



Albany Town Hall – First Floor Auditorium Fees, Charges and Hire Arrangements for 2023/2024

The Albany Town Hall is the region's flagship visual arts presentation venue, with high spec galleries, artisan retail opportunities and a multi-functional flat floor space, which is available to hire by community and will support the presentation of a range of arts and cultural events, civic events, performances, exhibitions and fairs.

The Albany Town Hall plays a vital role in activating the CBD and contributing to the growth of economic development and tourism, enhancing liveability and helping to build the profile of our region's people, places and stories.

Programming Objectives

Through the Town Hall program, we aim to:

- Reinststate the Town Hall's prominence as the civic and historic heart of the City.
- Foster and support the development of a sustainable local cultural and creative economy
- Investigate and reflect on our identity, cultural diversity and heritage.
- Promote inclusivity and contribute to social cohesion.
- Support and promote excellence and contemporary artistic practice
- Foster innovation, experimentation and imagination.
- Reflect and respond to national and global cultural and social issues

All bookings will be guided by the intent outlined in this programming policy.

First Floor Auditorium

The first floor auditorium is available as a venue for hire by performers, artists, art groups and organisations for the presentation of cultural and creative works. It is a prime venue for a range of events including:

- Live music and concerts
- Contemporary performance development and presentation
- Cabaret, cocktail-style events and functions
- Dancehall events
- Multi-artform installations
- Cultural and creative industry symposiums, events and lectures
- Artisan, designer and maker fairs
- Fashion parades
- Civic events
- Community exhibitions.

Commercial hire of the auditorium is also available and separate rates apply.

Standard Operating Hours

The Albany Town Hall's standard business hours are Tuesday to Saturday 10.00am – 5.00pm. If you require use of the venue outside of normal business hours, please discuss your needs with staff when making your booking, as extra costs may be incurred.

Accessibility

ACROD parking is available at the Albany Town Hall in the adjoining carpark and street parking. A ramp is available at the front of the building with access to level one via the internal pedestrian lift.

A loading zone is available at the rear of the Town Hall to assist with the transportation of heavy equipment and an internal service elevator is situated at the rear of the building which services both the ground floor and the rear of the stage area on the first floor.

Hire Period

- 24 hour hire (Midday to Midday)
- Weekly Hire (7 days)

Fees & Charges (GST Inclusive)

Please note: this information is provided as a guide only, it is essential that you complete and return a booking enquiry form and discuss your requirements with Town Hall staff to determine the hire package that will be appropriate for your booking.

Standard Package	24 Hr	Weekly
Commercial	\$400	\$2,400 per week
Community (ticketed)	\$300	\$900 per week
Community (non-ticketed)	\$100	\$300 per week
Community (shared risk for exhibitions)	25% commission + GST on art sales	
Intermediate Package		
	24 Hr	Weekly
Commercial	\$800	\$4,800 per week
Community (ticketed)	\$450	\$1,350 per week
Community (non-ticketed)	\$250	\$750 per week
Full Package		
	24 Hr	Weekly
Commercial	\$2,000	\$12,000 per week
Community (ticketed)	\$800	\$2,400 per week*
Community (non-ticketed)	\$450	\$1,350 per week
Community (shared risk for performances)	35% commission on box office sales	
Cancellation Fee	25% of booking fee (Minimum charge)	
Special Events	Fees on application. Subject to availability	
Additional Services		
Exhibition Installation/Bar Staff/Ushers/Event support/Duty Manager	\$60 per hour (min 3 hours)	
Professional AV Technician	\$60 per hour (min 4 hours)	
Security	\$60 per hour (min 3 hours)	
Cleaning	\$60 per hour	
Use of Modular Exhibition Walls	Fees on application. Subject to availability	
Artwork and Retail Sales handling	25% commission + GST on sales	
Other sales – eg. Ticketing	Fees on application	

*where multiple performances or events are presented during a Full package weekly hire, additional technician and front of house services will be required.

Hire Arrangements

Shared Risk Arrangements for Community Exhibitions

All standard package bookings by Albany based community arts groups, for the purpose of exhibitions, can elect to enter into a shared risk arrangement where 35% of total artwork sales will be payable.

Hirers must handle their own artwork sales and staff their exhibition for the duration and a final statement of sales must be supplied at the conclusion of hire and the balance of fees payable for the hire will be invoiced. Fees for additional staffing services may apply.

Shared Risk Arrangements for Performances

Full hire package bookings for the purpose of performances may enter into a shared risk arrangement where 35% of box office sales will be payable to the Town Hall in lieu of a hire fee. Eligibility for a shared risk arrangement is at the discretion of the Town Hall and will be considered on a case by case basis.

Fees for additional staffing services may still apply as will fees for days of standard or intermediate hire connected to the booking.

Ticket sales for performances must be handled by the Town Hall and ticketing fees may apply. A final statement of box office sales will be provided to the hirer and the balance of fees payable for the hire will be invoiced.

Hire Packages

Standard Hire Package

Hire of upstairs main auditorium, includes;

- use of main auditorium
- modular exhibition walls (subject to availability and hire fees)
- hanging systems and install check
- house lights
- chairs and tables
- use of kitchen facilities (downstairs)
- Access during normal business hours

Suitable Uses:

- Exhibitions
- Rehearsals
- Bump in/bump out/installation periods
- Artisan markets, fairs
- Performance related workshops (theatre, music, dance)

Intermediate Hire Package

Hire of upstairs main auditorium, includes;

- Use of main auditorium
- Modular exhibition walls (subject to availability and hire fees)
- House lights, basic theatrical lighting and basic PA system
- Basic technical setup and sound check
 - Additional tech support requirements are assessed on a case by case basis. Hourly rate is \$60.
- Chairs and tables
- Use of kitchen facilities (downstairs)
- Use of the stage
- Use of the backstage green room/project office
- Use of the control box
- Balcony seating
- Access during normal business hours (events outside of normal business hours may be possible but extra staffing costs may apply)
- Bar service arrangements - 1 staff member
Extra staffing costs may apply according to event requirements assessed on a case by case basis. Hourly rate is \$60

Suitable Uses:

- Larger Exhibitions
- Exhibition Opening events
- Larger artisan markets/craft fairs
- Symposiums/conferences/lectures/panel discussions
- Film events
- Small functions/award ceremonies

Full Hire Package

Hire of upstairs main auditorium, includes;

- Use of main auditorium
- Modular exhibition walls,
- House lights, theatrical lighting and advanced sound system
- Chairs and tables
- Use of kitchen facilities (downstairs)
- Use of the stage
- Use of the backstage green room/project office
- Balcony seating
- Provision of bar service - 1 staff member
- One duty technician for four hours including sound check**
 - Additional tech support requirements are assessed on a case by case basis. Hourly rate is \$60.
- Front of house management throughout the event - up to 2 staff members
 - Extra staffing costs may apply according to event requirements assessed on a case by case basis. Hourly rate is \$60.

**not applicable to weekly hires where multiple performances are being presented. This service is for a daily full hire package only.

Suitable Uses:

- Concerts and live music gigs
- Theatrical performances
- Balls and Dance events
- Symposiums/conferences and events with higher performance requirements

Booking Conditions

Rates - Definitions

Commercial: Companies engaged in financial gain (e.g. Conferences, Trade Shows, Event Promoters, Media Outlets) and any activity that does not fall within the remit of the Town Hall Programming Policy and Vision.

Community (ticketed): Activity for which there is an entry fee, organised by Arts and Cultural Development Organisations, Artists, Independent Arts Producers and Creative Practitioners, Community Groups and Not for Profit Organisations.

Community (non-ticketed): Activity for which there is no entry fee, organised by Arts and Cultural Development Organisations, Artists, Independent Arts Producers and Creative Practitioners, Community Groups and Not for Profit Organisations.

Bookings

Bookings are subject to availability and on request. Please ensure you have checked availability prior to submitting a booking request. A staff member will be in touch to check details and confirm your booking with you.

Bookings for Performances

Bookings to present performances that require a significant level of technical audio/visual expertise are likely to require additional technical services and equipment above the Full Hire Package rates. A full outline of technical specs must be provided at the time of initial enquiry. Appropriate fees will need to be discussed and negotiated with Town Hall staff prior to making a booking.

Preferential Bookings

Preference will be given to bookings for events and projects which are open to the public and support broader initiatives regarding activation of the CBD during peak visitation times, school holidays and on weekends.

Preference will also be given to bookings that can demonstrate that they meet the Town Hall Programming Objectives.

All other bookings will be considered and accommodated subject to availability.

Recurrent Bookings

It will not be possible to book the auditorium for a booking on a weekly basis. It may be possible to make a monthly recurrent booking, and will be considered on a case by case basis.

Hire Period

Maximum hire period is 3 weeks.

Events outside Normal Business Hours

Standard and Intermediate Package Hirers that require access to the venue outside of normal business hours (for bump in/bump out purposes or for the presentation of public or private events/functions) may need to pay for appropriate staffing to be present for the duration of the event, at the rates specified in the above schedule. All hire packages may incur additional staffing costs if the event takes place on a Sunday or public holiday.

Security

For all public events involving the sale of alcohol, a security guard may be required to be in attendance. This can be arranged separately and the rates in the above schedule will apply.

Note: A security guard is not required at exhibition openings where alcohol is offered as ancillary to the event and is restricted to a maximum of 2 drinks per attendee.

BYO Alcohol is strictly not permitted.

Catering

Hirers have access to a small ground-floor staff kitchen (equipped with fridge, microwave, kettle, dishwasher) but the venue does not have commercial kitchen facilities. Hirers are welcome to use caterers who have City of Albany approval to supply food for events at the Albany Town Hall (a list of approved caterers can be provided on request). To meet safety regulations any food served at the venue must have been prepared in an approved kitchen (i.e. by an approved caterer, or hirer may purchase pre-prepared packaged food from a supermarket); self-catering (i.e. food prepared by hirers in their own non-approved domestic kitchen) is not allowed.

Cleaning

Cleaning of the facility is required following every booking and is not included in the hire package price. A typical post-event clean takes 2 hours and this will be added to your hire fee.

All hirers are required to:

- Remove all items such as hirer's equipment, refuse and any other personal belongings from the auditorium following the conclusion of hire.
- Ensure all chairs, tables modular walls, hanging systems and any other equipment belonging to the venue are returned to the designated storage areas and stored correctly

In the event that additional cleaning services are required this will be arranged by staff at the rates in the above schedule.

Bump Out

24hr hire is from midday to midday to allow a 2 hour bump out period on the morning directly following any kind of public after hours' event. If bump out is likely to take more than 2 hours, an additional half day of standard hire must be arranged.

Cancellations

The minimum cancellation charge is 25% of the booking fee. This will be assessed on a case by case basis taking into account notice given, complexity of the booking and level of work already undertaken to support the booking

Public Liability Insurance

You are required to provide your own public liability insurance (with minimum cover of \$1 million) and must supply a copy of your Certificate of Currency along with your booking enquiry if you meet any of the following criteria: you are an incorporated body, association or sporting group; you are a person/organisation undertaking business or commercial activities; you are the holder of an ABN.

If you do not meet any of the criteria listed above and your event or activity is supported or funded by Albany Town Hall it will be covered by City of Albany's public liability insurance policy. An excess of \$1,000 will be payable in the event of a claim. Please refer to **ATH Public Liability Insurance Info 2023/2024** document for full details.

In-Kind Support

Up to 50% discount is available to local arts and cultural organisations, independent artists, collectives and creative producers. Refer to the Town Hall In-Kind Application form for further details.

Partnership Requests

The Arts and Culture Team are able to consider proposals at any time to partner with independent artists, producers and organisations to support the development of new work, projects or events for presentation through the Albany Town Hall and Vancouver Arts Centre; where it is strategic to do so, is in line with overall programming objectives and where we have capacity to support.

Proposals are considered on a case by case basis and where these are accepted, a small amount of cash funding of up to \$5,000 total annually with additional in-kind contributions for venue hire can be offered through this partnership in order to assist applicants to secure additional grant funding.

Additional Information

Conditions and arrangements for booking are subject to change.

Any constructive feedback that you can provide to help improve our service is very welcome. Please send your feedback to arts@albany.wa.gov.au