

1.1 CLAYTON COMMUNITY CENTRE: PUBLIC FACILITY HIRE CHARGES

(JR:ARTS1)

Responsible Director: Andi Diamond

RECOMMENDATION

That Council adopt the fees proposed in this report for the Clayton Theatrette and Meeting Rooms at the new Clayton Community Centre.

INTRODUCTION

Facilities in the new Clayton Community Centre which is due to open shortly include the Clayton Theatrette and Clayton Library's two Meeting Rooms. A bifold door connecting the two Meeting Rooms enable the two rooms to be used as one large room. These spaces will all be available for public hire to the community. To support this function, a two tier fee structure is proposed for community and commercial use.

BACKGROUND

Public hire facilities at the Clayton Community Centre comprise venues to be used by staff members, Council representatives, invited guests, visitors and community members.

The Clayton Theatrette seats 132 patrons. It includes a small backstage area, loading dock (also utilised by the Library), and two Meeting Rooms divided by bifold doors.

Meeting Room 1 has six fold-out mirrors in wall storage cupboards that can be used as a dressing room for theatre performance support. Meeting Room 2 can be used as a foyer space for patrons before or after a performance or at interval and refreshments are also served from here. Both meeting rooms adjoin toilets and a small kitchenette where tea and coffee facilities are available. The Meeting Rooms can be booked separately as two distinct spaces or as one space.

ANALYSIS

For Councils' endorsement, the following GST inclusive fees for the Clayton Theatrette and Clayton Library's two Meeting Rooms are proposed:

Meeting Rooms

A minimum of two hours is required for bookings. Meeting Room 2 is available on request as a Green Room support for the Clayton Theatrette, this rate is included in the hire of the Theatrette.

- Community Groups (per hour):
 - Meeting Room One: \$15
 - Meeting Room Two: \$15
 - Both rooms: \$30

- Commercial rates (per hour):
Meeting Room One: \$25
Meeting Room Two: \$25
Both rooms: \$50

Clayton Theatrette

- Community rates
Per hour: \$45 per hour – min. 2 hour booking
Per day: \$300 per day
Per week: \$1000
- Commercial rates
Per hour: \$60 per hour – min. 2 hour booking
Per day: \$400 per day
Per week: \$1500

Security Services

As a Council facility, security services are required to be in attendance at the Clayton Community Centre for all evening and after hours weekend use. Charges will be levied to recover the costs of Council's security contractor.

Theatrette Technician

On occasion, the services of a theatre technician will be required to support some groups to efficiently make use of audio/visual facilities at the Clayton Theatrette. The Customer Services Officer will be able to advise on the service and applicable fees.

To ensure ongoing presence in the local community by Clayton Clarinda Arts and Encore Theatre, tenants of the former Clayton Auditorium, tenancy agreements with these groups are to be established for access to the facilities.

POLICY IMPLICATIONS

The applicable fees adopted by Council will be supported by Terms and Conditions for hire of the facilities. Community Groups may also be eligible for Council assistance through the grants program.

FINANCIAL IMPLICATIONS

Fees will be reviewed annually in accordance with Council's operating budget process.

CONCLUSION

Council's approval of hire fees for the Clayton Theatrette and Clayton Library Meeting Rooms are set at a two tier rate to facilitate use by community and commercial groups.