

Venue specifications

Venue Management

September 2022

Contents

Sydney Town Hall	4
Available spaces	4
Capacities	5
Centennial Hall	6
Floor plan – ground floor	6
Floor plan – 1 st floor galleries	7
Room features	8
Room dimensions	8
Audio-visual	8
Room set-up	8
Theatre style	9
Seating Plan 1 - centre aisle	10
Seating plan 2 - twin aisle	11
Backstage	12
Communication	12
Stage	13
Dimensions	13
Additional staging requirements	13
Stage-to-floor steps	13
Centre stage access	13
Choir seating	14
Orchestral risers	16
Conductors podium and music stands	16
Grand organ	17
Vestibule	18
Room features	18
Room dimensions	18

Venue specifications

Stage	18
Audio-visual	18
Equipment	19
Overview	19
Tables	19
Chairs	19
Portable stage unit	20
Pianos	20
Display panels	20
Bollards	20
Red carpet	20
Signage	21
Lectern	21

Sydney Town Hall





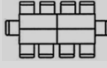


Available spaces

Venue	Floor	Typical Uses
Centennial Hall	Ground floor & 1 st floor	Banquets, balls, concerts, conferences. Up to 800 people for dinner or 2,000 people theatre-style.
Vestibule	Ground floor	Pre-function area which supports the Centennial Hall. Registration, ticketing area, pre-function cocktails and canapés.
Lower Town Hall & Foyer	Lower ground floor	Exhibitions, trade fairs and conferences for up to 800 guests people with a dedicated entrance via Druiett street and foyer area.
Marconi Terrace	4 th floor Town Hall House*	An outdoor terrace which can be booked separately or in conjunction with Centennial Hall events.
Marconi Room	4 th floor Town Hall House*	Located in Town Hall House.
Southern Function Room	4 th floor Town Hall House*	An additional back of house or breakout area to support large scale Centennial Hall events.
Treasury	Ground floor	Smaller meetings, pre-function drinks, VIP reception room, Boardroom Meetings.
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.
VIP Boardroom	Level 1	Smaller meetings, pre-concert drinks, VIP reception room.

All spaces are located within Sydney Town Hall unless otherwise noted.

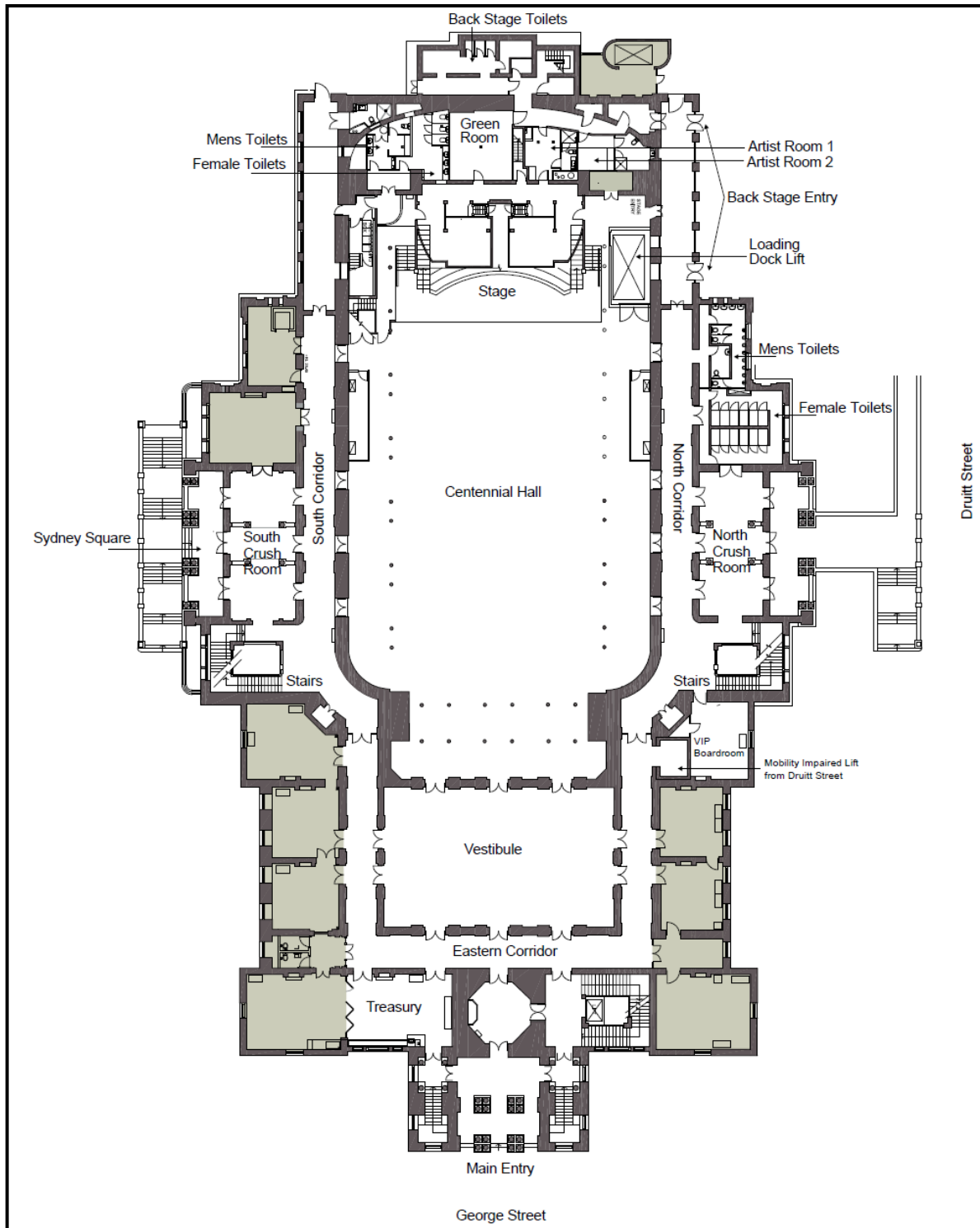
* Due to the building's construction and different floor heights, the 4th floor of Town Hall House is level with the ground floor of Sydney Town Hall.

Capacities

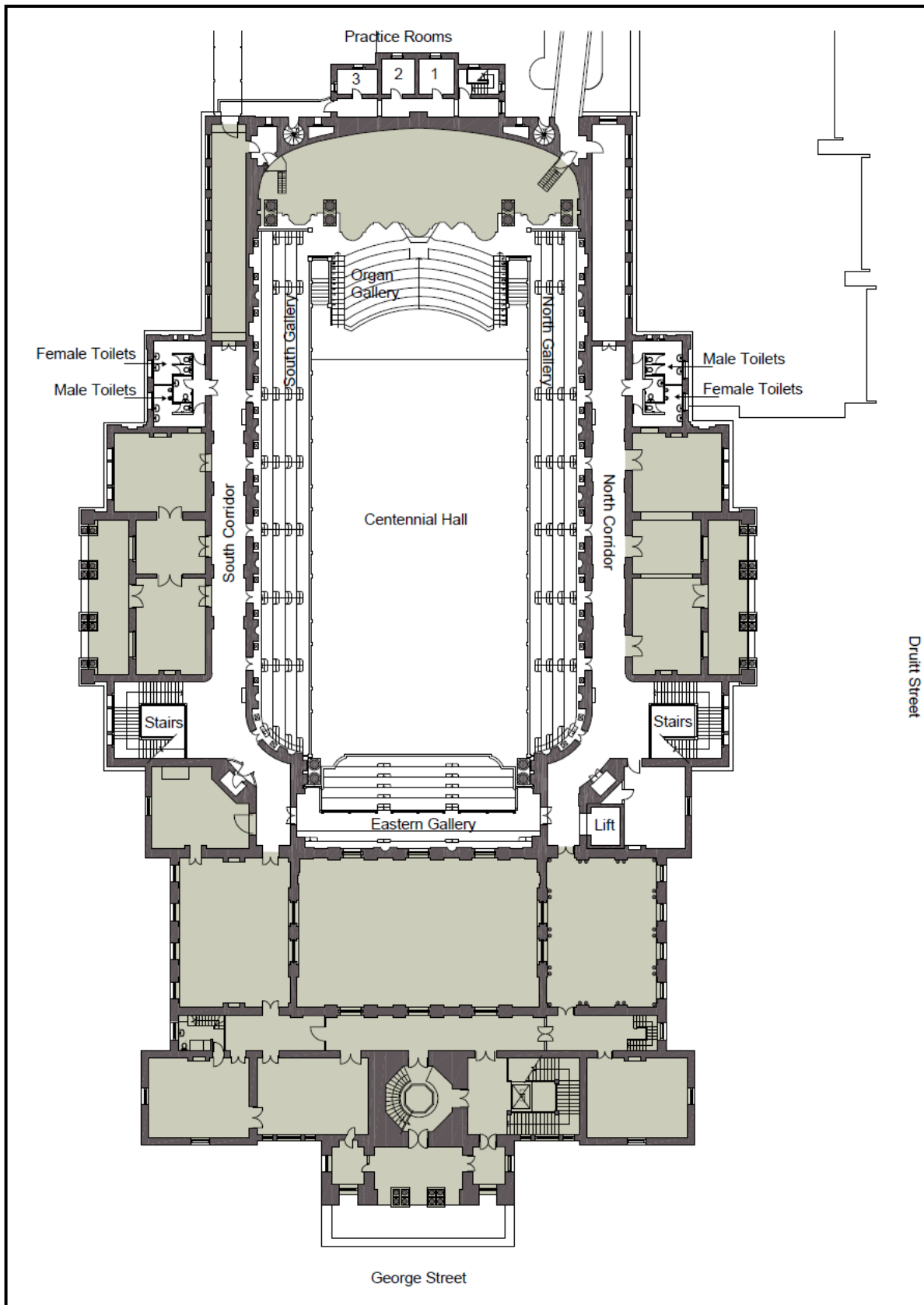
Venue	m ²	 Cocktail	 Theatre	 Classroom	 U-Shaped	 Boardroom	 Cabaret	 Banquet
Centennial Hall Ground floor only with no stage extension	1,020m ²	1,500	1,396	280	N/A	N/A	580	800
Centennial Hall Ground floor & 1 st floor galleries, no stage extension	1,020m ²	1,500	2,008	280	N/A	N/A	580	800
Centennial Hall Ground floor only with stage extension	1,020m ²	1,500	1,312	280	N/A	N/A	540	740
Centennial Hall Ground floor & 1 st Floor Galleries with stage extension	1,020m ²	1,500	1,924	N/A	N/A	N/A	540	740
Vestibule	229m ²	250	200	N/A	N/A	N/A	160	200
Lower Town Hall Foyer	178m ²	150	N/A	N/A	N/A	N/A	N/A	N/A
Lower Town Hall	1,048m ²	800	800	200	N/A	N/A	360	450
Marconi Room	283m ²	200	150	56	26	30	80	100
Marconi Terrace	373m ²	350	N/A	N/A	N/A	N/A	N/A	N/A
Southern Function Room	118m ²	100	100	40	30	34	48	60
Treasury	108m ²	80	70	32	24	26	38	48
The Vault	69m ²	N/A	N/A	N/A	N/A	16	N/A	N/A
VIP Boardroom	32m ²	N/A	N/A	N/A	N/A	12	N/A	N/A

Centennial Hall

Floor plan – ground floor



Floor plan – 1st floor galleries



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.

Extensive sound and lighting system.

Large stage and choir steps.

Backstage facilities.

Images, floorplans and virtual tours of the room are available on the Sydney Town Hall website.

Room dimensions

Dimension	Measurement
Length (stage to edge of eastern gallery)	31.0m
Length (stage to back eastern wall)	39.4m
Width (wall to wall)	26.0m
Height (floor to ceiling)	20.0m
Height (stage to ceiling)	18.6m
Height (floor to lighting bar located under galleries)	3.3m
Floorspace	913m ²
Speaker cluster above stage	6.5m

Audio-visual

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

- comprehensive theatrical lighting and control system
- full audio system with PA, console and accessories
- vision and projection equipment.

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

Room set-up

The Centennial Hall can be configured in a variety of different ways, including theatre and banquet style, as a clear hall or exhibition space. The maximum seating capacity for each layout is shown in the following table:

Venue specifications

Location	Theatre		Banquet	
	Standard stage	Stage extension	Standard stage	Stage extension
Body of hall	1,000	916	60 tables	55 tables
Under eastern gallery	160	160	8 tables	8 tables
Under northern gallery	118	118	3 tables	3 tables
Under southern gallery	118	118	3 tables	3 tables
Ground floor total	1,396	1,312	73 tables	69 tables
Eastern gallery	122	122	-	-
Northern gallery	245	245	-	-
Southern gallery	245	245	-	-
First floor gallery total	612	612	-	-
SEATING CAPACITY	2,008	1,924	-	-

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

If modifying stage extensions resulting in the loss of seating, the hirer must ensure that the relevant ticketing agency is notified prior to retail sale commencement.

Theatre style

Centennial Hall has two standard theatre-style seating plans. Additional seating plans involving centre stage set ups, catwalks and extra staging can be created upon request.

General admission and ticketed floor plans are available from the Sydney Town Hall website.

Seating plan 1: centre aisle (general admission only)

Recommended for processional style or ceremonial events with a VIP arrival only. The reduction in numbers of aisles for patrons increases the time required for seating by at least 20 minutes.

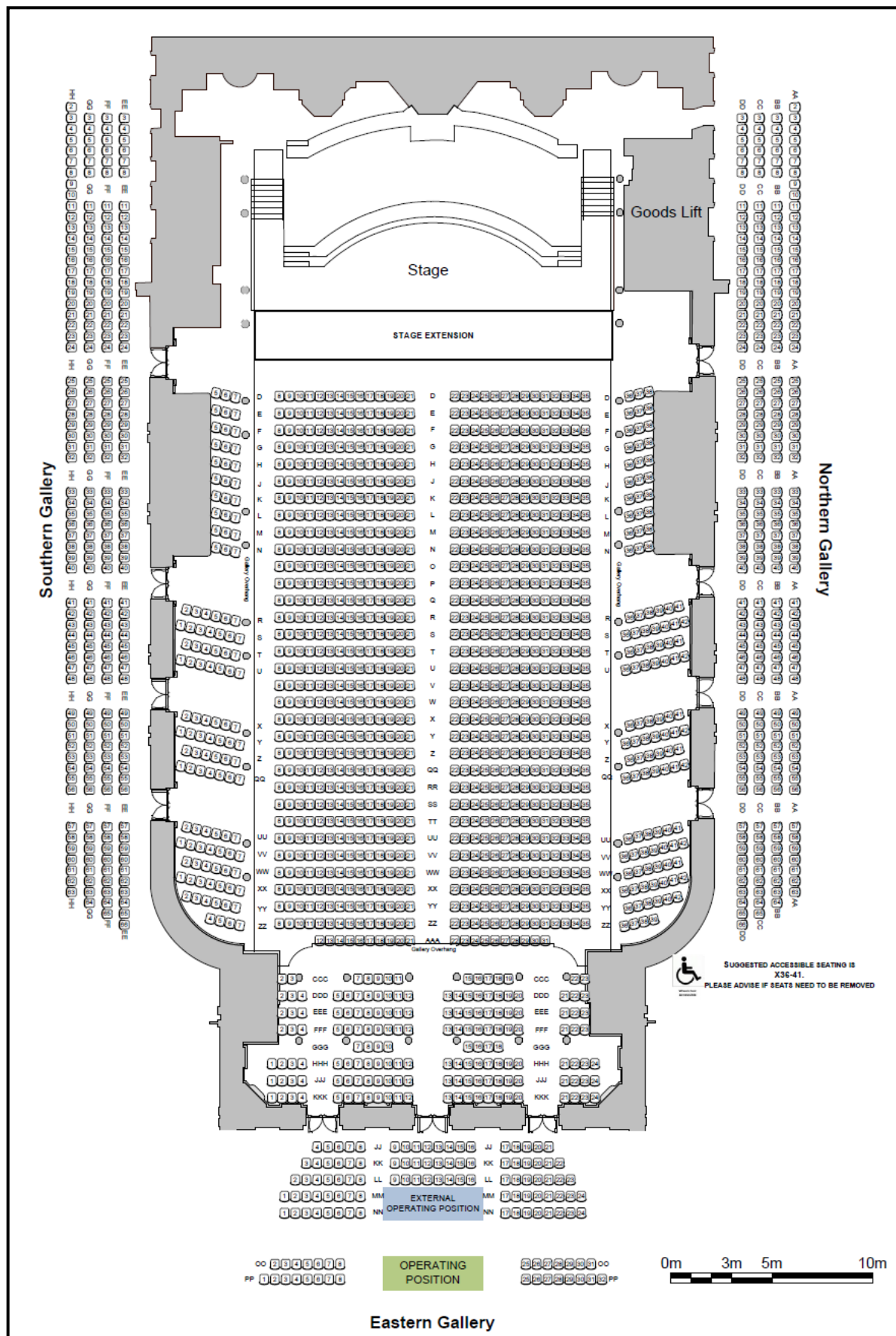
No seat numbers are available for this configuration

For ceremonial events, hirers may prefer the use of a formal red carpet. Further information regarding this can be found in section *Moveable Equipment*.

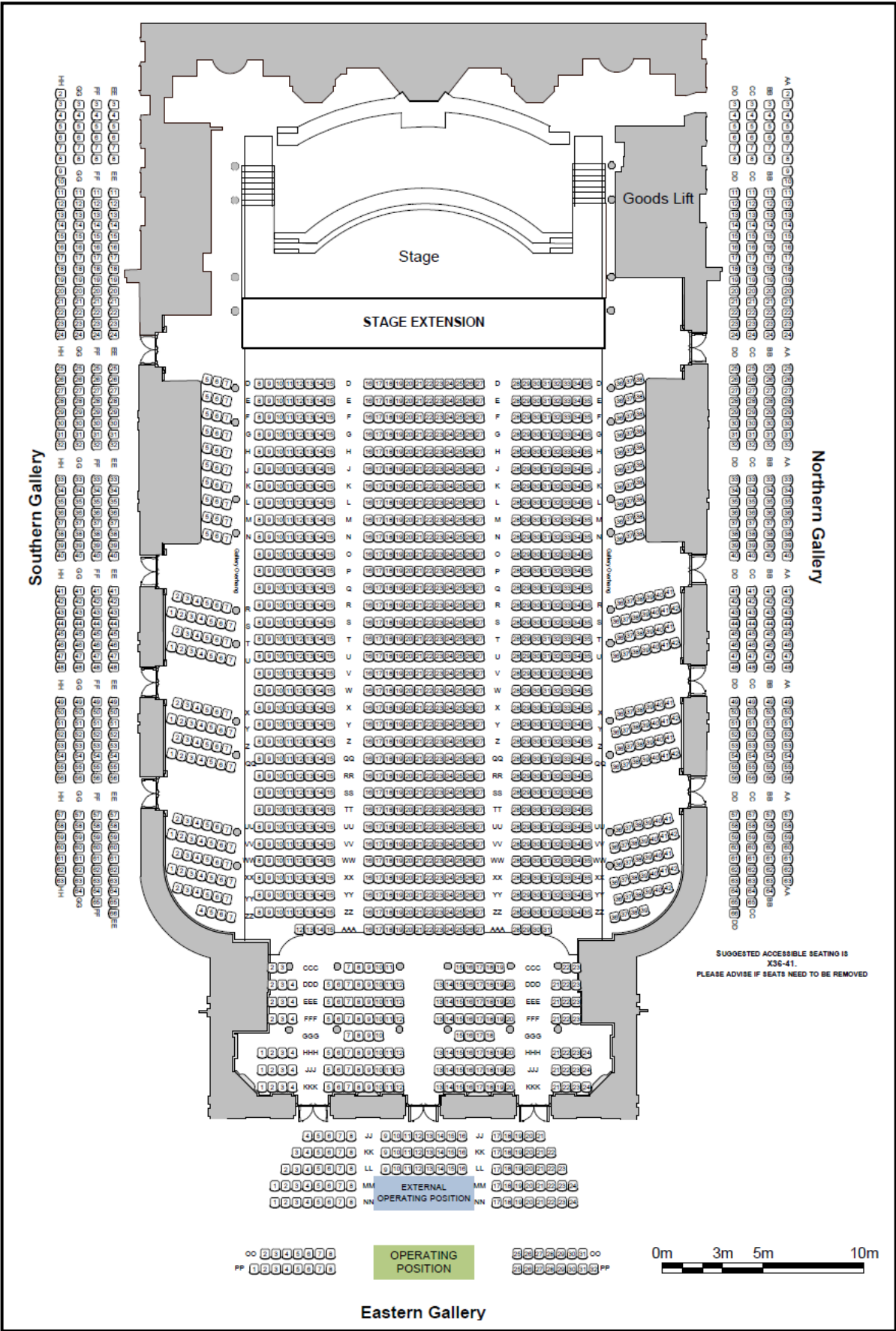
Seating plan 2: twin aisle (general & reserved seating)

Recommended for full house events. This offers better lines of sight and faster egress for patrons than seating plan 1.

Seating Plan 1 - centre aisle

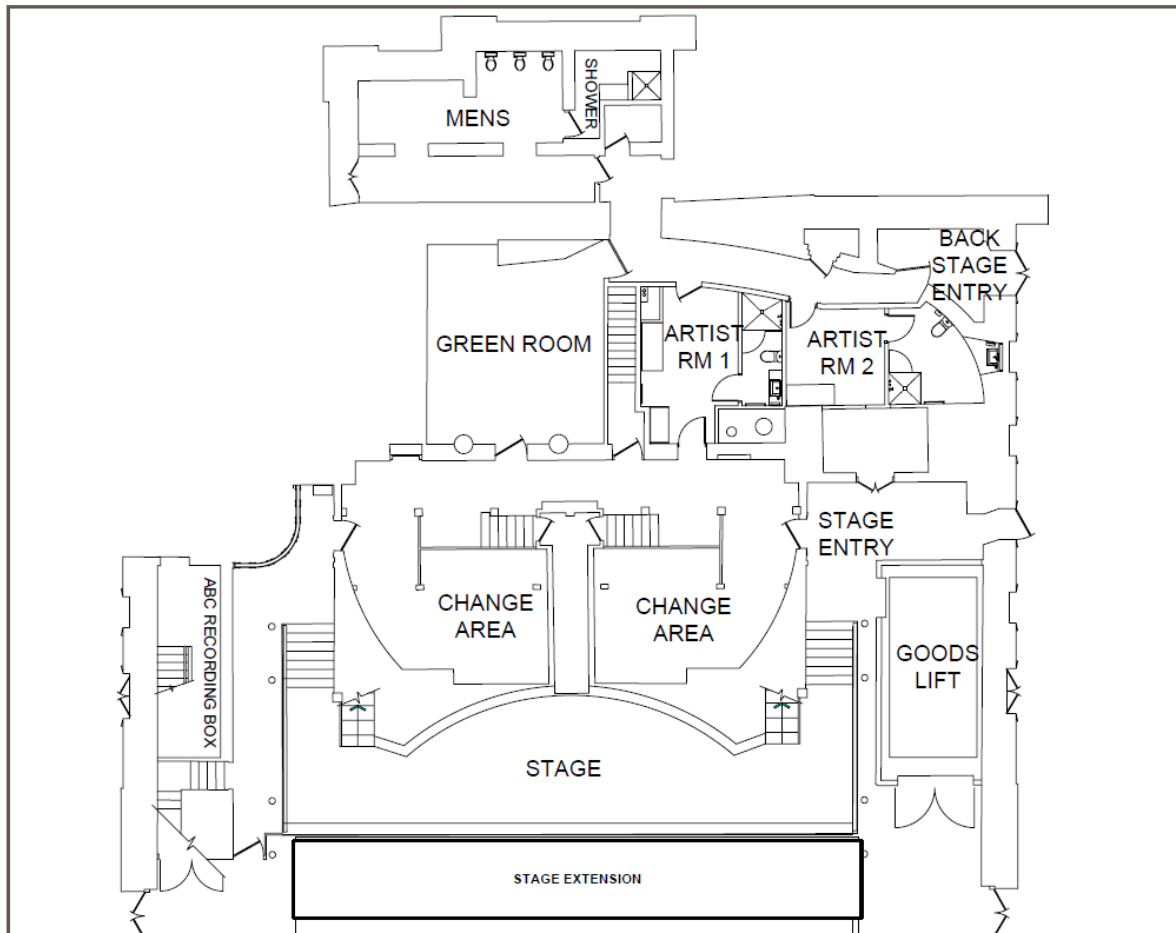


Seating plan 2 - twin aisle



Backstage

Location	Remarks
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 8 people, casual seating, upright piano, refrigerator, zip boil and sink, Centennial Hall live stage relay (vision and audio).
Practice rooms	Three sound-proof practice rooms (1 st floor backstage).
Toilets	Male and female toilets.
Communications	Live feed from Centennial Hall stage, talkback facilities.



Communication

Phone and wifi are available in Sydney Town Hall. For further information, please consult the *Sydney Town Hall Technical Specifications* document available on the Sydney Town Hall website.

Stage

Dimensions

Dimension	Measurement
Stage width	18.0m
Stage depth at centre	4.4m
Stage depth at wings	2.5m
Stage height from floor	1.36m
Speaker cluster above stage	6.5m
Scenery truss (#5) length	17.5m
Scenery truss (#5) from permanent stage front	4.7m
Load rating	7.5Kpa / 750kgm ²
Stage extension	Portable stage extension measuring 18 x 2.4m
Maximum performer capacity (standing)	250 pax excluding stage extension 350 pax including stage extension

Additional staging requirements

Portable staging is available for use in addition to the permanent stage and is included in the venue hire.

Further information regarding this can be found in section *Moveable Equipment*. Hirers may be able to bring in their own staging depending on their requirements.

Stage-to-floor steps

A pair of stage-to-floor-steps can be provided to give access from the floor of the Centennial Hall to the stage.

These steps are 1.37m wide and 1.97m deep.

These steps are able to be placed anywhere along the front of the stage. Consideration needs to be given to their impact on the seating, as they have a floor space of approximately 2.7m².

Centre stage access

Centre stage access from backstage can be provided by the choir steps, if required. An additional labour charge is applicable.

When centre stage access is in place it is not recommended that choir steps be used by performers for safety reasons.

Venue specifications



Choir seating

Permanent steps	Height	Depth	Remarks
A	0.28m	0.34m	Closest to stage front
B – H	0.28m	0.79m	
J	0.34m	TBA	Furthest from front

Choir seats (accommodating approximately three persons per unit) can be placed on the choir steps. The rows and their capacity are listed in the table below.

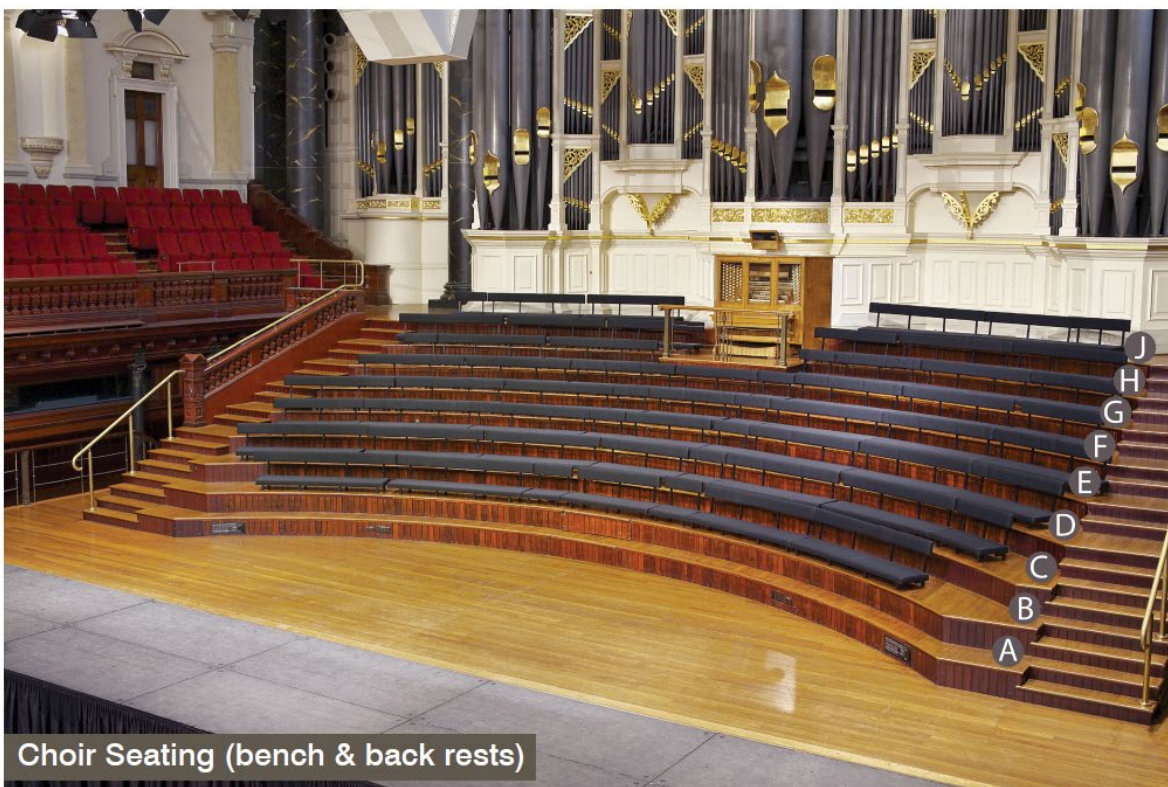
Row	Choir seat units	Adult capacity
A (1 st step)	No choir seats	No choir seats
B (2 nd step)	5 units	21
C (3 rd step)	5 units	27
D (4 th step)	5 units	27
E (5 th step)	5 units	27
F (6 th step)	5 units	27
G (7 th step)	4 units	27
H (8 th step)	4 units	12
J (9 th step)	4 units	12
TOTAL	36 units	180 persons

Venue specifications



Choir seats can be set as benches or with back rests. The required configuration should be confirmed prior to the production meeting with venue management.

For ease of access, back rests should not be used when there is frequent movement on the choir steps during events involving multiple choirs.



Orchestral risers

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

Step identification	Riser	Seat Units	Dimensions
On stage flat	A	3 units	2.1m x 0.98m x 0.28m
A – 1 st step	B	5 units	1.4m x 0.68m x 0.28m
C – 3 rd step	C	5 units	1.7m x 0.68m x 0.28m
E – 5 th step	D	5 units	2.0m x 0.68m x 0.28m
G – 7 th step	E	4 units	2.2m x 0.68m x 0.28m
TOTAL		22 units	



Conductors podium and music stands

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.

Grand organ

The grand organ can be booked for use during events.

Use of the grand organ at your event is permitted by experienced organists. For more information, please contact venue management on 02 9265 9189.



Vestibule

Room features

Blackbutt parquet floors

Australian cedar doors

Large chandelier and clerestory dome

High Victorian painting scheme

Direct entry from George Street

Early examples of Australian stained glass.

Room dimensions

Dimension	Measurement
Length	19.5m
Width (wall to wall)	12.0m
Height (floor to ceiling)	11.5m
Floorspace	229m ²
Door width	1.3m

Stage

Portable stages with steps can be installed in the room as required.

The stages available are 2.4m x 1.8m x 0.45m or 2.4m x 1.8m x 0.61m

Positioning the stage on the north side of the room is recommended

Audio-visual

An Installed audio system is available if required at an additional cost.

Architectural and stage lighting available (additional charge).

XLR, DMX and Cat6 reticulation.

Technical power and GPO.

Talkback available (can be linked to other venue spaces).

Approval is required for any other audio-visual equipment not supplied by venue management to be brought into the venue through the hirer's own arrangements. For further information regarding audio visual facilities, consult the *Sydney Town Hall Technical Specifications* document available on the Sydney Town Hall website.

Equipment

Overview

There is a variety of moveable equipment available for use throughout Sydney Town Hall.

Specific equipment or quantities is subject to availability as it may be required in other areas of the building at a particular time. Hirers should discuss their requirements for use of Sydney Town Hall equipment with the technical services team prior to the production meeting.

An overview of equipment provision, availability, handling and the hirers responsibility is detailed in the *Event Logistics* document.

Additional charges may be applicable with the use of some equipment.

Tables

Linen is not supplied with tables. Hirers may supply their own linen at their own cost, arrangements for which must be made with venue management prior to your event.

Linen for catered events is provided by the City of Sydney's catering partner Restaurant Associates.

A limited number of lycra table covers are available for use. Please confirm quantities with venue management prior to the production meeting.

Description	Dimensions	Quantity
6ft. trestle tables (rectangle)	1.83L x 0.74H x 0.76W	70
6ft. banquet tables (round)	1.8m	70
0.9m bar rounds	0.9m diameter	20

Chairs

Description	Dimensions	Quantity
Red banquet chairs	Seat height 0.43m Seat width 0.46m Overall height 0.815m Overall width 0.65m	2,150

Portable stage unit

Description	Dimensions	Quantity
Portable staging units with black carpet tops and black skirt surround	2.44m x 1.83m x adjustable height - 0.61m / 0.46m / 0.76m	12
Portable staging units	1.22m x 2.44m x adjustable height - 0.61m / 0.46m / 0.76m	6

Pianos

Moving and tuning fees apply, please refer to the City of Sydney's [Revenue Policy](#) for further details.

Description	Dimensions	Location
Kawai GX6	2.1m x 1.5m x 1.2m 390 kg	Centennial Hall and Vestibule
Fazioli F278 Concert	1.0m x 1.6m x 2.8m 590 kg	Centennial Hall only

Display panels

Description	Dimensions	Quantity
Black display screens	2.0m x 1.2m	8

Bollards

Description	Dimensions	Quantity
Brass bollards (2 per set) with rope	Bollards are 1.0m high Ropes are 1.5m long	9
Stainless steel bollards (2 per set) with belt	Bollards are 1.0m high Belts are 2.0m long	9

Red carpet

Installation and removal fees apply, please refer to the City of Sydney's [Revenue Policy](#) for further details.

Description	Dimensions	Quantity
Centennial Hall centre runner	34.0m x 1.5m	1
Front steps to landing to eastern corridor	27.5m x 1.4m	1

Signage

Please refer to the *Event Logistics* document in regards to signage requirements.

Description	Dimensions	Quantity
Portable signage stands	A3 portrait	10
Digital signage stands	Portrait or landscape	6

Lectern

Description	Dimensions	Quantity
Lectern	Height (Front) 1.16m Height (Back) 1.03m Width 0.6m Depth 0.4m	4
Dress panel	0.54m wide x 0.84m high	

