

A photograph of the Perth Town Hall at night, illuminated with warm lights. The building is a large, ornate brick structure with a prominent clock tower. The clock tower has two large clock faces, one on each side, which are brightly lit. The building features Gothic-style architecture with pointed arch windows and a tall, dark spire. The sky is dark, and the overall scene is lit by the building's lights and streetlights. A large, semi-transparent red shape is overlaid on the left side of the image.

# Perth Town Hall

Hire Guide and  
Conditions of Hire



City of Perth

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# Background, History and Architecture

The contents of this booklet form the Conditions of Hire for the Perth Town Hall.

Completed in 1870, the Perth Town Hall is a unique venue, significant in Western Australia both for its history and architecture. It is Australia's only medieval style town hall, having been designed and constructed in the Victorian Gothic revival movement in the nineteenth century. The building has many period features, such as an open Undercroft, cantilevered Juliet balcony, Gothic arches, stained glass, heritage decoration and historic artwork.

The venue has traditionally been used for a variety of purposes, including civic functions, plays, exhibitions, concerts, balls, weddings, banquets, conferences, public meetings, corporate and charity events. Since its restoration the Hall has become one of Perth's most elegant venues, lending its charming and dignified air to public and private events.

## Architecture

Constructed of brick in the Flemish bond design with wooden shingles, the building was modelled on medieval European town halls where the ground-floor Undercroft space served as a covered outdoor market, with the large public meeting space on the first floor. The hall's exterior is highly ornamented, featuring a clock tower with

four tourelles, three smaller towers, stained glass windows bearing the City's original crest, a gabled and shingled roof and crenellations. The building is laid out according to the points of the compass, with the clock tower in the north-west corner, as was the convention in medieval times.

Perth Town Hall was a gift of the colony government to the City of Perth. Hence it is Australia's only capital city town hall built by convicts. The Hall's architect, Richard Roach Jewell, firmly imprinted his taste for the Gothic in Perth's heritage precinct. Jewell also designed The Deanery, the Pensioners' Barracks (of which Barracks Arch is the remnant), The Cloisters, Trinity Church and Wesley Church.

## Renovation

Since its construction the Perth Town Hall has been subject to many alterations. Notably, most of the Undercroft was enclosed for shops and offices from the 1890s onward. In 2005 the City of Perth completed a multi-stage renovation. The ground floor shops were removed, the original arcaded Undercroft restored and a modern glass foyer added. Air conditioning, a lift, a renovated kitchen, new stage sound and light systems and other amenities were added and heritage values preserved or restored.

A brochure outlining the Town Hall's history in walking tour form is available.



Photo: Jody Greive

# Facilities, Equipment and Services

## Areas Available

Room	Size	Capacity (number of persons)
<b>Total Venue Capacity</b>		400
<p>400 is the maximum capacity for most events based on layout and facilities.</p> <p>For larger public events with the public moving between both floors and the Undercroft, (e.g. fairs, markets) capacity can increase to 600, or possibly up to 800, if a written assessment is obtained from an Environmental Health Officer. Submission of site plans, provision of additional toilets and payment of an assessment fee will be required. Contact the Town Hall to discuss your needs.</p>		
<b>Upstairs Area</b> (Main Hall and Supper Room)	21 M x 12.8 M ceiling height— 8 M at wall 15 M centre	400 standing 240 banquet style, no dance floor 200 banquet style, with dance floor 340 theatre style (note only 255 chairs available, extras may be hired from third party)
<b>Stage</b>	6.83 M wide (inside proscenium arch) x 5.92 m deep (including 1.92 M from curtain to front of stage).	
<b>Supper Room</b>	20 M x 4.5 M	60 seated or 82 standing
<b>Lower Foyer</b>	15 M x 12 M	128 standing or 60 seated + 68 standing
<b>Backstage</b>		10
<b>Undercroft</b>	~500 sq. M	Upon enquiry. Depends on layout and provision of additional toilets, etc.

Except for the Undercroft and Lower Foyer, which can be hired for sales and exhibitions, rooms at the Perth Town Hall are not hired individually because they are not separately accessible.

**Main Hall:** The Main Hall features a soaring hammer-beam ceiling, dramatically lighted. Arched stained glass windows bear the original crest of the Town of Perth. A stage is located at the west end; while a Gallery framed by three pointed arches and Juliet balcony overhang the east end. The hall is decorated with an intricate stencil in blue, white, silver and gold. Blinds can be lowered to darken the windows and dampen the hall's acoustics.

**Supper Room:** A long, narrow room off the main hall, the Supper Room can be used for smaller meetings, or as a bar or buffet. The room features a lovely acanthus stencil in maroon and gold. It is equipped with 5 x 15 amp electric outlets for electric bain maries for buffets. No flame chafing dishes allowed.

**Preparation Kitchen:** Equipped as noted below.

**Stage:** The raked (that is, sloped slightly toward the audience) stage has a proscenium arch, curtain, fly and basic stage lighting system. Panels can be moved to reveal three lancet windows at the rear of the stage. The lighting truss can be lowered for access. Two adjustable flats form the wings. Three-phase power is available. A complete list of the venue's sound and lighting equipment is included below. If you wish to use the lighting or sound systems, please discuss your requirements with the Facilities Coordinator before your function.

**Backstage:** A system of movable panels converts this area from two dressing rooms to a plate service area with stainless benches for banquets.

**Upper Foyer:** A life-size portrait of Sir George Murray, by Sir William Pickersgill, dominates this space, plus memorabilia related to the Perth Town Hall. The area has limited capacity and, due to the presence of the art, may not be used as a bar.

**Gallery with Juliet balcony:** The Gallery and restored Juliet balcony overhanging the Main Hall's east end is suitable for musicians or other performances, media and technicians. Technical equipment is located here. It is not usually used as a public space because of poor sightlines and lack of lift access.

**Lower Foyer:** The entire ground floor of the hall is an Undercroft, a portion of which is enclosed by glass walls to form the secure Lower Foyer. The floor is of unpolished granite. A staircase leads to the Upper Foyer and Main Hall (there is also a lift to facilitate universal access). A separate sound system can be used to address the foyer and Undercroft. The foyer contains several items of memorabilia from the HMAS Perth.

The Lower Foyer can be hired as an exhibition space. Further information on exhibitions is at the end of this document. When not in use for exhibitions, the Lower Foyer is available as a smaller cocktail or breakout space. There is a surcharge for reserving both the Main Hall and the Lower Foyer for an event. If you wish to use the Lower Foyer (no exhibition) please make this clear when booking. If reserved in addition to the Main Hall, the Lower Foyer cannot be cancelled less than 6 months in advance, since such reservations will have prevented the booking of exhibitions.

**Undercroft:** The Undercroft is under cover but opens to the elements on three sides. It may be left open to public access (as for markets) or fenced with manor fencing, ropes and stanchions or the like.

## Equipment Available

Item	Description of Equipment Provided	Charges (refer to fees page for current charges)
<b>Chairs</b>	<ul style="list-style-type: none"> <li>• 255, stainless/upholstered (dark blue), acoustically padded</li> </ul>	Chairs included in Hall hire if client sets them out and stacks afterward (chair trolleys provided). A fee applies if Hall staff perform this service.
<b>Misc. Trestle Tables</b>	<ul style="list-style-type: none"> <li>• 5 - 2130L x 760W x 740H (7-foot) trestle tables</li> <li>• 4 - 1800L x 760 W x 740H (6-foot) trestle tables</li> <li>• 4 - table raisers, can raise tables by 10 cm</li> <li>• 1 - 770 L x 770W small square table</li> </ul> <p><b>No tablecloths provided</b></p>	Use of these tables is free of charge. Clients may position them to suit during setup period. If available, Venue Supervisor will assist during setup.
<b>Kitchen equipment</b>	<ul style="list-style-type: none"> <li>• 2 x commercial refrigerators (2-door) 980 L each</li> <li>• 1 x commercial refrigerator (3-door) 1800 L</li> <li>• 2 x warming ovens (electric) 380 L and 500 L</li> <li>• 2 x fan forced gas catering ovens 180 L each</li> <li>• Gas catering range 4 burners plus 100 L oven</li> <li>• 1 x deep double sink</li> <li>• 1 x 30 litre urn</li> <li>• No dishwasher, freezer, cutlery, crockery, glasses, or tea towels provided</li> </ul>	Additional fees apply; see fees page
<b>Banquet Tables</b>	<ul style="list-style-type: none"> <li>• 24 x round 1650 mm diameter—moulded tops, comfortably seat 8-10 each</li> </ul> <p><b>No tablecloths provided</b></p>	Additional fees apply; see fees page
<b>Sound equipment</b>	<ul style="list-style-type: none"> <li>• 2 x Reinkus-Heinz steerable line array speakers</li> <li>• 2 x Sennheiser headset microphones</li> <li>• 2 x Sennheiser 935 radio microphones</li> <li>• 3 x stationary Shure 58 vox microphones, boom stands &amp; leads</li> <li>• 3 x condenser microphones (for choirs, theatre)</li> <li>• 2 x powered fold back speakers</li> <li>• 1 x show relay microphone for backstage</li> <li>• 1 x CD player</li> <li>• 1 Behrenger X32 wireless sound mixer</li> <li>• 1 x Mackie CFX16 sound mixer &amp; table</li> <li>• 1 x public address system for Lower Foyer with CD player</li> <li>• 1 x Yamaha C7 grand piano (additional charge)</li> </ul>	The use of this equipment is included in Hall hire. Only the Venue Supervisor or qualified technicians may set up the system. Sound desk and amp must be returned to its original settings at close of event.

<p><b>Lights &amp; stage systems</b> (The light desk is operated from the gallery.)</p>	<ul style="list-style-type: none"> <li>• 8 x 750 W Profiles mounted on brackets front of house</li> <li>• 4 x 500 W Profiles mounted front of house</li> <li>• 1 x Genie motorised platform suitable for focusing Profiles</li> <li>• 12 x 575 W Parnels, mounted on motorised fly</li> <li>• 1 x Jands light desk and table</li> <li>• 3 x Jands dimmer racks, capable of supporting additional lighting</li> <li>• Side fill lights</li> <li>• Motorized Viennese curtain, dark blue velvet (lifts up)</li> <li>• Black drapes for the rear of the stage if desired</li> <li>• 3-phase power stage right and Lower Foyer</li> </ul>	<p>Lights are default set to illuminate entire stage. The Venue Supervisor can turn these on and dim as required free of charge.</p> <p>Refocusing of lights, (e.g. onto the floor), changing gels, etc. charged on a per light basis.</p> <p>Qualified technicians may also refocus lights during booked hours.</p>
<p><b>Projector and screen</b></p>	<ul style="list-style-type: none"> <li>• EPSON Full HD Projector, HDMI or VGA, max resolution 1920x1080, mounted in Gallery, controlled from Gallery or stage right. Remote controlled drop-down screen mounted just behind proscenium arch, 2242 x 3985(180", 16:9). The Venue Supervisor will operate the equipment.</li> </ul>	<p>Additional fees apply. Generally a second Venue Supervisor will also be required to operate the equipment. Please supply content on USB drive and a printed run sheet.</p>
<p><b>Lift and dumbwaiter</b></p>	<ul style="list-style-type: none"> <li>• Passenger lift measurements (within rails) 1550 x 2030. Doors open to 995 x 2090 mm wide. Rated load 1600 kg.</li> </ul>	
<p><b>Exhibition panels and lighting</b></p>	<ul style="list-style-type: none"> <li>• 40 Exhibition panels 1155 wide x 2055 high</li> <li>• anthracite grey Velcro-friendly fabric (no tacks)</li> <li>• 80 hanging wires with zip hooks</li> <li>• 40 exhibition lights</li> </ul>	<p>Additional fees apply- see fees page.</p>
<p><b>Miscellaneous</b></p>	<ul style="list-style-type: none"> <li>• 2 x notice boards for seating plans etc.</li> <li>• 6 x dressing stools and portable clothes racks</li> <li>• Concierge stand</li> <li>• Cloakroom with hangers</li> <li>• Free Wi-Fi (request password)</li> <li>• A4 and A3 freestanding sign/poster holders</li> </ul>	<p>Free</p>



**Electrical power**

- Undercroft: 1 x 10-amp outlet
- Lower Foyer: 5 x double 10-amp outlets on 3 x 20-amp circuits, plus 1x 3 phase outlet on 32 amp circuit
- Main Hall: 7 x double 10-amp outlets on 1 x 20 amp circuit
- Stage: 6 x 10 amp outlets on 1x 20 amp circuit, plus 1 x 3-phase outlet on 32 amp circuit
- Supper Room: 5 x 15 amp outlets plus 4x double 10-amp outlets on 1 x 20 amp circuit
- Dressing room: 9 x double 10 amp outlets on 2 x 20 amp circuits



*Digital wallpaper services provided by third party. This service not currently offered by Perth Town Hall.*



## General Services

Perth Town Hall is a hall for hire offering patrons basic sound, lighting and projection services. While public performance bookings are welcomed, staff resources are scaled to private and corporate functions. It is not a full-service theatre; no ticketing, front-of-house nor cloakroom services are offered. The Bookings Officer can supply contacts for contracting these services if required.

### Before the Hire

The Bookings Officer/Concierge can be contacted on 9461 3555 to:

1. Answer questions and send information and floor plans.
2. Take bookings and arrange for invoicing and refunds.
3. Arrange appointments for pre-hire inspections of the venue during business hours.
4. Provide answers to technical questions about the Hall and its equipment.
5. Provide the details of caterers, AV and other service providers who work regularly at the Hall.
5. If you have paid for these services, to set up the Town Hall chairs and banquet tables prior to the start of the booking. If you have arranged for stage lighting to be adjusted, this will be done during the hired bump-in period.
6. Supervise the use of the lift if it is used to transport equipment.
7. Set up and run the audio system. A second Venue Supervisor will be added to your order if the audio requirements are not simple, or if you have arranged for the use of the projector and screen.
8. Provide rubbish bins, cleaning materials and assistance for any spillages or glass breakages during the course of the hire. For functions longer than 3 hours, check and resupply toilets. The assistance of a female will be required to clear the toilets during functions.
9. The Venue Supervisor may be available to assist with other aspects of your event's setup and operation, but his primary responsibility is to run the AV and look after the venue.
10. After the function is over, the Venue Supervisor will stack the chairs if you have arranged this service; otherwise please stack the chairs 6 high and leave in the Hall. It is your responsibility to pick up any rubbish, sweep to remove debris if required, and to leave the kitchen quite clean.
11. The Venue Supervisor will dismiss the security guards and lock the Hall after use.

### During the Hire

The Bookings Officer/Concierge will generally be on duty in the Lower Foyer 8:30-4:30 Monday to Friday.

The Venue Supervisor's mobile telephone number will be provided to you during induction. Except during meal breaks, the Venue Supervisor will:

1. Unlock the Hall at the agreed start of the hire time and remain on site until the hall is vacated, except for a meal break.
2. Issue parking permits for the loading zone.
3. Conduct a brief venue induction, explaining the fire alarm system and evacuation plan; and pointing out emergency exits and firefighting equipment.
4. Act as Chief Warden should an evacuation be necessary.

### Number of Staff

One Venue Supervisor, who will also operate the audio system, is included in the cost of the hire. The Bookings Officer will advise when your quotation is prepared whether a second staff member is required, typically for events:

- With more than 200-250 persons;
- Using the projector;
- With more than very simple audio requirements; or
- At management discretion.



## Technical Services

Basic sound, lighting, and projection services are provided by the Venue Supervisor. For complex programs, it is suggested that you consider engaging an independent AV company. Free WiFi is available.

### Sound

Use of the sound system is included in the cost of the venue. The system is specialised to make speech intelligible in a highly resonant space. It is designed for the voice and compatible with light acoustic instruments such as guitar, piano and strings. Drums and electric guitars and basses are unsuitable; if you wish to use them you will need to supply your own sound system.

The desk is wireless and can be controlled from anywhere on the floor. Microphones are included as listed in the Equipment List. Lapel mics are not provided nor recommended for technical reasons.

If you are using the sound system for anything more complicated than one person speaking, please submit at least 5 business days before the event:

- A stage plan showing where mics, stands, any instruments, and monitors are to be placed.
- A run sheet (sample at end of this document)

### Projection

Use of the projection system incurs an extra charge. If multiple speakers with multiple presentations are to be presented, please discuss this with the Facilities Coordinator before booking—an AV company may be required as the Hall's technical resources are limited. If you are using the projection system please submit at least 5 business days before the event:

- A run sheet (sample at end of this document)

Please submit at least 2 business days before the event:

- The presentation/s on a memory stick. For best results, embed video in a PowerPoint file. Set up PowerPoint files as 16:9 not 4:3. Select Design>Page Setup>Slides sized for: On-screen slide show 16:9.

### Lighting

Only basic stage lighting services are offered. The front-of-house lights have five settings (General, Dining, Cocktail, Show and Dramatic) which can be varied during the event if required. If you are using the stage lighting system please submit at least 5 business days before the event:

- A run sheet (sample at end of this document)

## Limitations of Facility

### Power 400 Amperes

The total power capacity of the hall is 400 amperes. This is sufficient to power all of the Hall's electrical equipment simultaneously, including air conditioning, catering equipment and stage lights. However, the use of additional equipment with large electrical power requirements (e.g. bain maries, extra spotlights) may require load restrictions in other areas of the building. This situation would generally arise only with a full banquet running concurrently with a show on a hot day, or if equipment with unusual power requirements were brought in. Use of a generator requires a permit from the Environmental Safety Office.

### Dancing Limitations

As a heritage building, the Town Hall was not designed for modern conditions. Engineers have advised that "modern concentrations of dancers"—vigorous rhythmic dancing by closely spaced groups of people—may cause damage to the structure. Examples of events for which the structure is generally suitable:

- Most structured dances and dance contests including swing, tango, ballroom, jive.
- Most concerts.
- Most weddings and wedding receptions.



Events for which the venue is generally not suitable

- Concerts where a “mosh pit” will develop.
- Dances featuring music that is rock, club or loud pop style.
- 18th and 21st birthday celebrations.
- Weddings and other events which will feature a band or DJ likely to encourage vigorous rhythmic dancing by crowds of people.

### Smoke or Haze Machines, Smoking, Candles and Flames Prohibited

Smoke and haze machines are not allowed as they are incompatible with the fire safety system. No smoking is permitted in the Hall or Undercroft. No candle, oil lamp or flame of any kind is to be used within the Town Hall, even with a glass covering. No flame-heated chafing dishes are permitted; however ample power has been provided in the Supper Room for the warming of food.

### Helium Balloons at Hirer’s Risk

Please take particular care that helium balloons remain securely tethered. Escaped balloons that remain overnight can activate the fire alarm, incurring a Fire Services callout fee. This cost will be deducted from the bond.

### Decorations, Banners and Signage Regulated

A2, A3 or A4 posters may be displayed both inside and out before and during events. These materials must be approved by the Facilities Coordinator. A-frame and sandwich boards may be displayed within the Undercroft, if they do not impede pedestrian traffic.

Within the Main Hall, signage and decorations may be placed on the window ledges. Banners may be hung from the Juliet balcony, from the fly on the stage, or from the front of the stage. Because it is a heritage building, the use of tape or adhesive of any kind, including Blu-Tac, on the painted walls is prohibited.

Up to 8 external pillars are available for signage at an additional cost. See “Publicising your Town Hall Event.”

### Lift

The building’s one lift is needed to transport both passengers and equipment. Before transporting goods or equipment in the lift, please ask a staff member to explain the use of the lift key. Failure to do this may result in the lift being out of service during the function. Protective curtains are available.



# Bookings – The Basics

## Hire Fee Calculation

Hire fees are set out in a separate document accompanying this Hire Guide.

- Setup (“bump-in”) and takedown and clean-up (“bump-out”) must be booked in advance and are charged at regular rates.
- Removal of gear from the Main Hall is deemed to be “bump-out” and is charged for at the hourly rate.
- Equipment left by prearrangement and hygienically packed in a designated room is deemed “collection” and is not charged for if collected within the arranged times.
- Delivery and collection of gear stored in a designated room outside booked hours are not charged for, but must be prearranged for a suitable time, which can be finalised two weeks prior to the booking.
- The booking fee is non-refundable.

## Booking Process

Please ring 9461 3555 to confirm the hall’s availability, arrange a tour of the facility, make a pencil booking, and obtain a quotation.

### Tentative (Pencil) Bookings

Tentative bookings will be held without deposit for 30 days unless another enquiry is received for the same date. In this case, the original party will have 24 hours in which to pay a deposit. The City of Perth reserves the right to take precedence over a tentative booking.

### Quotations—Time Allowance

Quotations are valid for 30 days. When requesting a quotation please give the time required for access for setup, the start and finish time of the event, and the time the facility will be vacated after clean-up. As a guide, experience shows the following times are usually needed:

- Wedding receptions – 4 hours setup;
- Banquets -- 3 hours setup (more for elaborate theming);
- Cocktail events – 2 hours setup (more for elaborate theming);
- Hanging decorations using the Elevating Work Platform: 2 or more hours;
- Outside AV or lighting—2 or more hours (consult the firm).
- Most events involving food and drink will require 1 hour clean-up time.
- Wedding ceremonies—4 hours total.

## Confirming Bookings with Bond/Deposit

To confirm a booking, a deposit equal the amount of the bond is payable. An application form and invoice will be sent when a request to confirm the booking is made. The City of Perth reserves the right, in rare circumstances, to take precedence over a confirmed booking.

## Hire Fees

The bond/deposit fee is invoiced at the time of confirmation. All remaining fees are invoiced during the calendar month before the first date of hire, or when the booking is confirmed if this is less than two months before the date.

Payments can be made by cheque, bank transfer or credit card. The entire hire fee plus bond is payable before the initial date of hire.

## Public Access and Tours

As public heritage spaces, the Upper and Lower Foyers are generally open to the public 10:00 AM-4:00 PM Monday-Saturday, unless privately booked. On Thursdays the Town Hall hosts a historic tour. The guides take care not to disturb proceedings. If you need to conduct a function in privacy during these hours make this known to the Facilities Coordinator.

## Bond Refunds

A Venue Supervisor is on hand to supply cleaning equipment and materials if required. The bond will be refunded if, in the City's opinion, the hall is vacated undamaged, on time, and in a reasonably clean condition. Allow up to 4 weeks for processing.

**On time:** Events that run more than ten minutes past the booked time will incur extra charges both for hall hire and security guards on a quarter-hourly pro-rata basis based on the published fees.

A reasonably clean condition means:

- Rubbish removed to rubbish bins,
- Tables cleared,
- Floors quickly swept to remove large debris if required,
- Spills wiped up (preferably at time of spillage) and breakages cleared,
- Kitchen, if used, is left quite clean, and
- No areas left unusually dirty.
- If prior arrangements have been made for linen, cutlery or crockery or any other materials or equipment to be left behind for later collection, they must either be thoroughly cleaned or carefully sealed in crates and plastic bags to exclude vermin, and packed either into the Supper Room or the backstage area, as directed.

## Cancellation Refunds

- For cancellations notified 45 or more calendar days before the event—10% of the total hire fees plus the booking fee will be retained and the remainder of the bond/deposit refunded.
- For cancellations notified 44 to 11 calendar days before the event—50% of the total hire fees plus the booking fee will be retained and the remainder of the bond/deposit refunded.
- For cancellations notified any time within and including 10 calendar days prior to the event—the whole amount of the hire fees are forfeit.

## Catering and Equipment

- You are free to choose your own appropriate caterer for your function. If required, a list of caterers who work at the Town Hall regularly and with distinction is available from the Bookings Officer.
- Caterers must be registered with their local government authority; their details must be noted on the application form. Limited self-catering is permitted under specified conditions; please see section 5 on food safety.
- If your caterer has not worked at the Town Hall recently please suggest they book a site visit.
- For your convenience, several caterers have prepared all-inclusive Town Hall packages at a per-head fee; available from the Bookings Officer.
- Equipment including table linen, additional tables and chairs, may be hired through your caterer or any appropriate supplier. Coordinate drop off and pick up times with the Bookings Officer.

## Exhibitions in the Lower Foyer

### Special Daily Exhibition Rate

The Perth Town Hall Lower Foyer is hired out at special daily exhibition rate as an exhibition space, for exhibitions of a non-commercial nature that are free to the public. These may include informational or art exhibitions (even if the art is for sale). The special rate opening times are 10.00 am-4.00 pm, excluding Sundays and public holidays. This rate is for exhibitions only and does NOT include guest access to the kitchen or public access to the toilets. Installation and de-installation days may be booked at the same rate, and on these days the Foyer will be available 8:30 AM-5:00 PM unless otherwise arranged. The City of Perth and Perth Town Hall take no responsibility for theft or damage to items exhibited.



Functions (e.g. launch events) where food or drinks are served will be booked at the hourly function rate even if they are held during exhibition hours.

The market rate will be charged for the use of the Lower Foyer and Undercroft for public exhibitions and markets of a more commercial nature, and for Sundays and public holidays.

## Use of Main Hall by Other Parties

The Main Hall will be hired by other parties both during and outside exhibition hours. The exhibitor will be notified when such hire events are booked. During these times patrons will walk through the exhibition space to access the Main Hall. A licensed security guard is present in the Lower Foyer for events after 6.00pm. During these times a representative of the exhibition may elect to be present. The City of Perth and Perth Town Hall take no responsibility for the security of the items on exhibit. It may be possible to lock away smaller items after hours.

## Exhibition Panels and Amenities

The Lower Foyer has no walls suitable for display of works. Instead, 40 exhibition panels 1000 mm wide x1970 mm high, 40 lights and a hanging system are available for hire at additional cost. The Bookings Officer can supply suggested layouts. Exhibitors may provide their own screens, plinths, easels, showcases or other furniture for display.

Exhibitors provide their own invigilation staff during opening hours. A Venue Supervisor will be on site during hours when exhibitions are open. There is generally a Concierge on duty in the Lower Foyer 8:30 am- 4:00 pm Monday-Saturday, who can relieve an invigilator when required. Invigilators' notes are available to assist.

The Lower Foyer is air conditioned. Power is available from outlets located on the columns. There is a security alarm system and a fire alarm system.

## Safety and Access

Access to the north and south emergency doors, the lift and stairwell, and to the cloakroom and the fire hose cupboard must be maintained at all times. The Lower Foyer must always be left in a presentable condition, even during bump-in and bump-out days.

## Appropriateness

The Facilities Coordinator may decline any object or exhibition deemed unsuitable for the space or incompatible with other bookings in the Main Hall. Exhibitors must submit at least one month prior to the exhibition opening:

- a floor plan;
- an accurate preview of the exhibition's contents (through photographic or other means), and;
- an accurate preview of any display furniture.

## Special Events

A Special Events Permit, obtained from the City's Environmental Health Officer, may be required for any public event which will:

- Sell food or drink directly to the public; or
- Request to use the venue (including Lower Foyer and Undercroft) to accommodate more than 400 persons.

A Special Events Permit may require a meeting with the Environmental Health Officer. Additional conditions including risk management and event plans and additional fees, such as a Public Building Assessment specific to the event, may apply.

## Sales - Special Conditions

- The use of the Perth Town Hall for sales of merchandise is at the discretion of the management.
- Persons and organisations using the Perth Town Hall for sales of merchandise may be required to notify any City of Perth retailers carrying identical merchandise of the sale, at the time of confirming the booking.

# Logistics

## Location

The Perth Town Hall is located at 601 Hay St, at the east end of the Hay Street mall on the corner of Barrack Streets. It is the red brick building with the clock tower.

## Public Transport

- Perth Town Hall is 2 blocks from Perth Underground, 3 blocks from the Perth Train Station and 4 blocks from Perth Bus Station.
- Blue Cat stop no. 4
- Red Cat stop no. 8
- There is a taxi rank nearby on Hay St.

## Nearest City of Perth Parking

- Pier Street, 87-89 Pier St., near corner of Murray St.
- Council House, 27 St Georges Terrace
- Fire Station; enter from Murray St or Hay St, between Victoria Ave and Irwin St.
- For current information about the hours and fees and charges of these parking stations go to [www.cityofperthparking.com.au](http://www.cityofperthparking.com.au)
- The map below shows the location of the Town Hall and the nearest parking. A digital copy of this can be sent for your inclusion on invitations – please ask.







## Loading and Unloading

As a courtesy to hirers, the City of Perth makes available three adjacent commercial loading bays on Hay St. during the period of hire. The regular parking signs will be hooded with "NO STOPPING" signs. While the bays are primarily intended for loading and unloading, they are available for hirer use for the duration of the hire period for functions. For exhibitions, the bays are available during the installation, de-installation and launch events only, not for invigilator parking. Please obtain a parking permit from the Concierge or Venue Supervisor on arrival.

If multiple suppliers (caterers, decorators, technicians, florists etc.) require access for loading and unloading it is the hirer's responsibility to coordinate the use of the bays. At times, patrons may be asked to share the bays with exhibitors who are loading or unloading, or with others performing essential work at the Hall.

## Nearest ACROD Parking

The nearest ACROD parking is a 30-minute bay on Hay St. in front of the City of Perth Library, about 80 metres east of the Town Hall.





# Health and Safety

## First Aid, Accidents and Incidents

First aid kits are available in the Management Office (west of the ladies' toilets) and in the Kitchen. A defibrillator is in the hallway west of the toilets. If required please contact the Venue Supervisor. In the event of an accident or incident the Venue Supervisor should be notified. Lists of all emergency numbers are with the first aid kit.

## Induction

At the commencement of the hire, the Venue Supervisor will briefly explain the emergency procedures to the person in charge; please allow 5 minutes. The Town Hall welcome document, emailed at the time of confirmation, provides induction information, evacuation announcements and housekeeping notes you may wish to supply to your Master of Ceremonies.



## Evacuation Plan

1. It is essential that all hirers familiarise themselves with the layout of the hall and the operation of emergency doors at the commencement of hire.
2. The Venue Supervisor is Chief Warden in any emergency evacuation. A security guard or a second Town Hall staff will be the Deputy Warden.
3. The Hall's fire alarm produces a loud distinctive "whoop whoop" sound. An evacuation may also be announced in the absence of the alarm.
4. In the event of a fire or other emergency requiring evacuation, the Chief Warden will direct which exits should be used. In addition to the regular east and west doors to the Lower Foyer, there are three emergency doors which can be opened by pressing a button or breaking glass. An alarm will sound. These are:
  - The North and South doors in the Lower Foyer; and
  - The Barrack St. doors, which are accessed through the double doors left of the stage, then down the stairs (this is the southwest corner of the hall).
5. The lift is not to be used in an emergency, except under the Chief Warden's direct supervision. Disabled persons will be assisted by the wardens, who may designate others who are able to help.
6. The Deputy Warden should direct people east down the Hay St footpath to the Assembly area in Cathedral Square. Everyone should remain at the assembly point until the all clear is given.
7. The Chief Warden and any designated helpers should check all areas of the Hall for people left behind including the toilets, office, backstage, kitchen, gallery and Supper Room.

## Permits, Licences and Insurance

If required, these will be noted on the "Special Conditions" portion of your application form. Please email [townhall@cityofperth.wa.gov.au](mailto:townhall@cityofperth.wa.gov.au) or fax documents to the Bookings Officer on (08) 9461 3086 before your booked function. Entry to hall will not be permitted if proof of required licences and insurances is not presented before commencement of hire.

### Public Liability Insurance

Businesses and organisations must provide a Certificate of Currency proving public liability cover of \$20M or more.

### Liquor Licence:

Applications for occasional liquor licences can be obtained from the Department of Racing, Gaming and Liquor at [www.orgl.wa.gov.au](http://www.orgl.wa.gov.au) (click on Liquor, Application Kits and Occasional Licence). You must apply for a licence at least two weeks before an event.

Except where a licensed caterer is engaged, the following types of events require an occasional liquor licence:

- Events where alcohol is provided to sponsors, volunteers or clients;
- Events where alcohol has been paid for out of members' fees, including social club events.
- Events where alcohol is sold, or supplied as part of a ticket price;

The following types of events generally do not require a licence:

- Weddings;
- Most BYO events;
- Business events that are completely in-house (no clients, sponsors or suppliers invited.)
- Small events (under 100 people) of limited length under specific conditions—the Bookings Officer can advise details.

## Caterer Registrations and Permits

- Persons and businesses paid to provide food and/or beverages cater at Perth Town Hall must hold a Food Business Registration from their local government authority.
- Operating a food or beverage stall selling directly to the public requires a temporary food outlet permit from the City of Perth (even if already registered with another local government authority.)
- A Public Building Assessment will be required if the venue is to accommodate more than 400 persons.
- A special event permit from the City of Perth may also be required in the above circumstances.

## Self Catering Plan

Self-catering (defined as anyone who is not registered as a caterer with their local government authority supplying food other than tea/coffee and packaged cakes or biscuits) is not permitted for events open to the public, or where any charge is made for food, including tickets which include the price of food.

Self-catering is permitted to a limited degree for in-house events. All self-caterers will be asked to write a food safety plan listing all the foods to be served along with other information. As a guide, most cakes, biscuits, oven-ready commercially prepared foods and similar low-risk foods will be readily approved. Self-caterers will need to demonstrate awareness of the risks of catering for groups.

## APRA and PCCA Licences

Public events involving the use of music require licences from the Australian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia (PPCA), exempting events using broadcast radio.

Perth Town Hall holds hall licences for both APRA and PCCA which cover the use of incidental background music at non-ticketed events. Ticketed events featuring music (live or recorded), and most other events where music is an important, rather than incidental, part of the program, including dance contests, exercise classes and fashion shows, may require an additional licence. Weddings do not normally require an additional licence. Event organisers requiring a licence will be contacted by APRA.

## Security (Crowd Controllers)

The cost of required crowd controllers will be included in the quotation.

- From 6:00pm one or more licensed crowd controllers must be stationed in the Lower Foyer from 6:00pm to the end of the hire period.
- Functions serving alcohol require one crowd controller per 100 people.
- At management discretion, crowd controllers may also be required at other times.

## Testing and Tagging

Please ensure that all electrical items brought into the building have been tested and bear current tags. Specialist tagging and testing services will do this for a fee.



## Exits, Smoking and Light Fittings

Please do not block or lock emergency exits. Ensure that no smoking or other flames are permitted anywhere in the building. No light fitting may be interfered with, covered or decorated any way.

## Unacceptable Behaviour

No person using the Hall shall: Behave in a disorderly manner, use any profane or indecent language, be in an intoxicated condition, or create or take part in any disturbance, or cause any nuisance or annoyance to the owners or occupiers of any adjoining property or property in the vicinity of the Hall.

## Control of Children

While children are welcome, a heritage building presents special dangers. Children must be kept strict adult supervision at all times. Children under the age of ten must be accompanied by an adult in the Gallery or when using the lift. Children must not be allowed to play in stairwells, in the Gallery, on the balcony, on the stage or backstage. The Kitchen is off limits to all young children.

## Hall Capacity

The maximum number of persons to be accommodated at any function is 400, unless otherwise advised in writing by the City of Perth Environmental Health. By admitting a greater number than permitted, the hirer is liable to prosecution and forfeiture of all or part of the bond.

## Working at Height Equipment

Ladders and the Elevating Work Platform may be used only by permission of and under the supervision of the Venue Supervisor during booked hours. A valid permit for the use of an elevating platform is required; otherwise the Venue Supervisor must do the work. If this equipment is required as part of setting up the hall a prior booking must be made so a qualified Venue Supervisor can allow time to assist. Again at the end of the evening if assistance is needed the same procedure must be followed.

## Restricted Areas

The clock tower and all of the plant rooms are restricted areas with access restricted to authorised personal only. These areas will be locked and under no circumstances are Town Hall hirers allowed to access these areas.

## Cleaning Equipment and Bin

A broom, dustpan and rubbish bin are always available from the area behind the double doors left of the stage. More extensive cleaning supplies are available on request. If there is a spillage or broken glass the Venue Supervisor should be notified immediately.

## Rubbish

If you expect to produce more than 4 x 240-litre (residential sized) bins of rubbish please notify the Facilities Coordinator before your function so that extra rubbish pickup can be arranged. Excess rubbish fees are payable at City of Perth rates.

## Floor Safety

Water, sawdust or any other substance must not be used on the floor. No candles or confetti are to be brought into or used in the Hall. Should anything be spilled on the floor, please post someone to keep people from slipping while you request the Venue Supervisor to attend to the spillage.

## General Conditions

In return for the use of the Hall and services, it is expected that you will:

1. Complete and sign an application form acknowledging that all the conditions set out in this document are understood, and ensure that all the conditions are met.
2. Pay the bond specified in addition to the hire fees and other fees if applicable.
3. Advise the Facilities Coordinator if alcohol is to be served, even if no liquor licence is required.
4. Conclude your function on schedule. Additional costs will be incurred for exceeding finishing time.
5. Leave the Hall in a reasonably clean condition.
6. Ensure that the urn/ovens and other appliances are turned off.
7. Comply with the provisions of the Environmental Protection (Noise) Regulations 1997. A breach of the Environmental Protection Act may result in a Noise Abatement Direction being served. Non-compliance with a Noise Abatement Direction is evidence of an offence, maximum penalty \$5,000.00.
8. No property, chattels, equipment, fixtures or fittings are removed from the Hall.
9. Where the right to provide catering services to the Hall has been granted by the Council to any person or persons, such services are provided only by such person or one of such person.
10. The use of the Perth Town Hall is at the discretion of the City of Perth and the City reserves the right to accept or decline any event or function.  
Acceptance or Refusal may be determined by the City in its sole discretion. The City may have regard to:
  - Any information provided or received;
  - Whether the City has determined there is any potential risk posed to the venue, adjacent area, the City or any person;
  - The City's opinion of the appropriateness of the function or event for the Perth Town Hall; and
  - Any other matter the city believes is relevant.
11. The Venue Supervisor of the Hall, the Facilities Coordinator, and any Officer of the Council authorised in writing by the Chief Executive Officer of the Council shall at all times during the period of hire have free access to the Hall and every part thereof.
12. Failure to comply with all or any of these conditions may result in a forfeiture of all or a portion of the bond. In extreme cases, additional charges for cleaning and or repair of damage and a ban on future hire may be imposed.
13. Indemnity: Upon acceptance of hire, you bind yourself as the hirer to hold the City of Perth and the employees of the City of Perth indemnified against claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by hiring of the venue and the property of the City of Perth during all periods when such venue is on hire to the hirer.

# Publicising Your Perth Town Hall Event

Holding a public event at the Perth Town Hall makes the following forms of publicity available to you. All submissions are subject to approval by the City of Perth for appropriateness and meeting the City's needs and guidelines. Note that all these avenues are supplementary and should not be relied upon as the only means to attract the public to your event.

## Visit Perth Website

- If your event is open to the public, you are invited to submit an event listing on [www.visitperth.com.au](http://www.visitperth.com.au), which sees around 80,000 monthly unique visitors.
- Create an account at <https://admin.perth.wa.gov.au> and follow instructions from there.

### Some tips:

- Be sure to include an image (below 2MB; 750 pixels wide is ideal) and follow the cropping instructions.
- Listings are subject to moderation - please allow up to one week.
- For assistance contact the City of Perth's Digital Marketing Officer, who can be reached at 9461 3138 or [visitperth@cityofperth.wa.gov.au](mailto:visitperth@cityofperth.wa.gov.au)

## Social Media

Send material for the Visit Perth's social media pages to [perthcity@cityofperth.wa.gov.au](mailto:perthcity@cityofperth.wa.gov.au). Social media must be submitted one month in advance and its use is at the sole discretion of the City of Perth. Please hashtag #perthtownhall.

## Posters and Flyers

Up to 8 posters, sized up to A2 (portrait) or A3 (landscape) can be displayed in the Town Hall foyer. Up to 200 flyers may be submitted for distribution from the foyer and the iCity kiosk in Forrest Place.

Post or Courier to: City of Perth, Attn. Perth Town Hall, GPO Box C120, Perth 6839.

## Town Hall Exterior Signage

Banner signs that wrap around the Town Hall's outermost columns and self-fasten at the back can be erected for up to four weeks. Up to two signs can be displayed on the Barrack St. façade and up to six on the Hay St. façade.

The charge for displaying signage is listed on the Fees Page. Book and pay for signage as you book other Town Hall resources. These charges do not include production. Production should be arranged via a third party sign writer. For your convenience, the Service Providers document provides details of sign writers who have produced similar signage. You are not required to use the businesses listed. Please have the design(s) approved by the Facilities Coordinator before printing signs.

Note that the pillars are a limited resource and are allocated at management discretion.

### Specifications:

Barrack St (up to 2 banners) Display area up to 175 cm high, 145 cm wide, total banner length 510 cm.

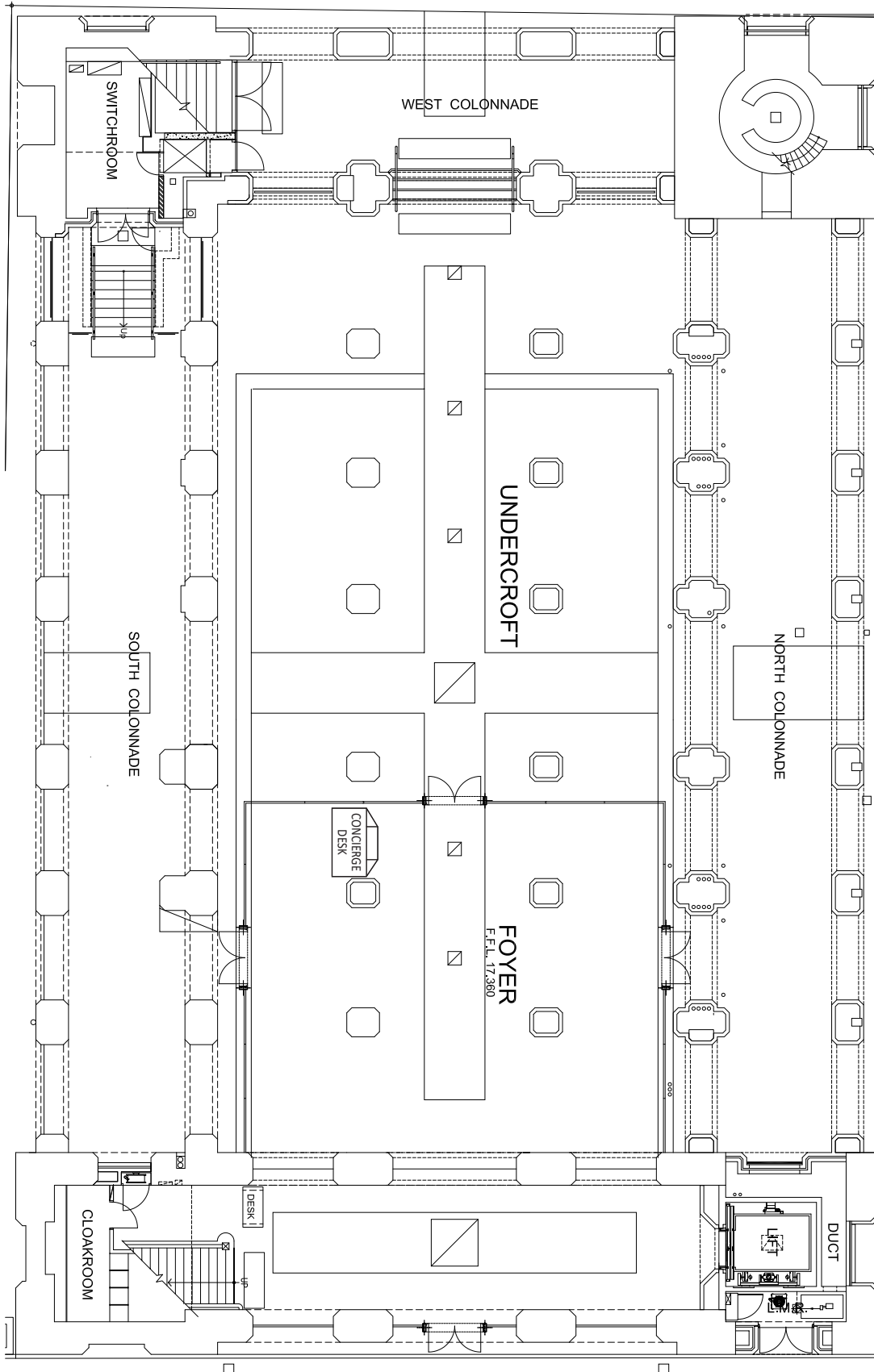
Hay St: (up to 6 banners) Display area up to 182 cm high x 92.5 cm wide, total banner length 430 cm.

Suggested total banner lengths have allowed an approx. 10 cm gap at the back to be joined with cable ties.

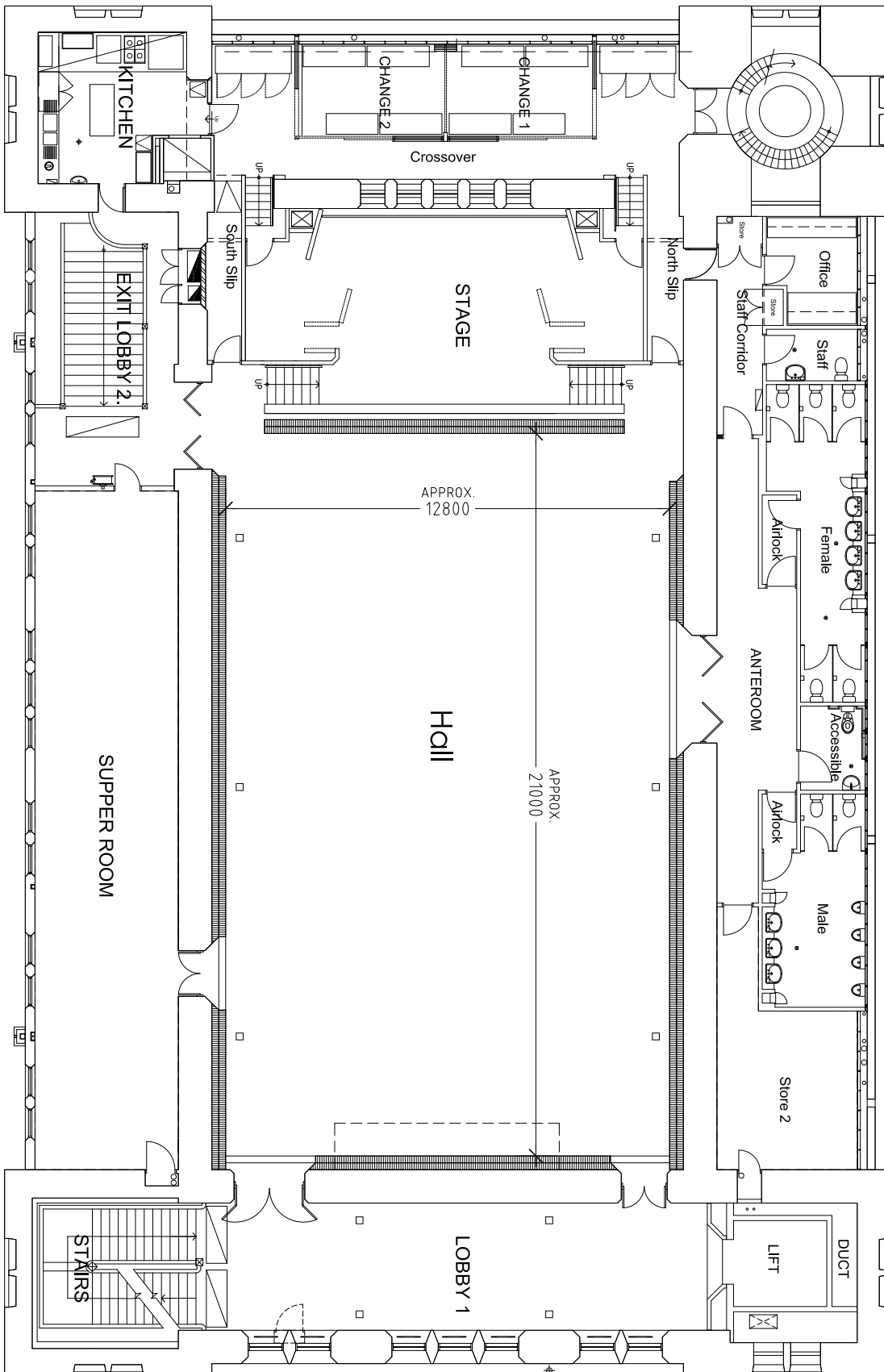


# Perth Town Hall floor plans

## Ground Plan



# First Plan



# Appendix

## Sample Run Sheet: Wedding Irma Ingenue and Charles Charming 3 Aug 2019 Perth Town Hall

Time	Activity	Who responsible?
9:00	Bump in begins	Use the Fork Caterers
10:00	Overhead Installation installed	Dearist Decorators Town Hall (EWP)
11:00	Flower and cake deliveries (please store cake in refrigerator)	Settlepetal Florists/ Sue Croze Bakery
14:00	Table, chair, mic and lectern setup as per plan supplied. Ropes and stanchions to block stairs Lower Foyer	Town Hall
14:00	Table setting ; LF setup	Use the Fork /Dearist
17:00	Band arrives for setup	Band
17:25	Music CD (client supplies) on in Lower Foyer (LF)	Town Hall
17:30-18:15	Drinks and canapé LF	Caterer
18:00	Security guard arrives	Town Hall
18:15	Ropes and stanchions removed; MC invites guests upstairs ; House lights on "Dining"	MC/Town Hall
18:30-20:00	Dinner service	Use the Fork
20:00	Speeches begin – microphones on, House lights on "cocktail", Stage Lights on "podium only" setting.	MC/ Town Hall
20:20	House lights on "Show", Video on MC cue:	MC/Town Hall
20:23	Video ends. Stage lights up, curtain down. Band assembles on stage.	Singer/ Town Hall
20:24	MC introduces singer	MC
20:25	Singer begins. Curtain up on signal from MC & Stage lights.	Singer/ Town Hall
20:39	MC announces end of entertainment and beginning of Dancing –Lights on "Cocktail"	Town Hall
20:40	Band begins (own system). House lights on "Cocktail"	Band/ Town Hall
12:00	Guests depart. Lights up to "General"	MC
01:00 4 Aug.	Last of clean-up/pack away into backstage area finishes; security sign off	Use the Fork
8:00-9:00	Overhead installation removed	Dearist



# Hirer's Checklist

You may wish to use this page to identify and track required documents as you submit them.

Document	Description	Req?	How long before event?	Submitted
<i>The Town Hall will notify you if these documents are required.</i>				
<b>Signed and completed application form</b>	Required before commencement of all bookings.		5 business days	
<b>Caterer details</b>	Required for all catered events		5 business days	
<b>Certificate of currency public liability insurance \$20M</b>	Required for all bookings except those on behalf of a private individual (e.g. Wedding).		5 business days	
<b>Run sheet</b>	Requested for all events using Town Hall sound, projection and stage lighting		5 business days	
<b>Table plan</b>	Requested if you are hiring the banquet tables.		2 business days	
<b>Presentation/s and/or music on memory stick</b>	Requested for events using Town Hall's systems for presentations or music		2 business days	
<b>Liquor license</b>	Required for most events serving alcohol		2 business days	
<b>APRA/PPCA Licence</b>	May be required for ticketed events using music.		APRA will contact.	

*Larger public events requiring a Special Event Permit may also require the following documents submitted directly to the Environmental Health Officer:*

<b>Risk management plans</b>				
<b>Site plans</b>				
<b>Event plans</b>				
<b>Electrical information</b>				
<b>Engineering certificates</b>				



# Contact Us

## **Bookings Officer**

Perth Town Hall

(08) 9461 3555 | [townhall@cityofperth.wa.gov.au](mailto:townhall@cityofperth.wa.gov.au)

[www.perth.wa.gov.au/living-community/perth-town-hall](http://www.perth.wa.gov.au/living-community/perth-town-hall)

**This document is available in alternative formats.**