

SYDNEY TOWN HALL

VENUE SPECIFICATIONS

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1. OVERVIEW

1.1 Introduction

The Sydney Town Hall Venue Specification is a comprehensive guide to organising an event at the Sydney Town Hall. This document is intended for event organisers and is updated on a regular basis. It is the recipient's responsibility to ensure they access updates online as they are notified

1.2 Operations Team

For more detailed information about any area of our facilities or service, please contact the Venue Management Unit or visit the Sydney Town Hall website.

FUNCTION	KEY PEOPLE	CONTACT DETAILS
Venue Management Unit		(02) 9265 9189 enquiry@cityofsydneyvenues.com.au
Operations Manager	Dani Buckley	(02) 9265 9729 0439 409 610 dbuckley@cityofsydney.nsw.gov.au
Staging Coordinator	Alan Cheek	(02) 9265 9726 0448 230 607 acheek@cityofsydney.nsw.gov.au
Client Services Officer	Rosa Villante	(02) 9265 9580 rvillant@cityofsydney.nsw.gov.au
Facilities Coordinators	Sandro Colagrossi Bill Kemp Henrik Oldin	0419 696 534 (on site contact on event day only)
Catering Event Manager	Adam Smogurzewski	(02) 9265 9527 0405 274 056 adams@restaurantassociates.com.au

1.3 Rooms and Facilities

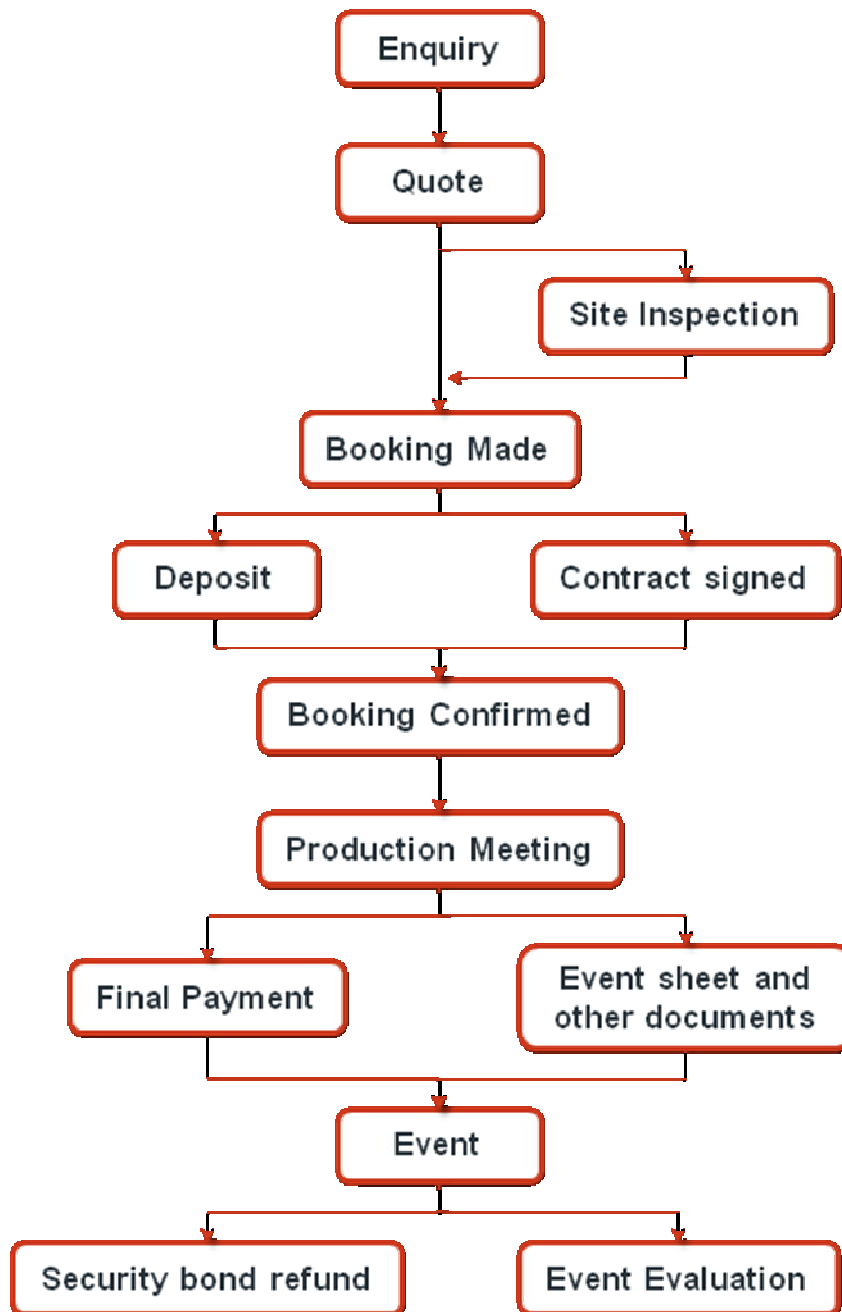
1.3.1 List of rooms

The Sydney Town Hall includes nine venues, suitable for a wide range of events.

VENUE	FLOOR	TYPICAL USES
Centennial Hall	Ground Floor First Floor	Banquets, balls, concerts, conferences. Up to 800 people for dinner or 2000 people theatre-style.
Vestibule	Ground Floor	Parties, receptions, exhibitions, product launch, or any special occasion with up to 200 people.
Lower Town Hall & Foyer	Lower Ground Floor	Exhibitions, trade fairs and conferences for up to 1000 people with a dedicated entrance via Druiitt street and foyer area.
Marconi Terrace	Town Hall House Ground Floor	An outdoor terrace for use in conjunction with Centennial Hall events
Marconi Room	Town Hall House Ground Floor	Located in the Town Hall House. An additional back of house or breakout area to support large scale Centennial Hall events.
Treasury	Ground Floor	Smaller meetings, pre-concert drinks, VIP reception room.
The Vault	Lower Ground Floor	The building's original vault, now the home for the ceremonial council chamber furniture and able to accommodate Boardroom meetings of up to 16 people.
Southern Function Room	Town Hall House Ground Floor	Located in Town Hall House. An additional back of house or breakout area to support large scale Centennial Hall events.
VIP Boardroom	Lower Ground Floor	Smaller meetings, pre-concert drinks, VIP reception room.

1.4 Managing Your Event

1.4.1 The overall process



1.4.2 Making a booking

After you have made an enquiry about the Town Hall venues and described your basic requirements, the Venue Management Unit will send you a quote. Once you have reviewed the quote, contact the Venue Management Unit to make a booking. Included in the quote is Sydney Town Hall's Terms and Conditions of Hire and additional charges.

At that stage, you will receive a contract which defines your agreement with the City of Sydney including insurance, liability, fees, ticketing etc. The contract must be signed and a deposit made before the booking will be confirmed.

1.4.3 Site inspection

To arrange a site inspection prior to making a booking, contact the Venue Management Unit Sales Team to schedule a time.

1.4.4 Production meeting and event schedule

The Venue Management Unit will schedule a Production Meeting with the Hirer approximately three weeks prior to the event. Before the Production Meeting, Hirers will be sent a Draft Event Sheet that summarises the requirements for the event.

Following the Production Meeting, a floor plan and Event Sheet is prepared by the Venue Management Unit and sent to the Hirer for approval. Final Event Sheets are to be confirmed by the Hirer no less than seven days prior to commencement of the event. Additional charges may apply for significant alterations and last minute changes. (See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

1.4.5 Financial considerations

Once a quote has been issued, a 25% deposit must be made within 14 days in order to confirm the booking. The balance of the quoted fee must be paid in full at least three weeks prior to the event.

A Security Bond of a minimum of \$2,500 is also payable at the time of the deposit. This will be refunded if the venue is left in a satisfactory state. If any additional charges (e.g. for cleaning, repairs, additional lighting or audio) are incurred, they will be deducted from the Security Bond.

Additional charges may apply for a variety of reasons such as hiring of equipment, post-event cleaning or additional staffing requirements. A comprehensive list is provided in the Terms and Conditions of Hire and Additional Charges.

1.4.6 Ticketing

It is the Hirer's responsibility to arrange ticket sales. The Venue Management Unit must be advised of the ticketing agent and the ticketing floor plan must be approved prior to the commencement of ticket sales.

1.4.7 Event listing

If you would like your event to be included in the Sydney Town Hall “What’s on?” listing, please fill in the form on the Sydney Town Hall website

1.5 Front of House

Included in the Venue Hire is a prescribed staffing level that depends on the scope of the event. Additional staffing can be arranged at an hourly rate in addition to venue hire charges. (See the table of charges in the Terms and Conditions of Hire and Additional Charges.) At the Production Meeting, the staffing levels will be confirmed and advised to Hirers.

Catering Staff levels should be discussed directly with Restaurant Associates.

All Front of House Services, including ushers, are managed directly through the Venue Management Unit.

All additional ushers and front of house staff for events will need to be booked directly through the Venue Management Unit, including those for fully ticketed events.

It is a condition of hire that event organisers will not be permitted to organise their own front of house staff for ticketing or security arrangements. All front of house staff working in the Venue will be uniformed and fully trained in Sydney Town Hall patron management and evacuation arrangements.

1.5.1 Security staffing

An appropriate level of security staff is included in the Venue hire fee based on the occupancy of the building. During events, security staffs are present at the entrance or exit to the building.

The Venue Management Unit reserves the right to increase the level of security based on the nature of the event. If additional security is required for the event, the Hirer will be notified as part of the confirmation of the booking. The charges for additional security will depend on the size and scope of the requirements.

Hirers are able to organise their own security for their specific event or VIP requirements. The arrangements for this are subject to the Venue Management Unit's approval and should be discussed at the Production Meeting.

1.5.2 Ticket box facilities

The original ticket boxes of the Sydney Town Hall have been restored and are able to be used for ticket sales and collection. The Venue Management Unit staff are able to organise the installation of standard ticketing signage and queuing facilities on the George Street steps for the convenience of patrons.

The ticket boxes are positioned on the north and south doorways on each side of the front door. Each has an audio assistance system to ensure communication between patron and operator.

Facilities are installed in these boxes for the use of your chosen ticketing contractor, volunteers etc. Facilities include phone, data lines, cash box and emergency call button. It is a house standard that these facilities be used for the sale and collection of tickets.

1.5.3 House seats

The Hirer will reserve from sale (at no charge) seats FF and GG 33 to 40 inclusive (16 in total) in the Southern Gallery. The Council will advise the Hirer by 2.30pm on the day prior to the performance if the seats are required, or returned to the Hirer for sale.

1.5.4 Cloak room

Cloak room facilities, including racks, coat hangers and trestle tables, can be provided in various locations within the Town Hall, depending on the size and scope of the event. Please discuss cloak room arrangements at the Production Meeting.

Clients may arrange their own staffing of this facility or may request that the Venue Management Unit organise this at an additional charge. (See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

1.5.5 Bathrooms

Bathroom facilities are located at the western end of both the north and south corridors. There are facilities on the ground floor and level one. Disabled access toilets are located within these facilities.

1.5.6 Accessibility

Wheelchair access to Sydney Town Hall is via Druiitt Street. An intercom is located on the building for access. A lift and wheelchair are available for people with special needs.

Sydney Town Hall is an accessible venue which allows wheelchair access to all areas of the venue. Please inform the Operations Manager prior to visiting the venue. For more information see the "Disabled Access" page on the Sydney Town Hall website

1.6 Safety and Security

1.6.1 Occupational Health & Safety

All Hirer's activities must comply with the City of Sydney OH&S Policy and any other relevant legislation. Hirers are responsible for their own equipment, and need to make their own arrangements to load in, move, set up, pack down and remove this equipment from the venue. Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags. The safety and operation of the Hirer's equipment while on council property is the responsibility of the Hirer.

It is the Hirer's responsibility to ensure that any curtains, back-drops, banners or other stage dressings used in association with your production have been treated with Fire Retardant.

1.6.2 Prohibited equipment and activities

No naked flames, pyrotechnics or 'flutterfetti' style canons are permitted inside the Sydney Town Hall. Streamer canons are permitted, although an additional cleaning charge may apply depending on the size and scope of the arrangement. (See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

If the Hirer wishes to use water-based smoke machines, hazers or any other effect that results in major particle release (smoke, dust or mist), the Venue Management Unit must be notified in the Production Meeting prior to the event. A Fire Warden must be booked through the Venue Management Unit for the total duration the machines will be in use, for which an additional charge applies. (See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

No smoking is permitted inside the Sydney Town Hall.

Polystyrene props and straw bales are not permitted in the venue.

Nothing is to be affixed to any part of the interior or exterior of the Town Hall without explicit approval by the Venue Management Unit.

1.6.3 Risk assessment

All Hirers maybe required to complete a Security Risk Assessment Disclosure Statement which the Venue Management Unit will provide when the booking has been confirmed. This must be completed by the Hirer and discussed during the Production Meeting.

If you are required to compile a Risk Assessment, please see the document Sydney Town Hall Risk Assessment Details (available from the Sydney Town Hall website) which contains details that may assist you.

Any contractors working on behalf of the Hirer – for instance contractors who set up an exhibition space – are required to read the Sydney Town Hall Hirer's Safety Document (available from the Sydney Town Hall web site) and sign the accompanying form prior to commencing work.

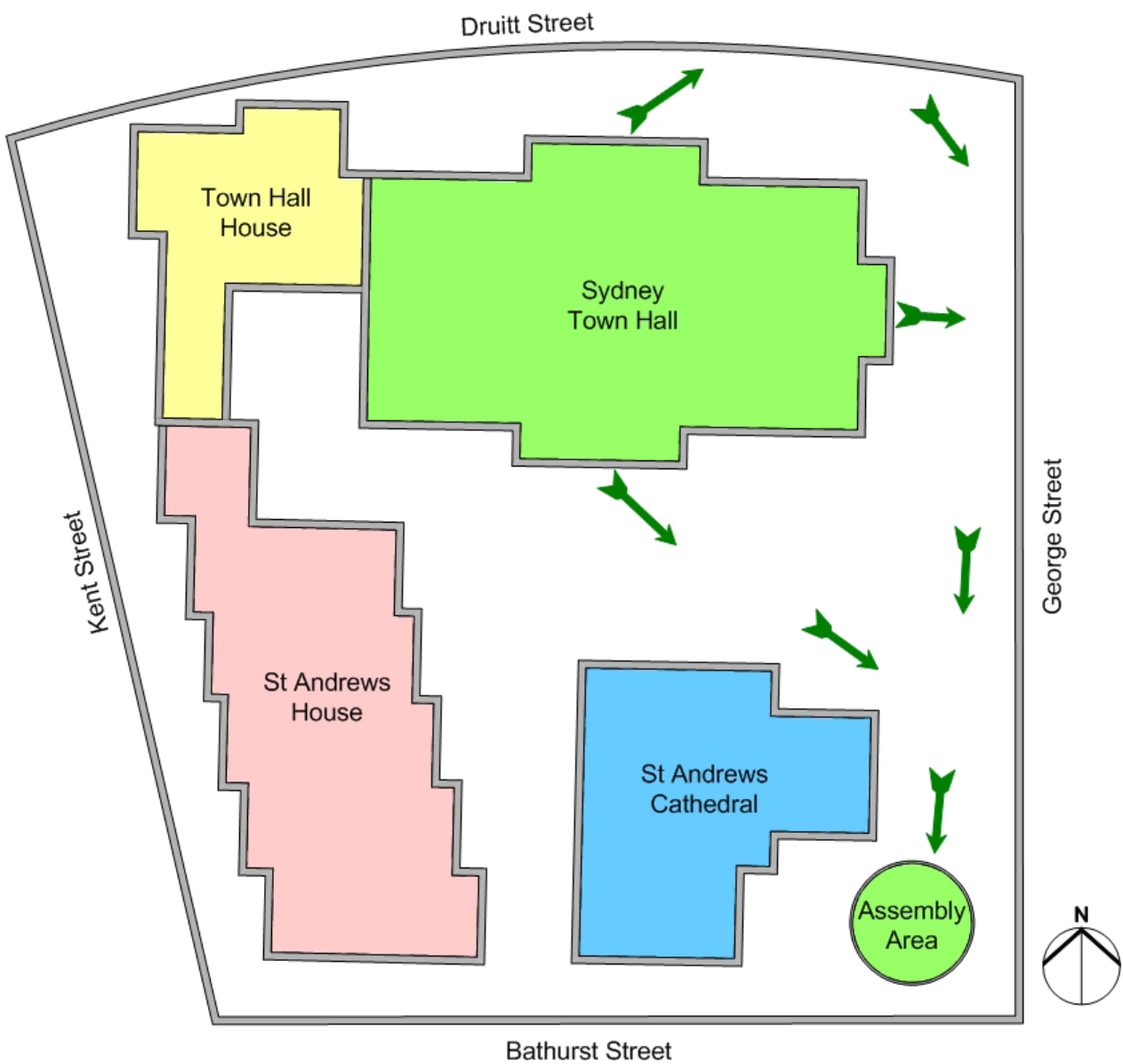
1.6.4 VIP attendance

Arrangements for VIP attendance at Sydney Town Hall should be discussed in the Production meeting and confirmed prior to event commencement.

1.6.5 CCTV

The majority of the public areas in Sydney Town Hall have CCTV coverage.

1.6.6 Evacuation plan



1.7 Food and Beverage

Sydney Town Hall has a single licensed contract catering arrangement in place. The appointed catering contractor, Restaurant Associates, has a full-time representative based on site and a representative will attend the Production Meetings when catering is required.

Hirers will need to enter into a contract directly with Restaurant Associates for the provision of food, beverage and other catering services. All food and beverage arrangements should be made directly with the caterer.

Standard menus designed for the Sydney Town Hall are available on their website and specific requirements are able to be arranged on quotation. The caterer's contact details are as follows:

Adam Smogurzewski
Events Manager

Phone: 9265 9527

Mobile: 0405 274 056

adams@restaurantassociates.com.au

www.restaurantassociates.com.au

Sydney Town Hall & Customs House

Restaurant Associates

Level 4 Town Hall House

456 Kent Street

Sydney NSW 2000

1.7.1 Retail food and beverage

Retail food and beverage requirements can include pre-show and interval arrangements. Depending on the size and scope of the event, additional service fees for the provision of retail facilities may be applicable. Please contact a Restaurant Associates representative to discuss arrangements further.

1.8 Cleaning

The Hirer is responsible for keeping the venue in a clean condition. The Venue Management Unit provides an event cleaner for the duration of the event and pre- and post-event cleaning is included in the venue hire.

Additional cleaning may be required, however, between bump in and the event time. Arrangement for additional cleaning can be made during the Production Meeting.

Any residue on the floor from tape, paint, stains etc will be removed by the Venue Management Unit, with the cost deducted from the security bond.

1.9 Rubbish and Recycling

The Venue Management Unit at Sydney Town Hall has implemented a comprehensive waste management program to promote recycling and to reduce the amount of waste that goes into landfill. This program includes:

1.9.1 Cardboard and packaging

Cardboard and recyclable packaging is separated from general waste on site and recycled through WSN Environmental Solutions.

1.9.2 Glass

Glass is primarily generated through catered events held in the building. This is separated from general rubbish by the caterer during events and recycled by the caterer through VISY.

1.9.3 Disposables and paper supplies

All toilet paper, hand towels and paper napkins used in the Sydney Town Hall are non-bleached and made of a minimum 60% recycled material.

1.9.4 Food and Organic Waste

Unused food left over from events can be donated to OzHarvest (<http://www.ozharvest.org>) at the conclusion of the event. This can be arranged through the caterer.

1.9.5 General waste

Public rubbish bins are located throughout the building and all waste generated within the venue from the public area bins is transferred through our waste contractor to an Alternative Waste Transfer (AWT) station. It is estimated that more than 70% of the waste collected from the bins is recycled through this arrangement.

1.9.6 Hirers

Hirers of the Sydney Town Hall are encouraged to assist our waste and recycling initiatives by considering waste issues when planning events. Our suggestions for decreasing the waste generated by events can be found in the Environmental section of the Sydney Town Hall website.

1.10 Signage and Promotion

1.10.1 External

Any banners or signs should be confirmed with the Venue Management Unit prior to their manufacture.

When planning signage and displays, be aware of the following:

- Nothing can be affixed to any part of the building under any circumstances.
- Free standing displays and lighting can be placed on the George Street landing, provided that clear access to the building is maintained at all times.
- Cables must be covered with cable tray.
- Displays must be sandbagged where necessary
- There are six banner poles at the front of Sydney Town Hall and two banner points at the Lower Town Hall Druiitt Street entrance. To make a booking for their use, contact the Venue Management Unit on 9265 9189 to confirm their availability.
- 2 x Lycian Super Arc 400 with 7 Colour frames

Any promotional activity, display or installation planned for the Town Hall exterior is subject to approval by the Venue Management Unit. Unapproved installations may be removed and returned to the hirer after the event if they are deemed unsafe or inappropriate.

1.10.2 Internal

The sticking of any paper or other material to the internal walls or façade of the Sydney Town Hall is not permitted under any circumstances. All signage should be free-standing or use the in-house display panels and signage stands.

Nothing may be tied to or hung from any part of the building, nor the timber or sandstone (railings, banisters, etc.) on or within the building, unless cloth ties are used and prior approval has been granted by the Venue Management Unit.

Digital signage panels are available at both entrances to the building. They can be used for event-related content. To discuss the use of these further, please contact the Staging Co-ordinator.

1.10.3 Directional signage

The Venue Management Unit has a range of standard directional signs for the use in the building when required. A limited number of temporary signage frames in an A3 Portrait format are available and able to be used for events.

Any other signage installation outside of these arrangements needs to be approved by the Venue Management Unit and should be discussed in the Production meeting.

1.11 Access and Parking

1.11.1 Deliveries

Deliveries to the Venue prior to the room hire commencement will not be accepted unless prior arrangement has been made with the Venue Management Unit.

As per the Terms and Conditions of Hire and Additional Charges, no liability will be accepted for the loss or damage of goods while on site.

All deliveries to the building are to be scheduled by the Hirer, with the details for all deliveries to be submitted at least two working days prior to event commencement. The Venue Management Unit reserves the right to refuse any unscheduled deliveries to the building.

All deliveries should be clearly labelled with the event and with clear contact details. Deliveries should be addressed as follows:

SYDNEY TOWN HALL MANAGEMENT

Event: *Insert Your Details*

Sydney Town Hall (Corner of George & Drutt Streets)

483 George Street

Sydney NSW 2000

Phone: 9265 9189 / 0419 696 534

1.11.2 Loading dock

The principal loading dock for the Sydney Town Hall is located on the Drutt Street side of the building. A secondary loading dock is located via Town Hall House at 456 Kent Street. This is a shared space with Town Hall House operations and should only be used for smaller deliveries when the Drutt Street loading dock is fully booked.

A loading dock attendant is provided during bump in and bump out. If you require access to the loading dock during the event, notify the Venue Management Unit during the Production Meeting as additional charges may apply. (See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

1.11.2.1 On-site parking

A limited number of permanent parking spaces within the Drutt Street yard are available for the duration of the booking as part of the venue hire.

VENUE	NUMBER OF SPACES ALLOCATED
Centennial Hall & Vestibule	2
Lower Town Hall	1
All Other Venues	0

Details of parking requirements should be advised to the Venue Management Unit at least two working days prior to event commencement, including details of vehicle and drivers. Should this information not be submitted to the Venue Management Unit by this time, the parking spaces may be reallocated to another user, and the Hirer will need to make their own alternate parking arrangements off site.

Upon arrival at the loading dock for parking or deliveries, press the intercom located on the loading dock boom gate. Security will answer your call and advise the Facilities Co-ordinator of your arrival, and the Facilities Co-ordinator will assist with entry to the building.

1.11.2.2 Additional parking

No additional parking is available on site, and on-street parking is very limited in the area. Any additional parking requirements should be pre-arranged directly. Information regarding this can be found on the Sydney Town Hall website.

1.11.3 Building access dimensions

ACCESS POINT	DIMENSION	MEASUREMENT
Druitt Street Boom Gate	Width	4.5m
	Height	NA
Druitt Street Loading Dock Roller Shutter	Width	3.57m
	Height	3.96m
Lower Town Hall Entry Door from Dock	Width	2.95m
	Height	2.5m
Passenger Lift (from Loading Dock to both Centennial Hall Ground Floor and Gallery level)	Maximum weight	1292kg
	Length	2.0m
	Width	1.0m (internal 1.3)
Goods Lift (for access from Druitt Street Loading Dock to Centennial Hall Ground Floor)	Maximum weight	3275kg
	Length	5.595m
	Width	2.36m
	Access height	2.1m
Town Hall House Loading Dock 1	Width	3.0m
	Height	4.5m

2. VENUE DETAILS

2.1 Room Capacities

ROOM	BOARD ROOM	THEATRE	CLASS ROOM	U-SHAPE	DINNER	CABARET	COCKTAIL RECEPTION	FLOOR SPACE
Centennial Hall Ground Floor only with no stage extension	N/R	1396	240	N/R	800	544	1500	913m ²
Centennial Hall Ground Floor only with 2.4m stage extension	N/R	1312	240	N/R	800	544	1500	913m ²
Centennial Hall Ground Floor & 1st Floor Galleries, no stage Extension	N/R	2008	240	N/R	800	544	1500	913m ²
Centennial Hall Ground floor & 1st Floor Galleries with stage Extension	N/R	1924	240	N/R	800	544	1500	913m ²
Vestibule	N/R	200	N/R	N/R	200	160	250	229m ²
Lower Town Hall Foyer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	193m ²
Lower Town Hall	N/R	800	240	N/R	450	360	1000	1048m ²
Marconi Room	30	150	42	26	90	72	150	241m ²
Marconi Terrace	N/A	N/A	N/A	N/A	N/A	N/A	300	373m ²
Treasury	N/A	N/A	N/A	N/A	N/A	N/A	50	56m ²
The Vault	16	N/A	N/A	N/A	N/A	N/A	N/A	69m ²
Southern Function Room	34	100	36	30	60	48	80	118m ²
VIP Boardroom	12	N/A	N/A	N/A	N/A	N/A	N/A	32m ²

N/A - Not applicable, N/R - Not recommended

2.2 Centennial Hall

2.2.1 Room features

- Tasmanian Blackwood and Tallowwood floor
- 25m-wide grand organ spanning the entire western wall
- 21 stained glass windows featuring Australian flora
- Ornate ceiling
- Giant marble pillars in each corner
- Sublime acoustics
- Fazioli grand piano
- Extensive sound and lighting system
- Large stage and Choir Steps
- Backstage facilities

2.2.2 Dimensions

DIMENSION	MEASUREMENT
Length (Stage to edge of Eastern Gallery)	31m
Length (Stage to back Eastern Wall)	39.4m
Width (Wall to Wall)	26m
Height (floor to ceiling)	20m
Height (stage to ceiling)	18.4m
Height (floor to galleries)	3.71m
Floor space	102m ²
Speaker ring above stage	7.3m
Fly bar length	16.75m
Fly bar position from permanent stage front	4.7m

2.2.3 Room set up

The Centennial Hall can be configured in Theatre style, Banquet style, and as an Exhibition space. Centennial Hall has two standard Theatre-style seating plans. Additional seating plans (e.g. centre stage set ups, catwalks and additional staging) can be created upon request.

1. Seating plan 1: Centre Aisle

- Recommended for processional style or ceremonial events with a VIP arrival.
- A general floor plan and a ticketed floor plan are available from the Sydney Town Hall web site.

2. Seating plan 2: Twin Aisle

- Recommended for full house events. This offers better lines of sight and faster egress than seating plan 1.
- A general floor plan and a ticketed floor plan are available from the Sydney Town Hall web site.

The seating capacity in both layouts is shown in the following table:

LOCATION	STANDARD STAGE	WITH ADDITIONAL 2.4m stage extension
Body of Hall	1000	916
Under Eastern Gallery	160	160
Under Northern Gallery	118	118
Under Southern Gallery	118	118
Ground Floor Total	1396	1312
Eastern Gallery	122	122
Northern Gallery	245	245
Southern Gallery	245	245
First Floor Gallery Total	612	612
TOTAL SEATING CAPACITY	2008	1924

If an audio control desk is required on the floor of the Centennial Hall, then allow for removal of Ground Floor seats 16-21 (inclusive) in S and T rows: 12 seats in total.

2.2.4 Backstage facilities

Artist Rooms	Two private dressing rooms with toilet and shower facilities, wardrobes, Centennial Hall Live Stage Relay (vision and audio)
Dressing Rooms	Two dressing rooms with make up mirrors, hanging facilities, Centennial Hall Live Stage Relay (vision and audio)
Green Room	Meal table for 10 people, casual seating, upright piano, refrigerator, zip boil and sink, Centennial Hall Live Stage Relay (vision and audio)
Practise Rooms	Three sound-proof practice rooms (1st floor backstage)
Toilets	Male and female toilets
Communications	Live Feed from Centennial Hall stage, talkback facilities

2.2.5 Communication

- Phone (additional charge applies)
- WiFi Broadband Internet (additional charge applies)

2.2.6 Audio visual equipment

An extensive array of audio visual equipment is provided in the Centennial Hall including:

- Comprehensive set of luminaries
- Dimmers
- Two follow spots
- Jands Vista T4 Lighting Console
- Central loudspeaker array
- Under-balcony loudspeakers
- Front fill loudspeakers
- Sub-bass loudspeaker array
- An extensive set of microphones and stands
- Audio recording equipment

Other equipment can be brought in through the Hirer's own arrangements. For more details, see the document Sydney Town Hall Technical Specification available from the Sydney Town Hall website

2.2.7 Stage

2.2.7.1 Dimensions

The dimensions of the Stage and Choir Steps are in the following table:

DIMENSION	MEASUREMENT
Stage Width	18m
Stage Depth at Centre	4.4m
Stage Depth at Wings	2.5m
Stage Height from Floor	1.36m
Load Rating	4.0KPa = 400kg/m ²
Permanent Choir Steps on Stage	The Choir Steps of the stage have a nominal identification of Rows A to J, with Row A being closest to the stage. Steps A-H is 28cm high Step A is 34 cm deep Step B – H is 79 cm deep Step J is 34 cm high Both or either choir seats and orchestral risers can be positioned on these steps.
Stage Extension	Custom built stage extension measuring 18 x 2.4m

2.2.7.2 Centre stage access

Centre stage access from backstage can be provided via the Choir Steps, if required. An additional labour charge is applicable. (See the table of charges in the Terms and Conditions of Hire and Additional Charges.) When centre stage access is in place, it is not recommended that the Choir Steps be used, for safety reasons.

2.2.7.3 Stage to floor steps

A set of stage-to-floor-steps can be provided to give access from the floor of the Centennial Hall to the stage. These steps are 1.29m wide and step up to 1.36m.

When using these steps, anywhere along the front of the stage or when a stage extension is being used, consideration needs to be given to their impact on the planned Hall seating, as they have a floor space of approximately 2m x 1.29m.

2.2.7.4 Choir seating

Choir seats (accommodating a maximum of three persons per unit) can be placed on the Choir Steps. The rows and their capacity are listed in the table below.

Choir seats can be set as benches or with back rests. The required configuration should be confirmed in the Production Meeting. For ease of access, back rests should not be used when there are frequent movements on the Choir Steps during events (e.g. multiple choirs).

ROW	CHOIR SEAT UNITS	MAXIMUM ADULT CAPACITY
1 - 2 nd step	A	20
2	B	24
3	C	24
4	D	25
5	E	25
6	F	20
7	G	20
8	H	20
TOTAL	H	20

2.2.7.5 Orchestral risers

Black orchestral risers can be placed on Choir Steps to accommodate a chair and are suitable for orchestras, bands, drum risers etc.

ROW	RISER SEAT UNITS	RISER DIMENSIONS
A – on stage	4	144 cm, 34 cm, 28 cm
B – 1st step	5	107 cm, 79 cm, 28 cm
C – 2nd step	5	79 cm, 79 cm, 28 cm
D – 3rd step	6	79 cm, 79 cm, 28 cm
E – 4th step	1	79 cm, 79 cm, 28 cm
TOTAL	61	180

2.2.7.6 Conductor's podium and music stand

The original polished wood conductor's podium with brass rail has been restored. The base of this podium is 0.9m x 0.7m.

A conductor's music stand suitable for music scores, is also available.

All other music stands required for performance are the responsibility of the Hirer.

2.2.8 Grand Organ

The Grand Organ may be used at functions by experienced organists. To gain approval for individuals to play the Grand Organ contact the City Organist, whose details are as follows:

ROBERT AMPT

Phone: 4758 6067

Mobile: 0421 105 017

For further information about the organ, visit the "Grand Organ" page on the Sydney Town Hall website.

2.3 Vestibule

2.3.1 Room features

- Blackbutt Parquetry floors
- Australian Cedar Doors
- Large Chandelier and Celestory Dome
- High Victorian painting scheme
- Direct egress from George Street
- Early examples of Australian stained glass

2.3.2 Dimensions

DIMENSION	MEASUREMENT
Length	19.5m
Width	12.0m
Height	11.5m
Floor Space	229m ²

2.3.3 Communication

- Phone (additional charge applies)
- WiFi Broadband Internet (additional charge applies)

2.3.4 Stage

- Portable stages with steps can be installed in the room as required.
- The stages available are 2400mm x 1800mm x 410mm and 2400mm x 1800mm x 610mm.
- Positioning the stage on the north side of the room is recommended.
- Suggested stage height: 410mm.

2.3.5 Audio visual equipment

- A portable audio system is available if required, although this may incur additional charges
- Architectural and stage lighting available
- XLR, DMX and Cat6 reticulation
- Technical power, GPO and 1 x 20A 3-Phase
- Talkback available (can be linked to other venue spaces)
- Other audio visual equipment can be brought in to the venue through the Hirer's own arrangements.

2.4 Lower Town Hall Foyer

2.4.1 Room features

- Direct access from Druitt Street
- Digital signage panel
- Flagstone floors
- Substantial power, lighting and data facilities, including direct feeds from the Lower Town Hall
- Integrated display cabinets containing key pieces from the Sydney Town Hall collection
- Interpretation panels displaying information about the Sydney Town Hall
- Original sandstone fireplace
- Passenger lift to access the Lower Town Hall or Centennial Hall.

2.3.2 Dimensions

DIMENSION	MEASUREMENT
Length	12.4m
Width	9.01m
Height	3.4m
Floor Space	112.53m ²

2.4.3 Communication

- Phone (additional charge applies)
- WiFi Broadband Internet (additional charge applies)

2.4.4 Stage

- There is no permanent stage located in this venue
- Portable stages with steps can be installed in the room as required

2.4.5 Audio Visual

- Audio system suitable for background music and announcements.
This can operate separately or in conjunction with the Lower Town Hall.
- Additional audio and lighting may be available if required, although additional charges may apply.
- XLR and Cat5 reticulation from Lower Town Hall
- Technical power, GPO and 1 x 40A 3-Phase power
- 2 x LCD screens available for signage or Component/Composite input
(can receive feed from Lower Town Hall)

2.5 Lower Town Hall

2.5.1 Room features

- Direct egress from Drutt Street and optional egress from Sydney Square
- Dedicated Foyer area
- Contemporary colour scheme
- Digital signage at entrance
- Polished wooden floors
- Decorative Australian Cedar Doors
- 15 sets of original pillars, each containing substantial power, lighting and data facilities
- Extensive sound and lighting systems for both performances and exhibitions
- Secure storage room for Hirers
- Dedicated catering facilities

2.5.2 Dimensions

DIMENSION	MEASUREMENT
Length	40m
Width	25m
Height	5m
Height to Lighting Bars	4.38m
Floor Space	1048m ²

2.5.3 Communication

- Phone (additional charge applies)
- WiFi Broadband Internet (additional charge applies)

2.5.4 Stage

- There is no permanent stage located in this venue
- Portable stages with steps can be installed in the room as required. Be aware of pillar locations.
- The stages available are 2400mm x 1800mm x 410mm and 2400mm x 1800mm x 610mm.

2.5.5 Audio Visual

- Audio system suitable for background music and announcements.
This can operate separately or in conjunction with the Lower Town Hall Foyer.
- Lighting Bars, dimmer outlets and 2 x 12 channel dimmers.
- Additional audio and lighting are available, although additional charges may apply.
- XLR, DMX and Cat5 reticulation throughout (can operate separately or in conjunction with Foyer).
XLR and Cat5 links to Centennial Hall.
- Technical power and GPO throughout as well as 2 x 40A 3-Phase power
(3 x 40A 3 phase available in loading dock.)

2.5.6 Exhibition Equipment

A variety of exhibition equipment has been made for specifically for the Lower Town Hall – see section 3.2 Lower Town Hall Exhibition Equipment for details.

2.6 Marconi Terrace

2.6.1 Room features

- Secure, outdoor, north facing terrace, four floors above street level
- Direct Drutt Street access available on request
- Outdoor seating and landscaped gardens
- Marconi sculpture
- Small awning for wet weather use. Additional marquees and awnings can be installed in this area by Hirers if required.
- Ideal for smoking areas during Centennial Hall events, or school groups
- Access to the Marconi Terrace is included in all Centennial Hall hires.

2.6.2 Dimensions

DIMENSION	MEASUREMENT
Length	25m
Width	15m
Height	NA (outdoors)
Floor Space	373m ²

2.6.3 Communication

- None available

2.6.4 Stage

- There is no permanent stage located in this venue.

2.6.5 Audio visual equipment

- No Audio Visual equipment is installed in this area. All audio visual event equipment must be bought into venue through the Hirer's own arrangements.

2.7 Marconi Room

2.7.1 Room features

- Part of Town Hall House, accessed from the Sydney Town Hall ground floor Northern Colonnade
- Direct Druiitt Street access via the Marconi Terrace is available on request
- Suitable for use as additional backstage area for performers, storage or breakout meeting areas.

2.7.2 Dimensions

DIMENSION	MEASUREMENT
Length	25m
Width	15m
Height	NA (outdoors)
Floor Space	373m ²

2.7.3 Communication

- None available

2.7.4 Stage

- There is no permanent stage located in this venue.

2.7.5 Audio visual equipment

- Lectern/Mic and CD Player available.
- All other audio visual to be bought in to venue through the Hirer's own arrangements.

2.8 Treasury

2.8.1 Room features

- Natural light
- Direct access to George Street
- Original architectural features, including chandelier
- Small catering cupboard containing sink, bar fridge and storage

2.8.2 Dimensions

DIMENSION	MEASUREMENT
Length	9.4m
Width	5.9m
Height	5.5m
Floor Space	56.50m ²

2.8.3 Communication

- WiFi Broadband Internet (additional charge applies)

2.8.4 Stage

- There is no permanent stage located in this venue
- Portable stages with steps can be installed in the room as required.
- The stages available are 2400mm x 1800mm x 410mm and 2400mm x 1800mm x 610mm.

2.8.5 Audio visual equipment

- Basic audio visual equipment may be available at an additional charge or external equipment can be brought in to the venue through the Hirer's own arrangements.

2.9 The Vault

2.9.1 Room features

- Small meeting room that was originally the City's vault.
- Contains original Council furniture for seating of up to 16 guests and permanent displays from the Sydney Town Hall collection

2.9.2 Dimensions

DIMENSION	MEASUREMENT
Length	11.6m
Width	6.0m
Height	3.0m
Floor Space	69m ²
Light Bar Height	3.3m

2.9.3 Communication

- Phone (additional charge applies)
- WiFi Broadband Internet (additional charge applies)

2.9.4 Stage

- There is no permanent stage located in this venue

2.9.5 Audio visual equipment

- Basic audio visual equipment may be available at an additional charge or external equipment can be brought in to the venue through the Hirer's own arrangements.

2.10 Southern Function Room

2.10.1 Room features

- Part of Town Hall House, accessed from the Sydney Town Hall ground floor Northern Colonnade
- Suitable for use as additional backstage area for performers, storage or breakout meeting areas.

2.10.2 Dimensions

DIMENSION	MEASUREMENT
Length	11.116m
Width	10.5m
Height	2.7m
Floor Space	118m ²

2.10.3 Communication

- None available

2.10.4 Stage

- There is no permanent stage located in this venue

2.10.5 Audio visual equipment

- All-in-one wireless mic with speaker.
- All other audio visual to be bought in to venue through the Hirer's own arrangements.

2.11 VIP Boardroom (Ground Floor)

2.11.1 Room features

- Small room with Boardroom Table, overlooking Druitt Street
- Natural light
- Foxtel connection

2.11.2 Dimensions

DIMENSION	MEASUREMENT
Length	6.45m
Width	5.0m
Height	5.5m
Floor Space	32.5m ²

2.11.3 Communication

- Phone (additional charge applies)

2.11.4 Stage

- There is no permanent stage located in this venue

2.11.5 Audio visual equipment

- Basic audio visual equipment may be available at an additional charge or external equipment can be brought in to the venue through the Hirer's own arrangements.

3. EQUIPMENT

In addition to the equipment within each venue, there is a variety of movable equipment as described in the following sections.

It is important to note the restrictions and safety requirements described in section 1.6 Safety and Security.

3.1 Audio Visual Equipment

The operation of the Sydney Town Hall's technical equipment, including the lighting and sound consoles, is always carried out by the Venue Management Unit technicians. We welcome the opportunity, however, to work in tandem with operators and designers provided by the Hirer.

The Lighting and Audio Technicians will endeavour to satisfy Hirers' requirements at all times. Your co-operation is requested in supplying as much information as possible about your production and the desired lighting/ audio requirements to ensure your presentation is as successful as possible. The earlier your requirements are provided to us, the easier it will be for the technical staff to cater for your requirements and clarify any matters with you.

For further details regarding audio visual please see the Sydney Town Hall Technical Specifications which is available on the Sydney Town Hall website.

3.1.1 Responsibility for equipment

Nothing may be tied or hung from any of the timber (railings, banisters, etc.) within the Town Hall, unless cloth ties are used and you have prior consent from the Venue Management Unit.

If Hirers provide their own equipment, it is their full responsible to load in, move, set up, pack down and remove this equipment from the venue. Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags. The safety of this equipment whilst on council property is the responsibility of the Hirer.

3.1.2 Smoke machines

Non-oil based smoke machines can be used in the Sydney Town Hall. It is essential, however, that the Venue Management Unit are aware of their use prior to the event commencement so that the Automatic Smoke Detection system can be isolated.

It is a condition of use of smoke machines in the venue that an additional Fire Warden must be arranged on site while the smoke machine is in use, and while smoke remains in the Hall. This should be discussed in the Production Meeting.

Additional charges apply for both the Isolation and the Fire Warden. (See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

3.1.3 Outside broadcasting

Hirers and clients are permitted to broadcast their event from Sydney Town Hall. It is the client's responsibility to engage a suitable contractor to complete these works

3.2 Lower Town Hall Exhibition Equipment

Sydney Town Hall has a range of custom-made exhibition display panels, plinths and perspex display covers specifically for use in the Lower Town Hall.

All the equipment is white. The display panels units fit around the Lower Town Hall pillars and present a contemporary, professional backdrop for exhibitions and displays. Each unit has six linear metres of display area.

Plinths are in three different heights and can be used individually or in clusters. Perspex covers are available if required.

3.2.1 Dimensions

DESCRIPTION	DIMENSIONS (W x H)	QUANTITY
Plinth	600 mm x 1.2 m	6
Plinth	500 mm x 1 m	6
Plinth	400 mm x 800 mm	6
Exhibition Panels	3.6 m x 2.4 m	15

3.2.2 Contact Details

DECORATIVE EVENTS

Contact person: Mark Magennis

Phone: 8399 2299

mark@decorativeevents.com.au

3.2.3 Pricing

No hire fees are charged for the use of this equipment apart from installation and removal.
(See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

Additional fees are applicable for the modification of panels to include additional display elements such as light panels, display niches and additional lighting.

3.3 Other Moveable Items

The equipment listed below is kept on site and available for Hirers' use in any of the Town Hall venues. Additional equipment for events can be arranged by Hirers through independent suppliers as required. Details of these requirements and arrangements should be confirmed in the Production Meeting.

Additional Charges may be applicable with the use of some equipment.
(See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

3.3.1 Tables

Linen is not supplied with tables and should be sourced via Restaurant Associates

DESCRIPTION	DIMENSIONS	QUANTITY
7 ft trestle tables	2140 x 620 mm x 790 mm	100
6 ft Banquet Round Tables	1800 mm	64
5 ft Banquet Round Tables	1500 mm	15
0.9 Bar Rounds	900 mm Diameter	4

3.3.2 Chairs

DESCRIPTION	QUANTITY
Red Banquet Chairs (fully upholstered)	1450
Red High Back Orchestra Chairs	100

3.3.3 Portable stage units

DESCRIPTION	DIMENSIONS	QUANTITY
Portable Staging Units with black carpet tops and black skirt surround	2400mm x 1800mm x 610mm high or 410mm high	12

3.3.4 Pianos

Moving and tuning fees apply.

(See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

DESCRIPTION	DIMENSIONS	APPROPRIATE USE
Boston	76FF Baby Grand	Performances in Centennial Hall and Vestibule
Fazioli	F278 Concert	Performances in Centennial Hall only

3.3.5 Display Panels

DESCRIPTION	DIMENSIONS	QUANTITY
Black display screens	2000mm x 1000mm	15

3.3.6 Brass bollards

DESCRIPTION	DIMENSIONS	QUANTITY
Brass Bollards (2 per set)	Bollards are 1000mm high Ropes are 170mm long	10

3.3.7 Red carpet runners

Installation and removal fees apply.

(See the table of charges in the Terms and Conditions of Hire and Additional Charges.)

DESCRIPTION	DIMENSIONS	QUANTITY
Centennial Hall Centre Runner	34000 x 1500	1
STH Front Steps to Landing	1200 x 1400	1
STH Landing To Eastern Corridor	15.50 x 1400	1

3.3.8 Crowd control barricades

DESCRIPTION	DIMENSIONS	QUANTITY
Interlocking Barricades	2m long x 1m high	30

3.3.9 Signage stands

DESCRIPTION	DIMENSIONS	QUANTITY
Portable Signage Stands	A3 Portrait	10

3.3.10 Lectern

DESCRIPTION	DIMENSIONS	QUANTITY
Lectern	Height (Front) 1285mm	2
	Height (Back) 1025mm	
	Width 612 mm	
	Depth 520 mm Dress Panel 900 x 555	