All labour utilised by the Hirer will be charged to the Hirer in accordance with the Geelong Arts Centre Enterprise Agreement.

Merchandise/Program charges:

Merchandise Commission	12.5% commission on gross sales - Waived
The Hirer must provide Geelong Arts Centre with detailed stock and sales sheets	

TECHNICAL

In order to ensure the smooth running of your event, the Hirer is required to complete the Technical Requirement Sheets and return to Geelong Arts Centre no later than 6 weeks prior to the event date.

It is recommended that the Hirer request a detailed estimate of costs based on information provided in the Technical Requirement Sheets.

MARKETING & PUBLICITY SERVICES

The following services are offered;

- 30 minute consultation session and advice on local marketing strategy – no charge
- Inclusion of event information on Geelong Arts Centre website and social media channels
- Complimentary inclusion in Geelong Art Centre's 'What's On' campaign in the lead up to the event
- Targeted / Solus EDMs (additional charges)
- Social Media Campaign (additional charges)

For further information please refer to the Venue Hire Marketing Guide or contact the Marketing Department on **03 5229 8647** or marketing@geelongartscentre.org.au

READY TO BOOK?

Head to geelongartscentre.org.au/venue-hire and complete the Venue Hire booking form

HOW WE SUPPORT THE COMMUNITY



GEELONG ARTS CENTRE SUPPORTING COMMUNITY HIRERS

- We prioritise local community hirers by providing significantly reduced rates, with discounts on the venue rental component when compared to commercial venue hire rates.
- Creativity is what Geelong Arts Centre does best.
- With access to Geelong's most experienced team of creative professionals as well as an outstanding in-house technical team, our dedicated and experienced team will work collaboratively with you from start to finish to create an inspired, unrivalled event.
- Customised support packages for community hirers are also available, and include technical equipment and season support, reduced booking fees, and a dedicated Presenter Services Coordinator and Production Coordinator to work with and support hirers from the beginning of the booking process until completion of their event.
- First access to announcement on Creative Engine Grant opportunities including cash and venue hire in kind opportunities.

Ready to create an
extraordinary cultural
experience?

**CONTACT US
TODAY.**

**PRESENTER SERVICES
DEPARTMENT**

CALL
1300 251 200

IN PERSON
50 LITTLE MALOP STREET,
GEELONG, VIC, 3220

ONLINE
GEELONGARTSCENTRE.ORG.AU

EMAIL
PRESENTERSERVICES@GEELONGARTSCENTRE.ORG.AU

CREATIVE  **VICTORIA**



 **geelong
arts
centre**