

2026/2027 **PRACC**
FEES AND CHARGES



PLENTY RANGES ARTS AND CONVENTION CENTRE

35 FERRES BOULEVARD, SOUTH MORANG

EMAIL: INFO@PRACC.COM.AU

PHONE: (03) 9217 2317

VENUE OFFICE AND BOX OFFICE : MONDAY TO FRIDAY, 9AM-3PM

All hires operate under the **PRACC Terms & Conditions**.

All prices include GST unless stated.

Version	Approved By
2026-1	Coordinator PRACC

2026/2027**PRACC
FEES AND CHARGES****Rate Types****Venue Hire Rate**

Used for general access to event spaces.

Applies to:

- Bump-in and bump-out
- Tech run, Rehearsals
- Meetings, classes or workshops

Charged:

- In 15-minute increments after the minimum hire period
- Per space booked

Performance Hire Rate (Theatres Only)

Applies whenever an audience is present.

Includes:

- Foyer access for patrons one hour prior to the scheduled start until 30 minutes after the final performance ends
- Front-of-house support
- Box Office and Café or Bar access, provided at PRACC's discretion

Timing:

- Begins 1 hour before the advertised start
- Ends at 5 hours total or 30 minutes after the final performance ends, whichever is longer.
- In 15-minute increments after the minimum hire period

Pre-Production Rate

A focused technical configuration window. Charge to the minimum hours or in 15 minute increments. Any activity involving performers, cast, crew, bump in or rehearsal voids this rate and requires standard hire and staffing.

Includes:

- Access for up to three Hirer representatives
- Programming of lighting, sound or AV
- Media file or projection testing

Does not include:

- Cast, crew or rehearsal access
- Early bump-in
- Access to stage, backstage or dressing rooms

Dark Theatre Rate

A discounted day rate to hold the theatre without access.

Used for:

- Maintaining a show-ready setup

Access:

- No entry permitted during dark days

Penalty Rate

Additional costs apply when hires occur:

- Outside confirmed booking times
- On public holidays
- When a Hirer makes late changes requiring staffing adjustments
- When PRACC staff must work overtime

Penalty rates are charged **on top of** standard room hire or staffing rates in 15 minute increments.

Community Rate

Available to registered not-for-profit creative organisations where the booking delivers creative activity, participation or outcomes aligned with the City of Whittlesea Creative Plan and PRACC's role as a creative venue. Proof of not-for-profit status and creative purpose may be required. Eligibility is assessed by PRACC.

2026/2027**PRACC
FEES AND CHARGES****Yan Yean Theatre****Hire Rates**

<i>Type</i>	<i>Minimum</i>	<i>Standard Rate</i>	<i>Community Rate</i>
<i>Venue Hire Rate</i>	5 hours	\$253/hr	\$228/hr
<i>Performance Hire Rate</i>	5 hours	\$294/hr	\$265/hr
<i>Pre-Production Rate</i>	1 hour	\$98/hr	\$98/hr
<i>Dark Theatre Rate</i>	1 day	\$1,267/day	\$1,267/day
<i>Penalty Rate</i>	15 mins	\$465/hr	\$465/hr

What's Included in Yan Yean Theatre

<i>Category</i>	<i>Included</i>	<i>Notes</i>
<i>Stage</i>	✓	Full stage
<i>Dressing rooms 1–4</i>	✓	Included for all theatre hires
<i>Orchestra pit</i>	✓	When booked in advance
<i>Auditorium and Foyer access (performances)</i>	✓	1 hr before to 30 min after
<i>Loading dock</i>	✓	During booked hours
<i>Standard lighting</i>	✓	Standard rig only
<i>Standard audio</i>	✓	Playback only
<i>Projection</i>	✓	Additional charges
<i>Stage furniture</i>	✓	Additional charges
<i>Wired comms</i>	✓	At operator positions
<i>Fly system</i>	PRACC operator required	Staff rates apply
<i>Technical operator</i>	—	Staff rates apply
<i>Reset after customisation</i>	—	Staff rates apply

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Woodstock Theatre

Hire Rates

Type	Minimum	Standard Rate	Community Rate
Venue Hire Rate	5 hours	\$129/hr	\$116/hr
Performance Hire Rate	5 hours	\$154/hr	\$139/hr
Pre-Production Rate	1 hour	\$98/hr	\$98/hr
Dark Theatre Rate	1 day	\$644/day	\$644/day
Penalty Rate	15 mins	\$161/hr	\$161/hr

What's Included in Woodstock Theatre

Category	Included	Notes
Stage and auditorium	✓	Full space
Green Room (dressing room)	✓	Included
Standard lighting	✓	Standard rig only
Standard audio	✓	Playback only
Projection	✓	Additional charges
Stage furniture	✓	Additional charges
Wired or Wireless comms	✓	Additional charges
Technical operator	—	Staff rates apply
Reset after customisation	—	Staff rates apply

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Eucalypt Room

Hire Rates			
Type	Minimum	Standard Rate	Community Rate
Venue Hire Rate	5 hours	\$290/hr	\$265/hr
Pre-Production Rate	1 hour	\$98/hr	\$98/hr
Penalty Rate	—	\$465/hr	\$465/hr

Inclusions – Eucalypt Room

Category	Included	Notes
Room hire	✓	Full space
Furniture	✓	Tables, chairs provided
Basic staging	✓	As available
Projectors & screens	✓	Installed
Standard audio	✓	Basic playback
Additional AV	—	Additional charges

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Blue Gum / Red Gum Rooms

Hire Rates

Type	Minimum	Standard Rate	Community Rate
Venue Hire Rate	5 hours	\$148/hr	\$133/hr
Pre-Production Rate	1 hour	\$98/hr	\$98/hr
Penalty Rate	—	\$161/hr	\$161/hr

Inclusions – Blue/Red Gum

Category	Included	Notes
Room hire	✓	Full space
Furniture	✓	Tables, chairs provided
Basic AV	✓	Screen and projector
Standard audio	✓	Playback
Portable staging	—	If required
Layout changes	✓	As directed

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Lakeview Room

Hire Rates			
Type	Minimum	Standard Rate	Community Rate
Venue Hire Rate	5 hours	\$39/hr	\$34/hr
Pre-Production Rate	1 hour	\$98/hr	\$98/hr
Penalty Rate	—	\$161/hr	\$161/hr

Inclusions – Lakeview Room

Category	Included	Notes
Room hire	✓	Standalone hire is available Mon–Fri, 9am–5pm only
Furniture	✓	Basic tables/chairs
Basic AV	✓	TV Monitors

2026/2027**PRACC
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Staffing is applied to ensure safe, compliant delivery and is not optional where required by PRACC. Staffing levels are determined by PRACC based on safety, complexity and compliance requirements and cannot be reduced.

Staff Rates

<i>Staff</i>	<i>Mon– Fri</i>	<i>Sat</i>	<i>Sun</i>	<i>Penalty</i>	<i>Notes</i>
<i>Standard Rate</i>	\$65/hr	\$75/hr	\$85/hr	\$113/hr	Minimum 3 hours, charged In 15-minute increments after the minimum
<i>Community Rate</i>	\$55/hr	\$65/hr	\$75/hr	\$103/hr	Minimum 3 hours, charged In 15-minute increments after the minimum

Role-Specific Staff (all at Staff Rate unless noted)

- Event Supervisor - Required for audiences
- Event Officer - Required for audiences by scale and complexity
- Senior Technician - Required for technical services
- Technician - Required for technical services by scale and complexity

Licensed and Outsourced Staff

Must be sourced through PRACC

<i>Service</i>	<i>Rate</i>	<i>Notes</i>
<i>Security Rate</i>	Cost + 10%	As required or requested
<i>Warden, Safety or First Aid Officer Rate</i>	Cost + 10%	As required or requested

Ticketing Fees

<i>Fee</i>	<i>Standard Rate</i>	<i>Community Rate</i>
<i>Patron booking fee</i>	\$2 per ticket	\$2 per ticket
<i>Hirer service fee</i>	\$2 per ticket	\$1 per ticket
<i>Ticketing Administration Fee</i>	\$50/hr	\$50/hr

Merchandise Fees

\$200 or 10% of gross sales (whichever is greater).

The Hirer must provide a sales report to support percentage-based calculations.

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Equipment Hire

Equipment rates apply per day unless noted.

For bookings running over consecutive days, equipment hire is capped at **three days** for up to **seven days of continuous use**.

Technical equipment may require PRACC staff for setup, operation or reset. Staffing is charged at PRACC Staff rates.

Equipment Rates

<i>Equipment</i>	<i>Rate (per day)</i>
<i>Blinder</i>	\$52
<i>Mirrorball</i>	\$52
<i>LED UV Effect</i>	\$50
<i>Haze Machine</i>	\$110
<i>Moving Light (Wash)</i>	\$412
<i>Wireless Microphone</i>	\$90
<i>Wired Microphone</i>	\$10
<i>DI Box</i>	\$10
<i>Foldback Speaker</i>	\$100
<i>Mic & Music Stands</i>	\$5
<i>Lectern & Microphone</i>	\$80
<i>Laptop</i>	\$150
<i>Wireless Comms</i>	\$55
<i>White Sharkstooth Scrim</i>	\$100
<i>Projection Cyclorama Screen</i>	\$100
<i>Portable Staging Platform</i>	\$100
<i>Whiteboard</i>	\$50
<i>Pinboard</i>	\$50
<i>Projector with Media Server</i>	\$515

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Equipment Packages

Package	Rate (per day)	Inclusions
<i>In-house Band Package</i>	\$350	Additional microphones, speakers, stands and cabling from in-house stock
<i>In-house Lighting Package</i>	\$600	Blinders, LED UV effect, haze machines and moving wash lights
<i>Seasonal Lighting Package</i> <i>(available seasonally)</i>	\$1,250	Blinders, UV, haze, moving wash & beam lights, projection, LED screens, media server, handheld mic

Additional Technical Charges

These items support safety and compliance requirements and align with the Terms.

Service	Rate	Notes
<i>Fly system operation</i>	PRACC Staff rate	Must be PRACC operated
<i>Lighting system restore</i>	PRACC Staff rate	Restoring PRACC standard lighting after use
<i>Audio system restore</i>	PRACC Staff rate	Restoring PRACC standard audio after use
<i>Rigging services</i>	Cost + 10%	External riggers if required
<i>Special effects</i>	Cost + 10%	For high-risk, licensed activity

Electrical Safety

All electrical equipment brought into the venue must:

- be visually inspected
- have a current test tag
- comply with PRACC access requirements

Non-compliant equipment may not be used.

2026/2027**PRACC
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<i>Fee Name</i>	<i>Fees and Charges (inc. GST)</i>
<i>Catering Food</i>	Price on Request

PRACC offers flexible catering options for a range of events and budgets. We work with a variety of trusted catering partners, giving us the flexibility to create an experience that meets your specific needs.

Options include light refreshments, half-day and full-day conference packages, banquets, buffets and cocktail canapés. Sample menus are available on the PRACC website.

Minimum guest numbers apply:

- Light and conference packages: 50 guests
- Banquet, buffet and canapé menus: 100 guests

For events with fewer than 50 guests, we can create a customised menu.

<i>Fee Name</i>	<i>Fees and Charges (inc. GST)</i>
<i>Beverages</i>	
<i>Tea, Coffee & Water</i>	\$2.00 per Person (1 cup) \$6.00 per Person (continuous)
<i>Soft Drink or Juice</i>	\$5.00 per Person
<i>Alcohol</i>	\$25.00 per Person (6 standard drinks)
<i>Premium Alcohol</i>	\$43.00 per Person (6 standard drinks)

Catering | Service

<i>Fee Name</i>	<i>Fees and Charges (inc. GST)</i>
<i>Service Level – Monday to Friday</i>	
<i>Basic Service Fee</i>	\$7.00 per Person
<i>Conference Service Fee</i>	\$16.00 per Person
<i>Buffet/Cocktail Service Fee</i>	\$24.00 per Person
<i>Banquet Service Fee</i>	\$32.00 per Person
<i>Service Level – Saturday</i>	
<i>Basic Service Fee</i>	\$8.00 per Person
<i>Conference Service Fee</i>	\$20.00 per Person
<i>Buffet/Cocktail Service Fee</i>	\$28.00 per Person
<i>Banquet Service Fee</i>	\$37.00 per Person
<i>Service Level – Sunday</i>	
<i>Basic Service Fee</i>	\$9.00 per Person
<i>Conference Service Fee</i>	\$22.00 per Person
<i>Buffet/Cocktail Service Fee</i>	\$32.00 per Person
<i>Banquet Service Fee</i>	\$42.00 per Person

Cleaning, Waste & Damage

Additional Cleaning

PRACC Staff rate + materials.

Hazard Cleaning

Cost + 10%.

Bulk Waste / Abandoned Items

Cost + 10%.

Damage Fees

- Facility damage: cost of repair
- Equipment damage: replacement value
- Labour: staff rate

Other Fees

<i>Fee</i>	<i>Rate</i>	<i>Notes</i>
<i>Fire alarm call-out</i>	Contractor cost	If caused by hirer
<i>Traffic management</i>	Cost + 10%	Required for high-volume arrivals or large vehicle needs.
<i>Loading dock supervision</i>	Staff rate	Applied when additional supervision is needed for safe dock use.
<i>Bond</i>	Quoted per event	Applied to higher-risk bookings; refunded if no issues.
<i>Unapproved storage removal</i>	Staff rate	Applied when items are left without approval.
<i>Delivery acceptance</i>	Staff rate	Arranged delivery of goods outside of booked time

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FEES AND CHARGES**

How Fees and Charges Work

Overview

PRACC pricing is based on the **safe and realistic delivery of your Event**, not just room hire.

Your total cost reflects:

- the time you have access to the venue
- the staff required to operate the venue safely
- the technical complexity of your event
- the equipment and systems in use
- setup, pack-down and restoration time

PRACC does not bundle or subsidise services through hire rates.

Final charges are based on the **approved Event Order** and what additionally occurs.

What You Pay For

Your fees may include:

- room or venue hire
- PRACC staff required for your booking
- technical and production equipment
- ticketing services (if ticketed)
- catering services (where approved)
- outsourced goods or services

Your final charges reflect:

- what is confirmed in your Event Order, and
- what is additionally used on the day (where available)

What's Included

Standard inclusions vary by space and event type, but may include:

- access to the booked space during approved times
- standard lighting, audio and AV systems where installed
- designated dressing rooms for theatre bookings
- furniture, tables and chairs for functions
- use of foyers during approved functions and performances
- standard heating, cooling and amenities
- Box Office and Café/Bar, where approved and scheduled



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What May Attract Additional Charges

Additional charges may apply where requirements fall outside the agreed scope.

This may include:

- late schedule or inclusion changes
- technical customisation on the day
- additional or extended staffing
- additional equipment
- additional cleaning or damage
- additional administration
- public holiday or penalty rates

These charges are based on **actual time, staff and resources required**.

How Fees Are Built

Space and Access Time

You select a space suitable for your event type, capacity and duration.

Hire time includes:

- bump-in and setup
- rehearsals or sound checks
- audience entry and exit
- pack-down and reset

Access time does not end when you or your audience leave.

Your booking continues until PRACC has safely restored the venue.

Staffing (Not Optional)

PRACC determines staffing levels based on:

- safety and compliance requirements
- venue systems and infrastructure
- audience presence and management
- technical complexity
- legal and workplace obligations

Staffing levels cannot be reduced on the day to lower costs.

Staff are booked for specific times and duties. Events must be planned so staff are not required to work beyond what is agreed.

Equipment and Services

Equipment and services are charged when:

- they are used
- they are reserved for your event
- they restrict use by others



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Ticketing and Merchandise (If Applicable)

If PRACC manages ticketing:

- ticketing fees apply per ticket sold
- fees cover system licensing, customer service and reconciliation

If merchandise is sold:

- a merchandise fee applies per event
- a sales report is required where percentage based fees apply

Estimates and Final Charges

Early pricing is **indicative only**.

Final charges are based on:

- the approved Event Order
- actual access times
- staff hours worked
- equipment and services used
- changes made during planning or on the day

If the scope of your event changes, costs may change.

Changes Cost More When They Happen Late

Late or incomplete information often results in:

- additional staffing
- revised technical setups
- overtime or penalty rates
- limited delivery options

Providing accurate information early helps keep costs down.

Penalty Rates Explained

Penalty rates may apply for:

- early mornings
- late nights
- weekends
- public holidays
- short-notice changes

These rates reflect:

- minimum staff call-ins
- overtime obligations
- short notice rostering impacts

Penalty rates may be higher than standard hire rates.

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Cleaning, Damage and Additional Charges

Additional charges may apply for:

- excessive cleaning
- damage or missing items
- unapproved changes
- extended resets or pack-down
- additional rooms or access

Where applicable, these costs may be deducted from a bond.

The Event Order Is the Pricing Authority

The Event Order confirms:

- access times
- staffing
- equipment
- services

Final charges are based on:

- the approved Event Order, and
- what actually occurs.

In Summary

You can help manage costs by:

- providing accurate information early
- planning realistic access times
- avoiding late changes
- keeping the event within the approved plan
- communicating issues early

If you're unsure how something may affect pricing, ask **before** it becomes a problem.

To discuss fees and charges further, please contact our team.

Email: info@pracc.com.au

Phone: (03) 9217 2317