

PERFORMANCES, EXHIBITIONS, FESTIVAL AND REHEARSAL ROOM HIRE

CONTACT US

NORTHCOTE TOWN HALL
189 High Street, Northcote 3070
T 03 9481 9500
F 03 9261 4868
E ntownhall@darebin.vic.gov.au
ABN: 75 815 980 522
northcotetownhall.com.au



Festivals, art exhibitions, theatre performances, theatre rehearsals, school productions and concerts.

Hire times are Monday to Thursday 8am – 11pm, Friday and Saturday 8am – 1am and Sunday 8am – 10pm. (hire times outside these hours must be approved by the Venue Manager)

The costs to consider when organising a performance or festival at the Northcote Town Hall

- room hire cost • theatrical equipment • av equipment • ticketing • security • bonds • staffing • kitchen hire • additional crockery, cutlery or glassware •

For a quote, or to view the venue, please contact Northcote Town Hall.

Performance spaces for hire:

ROOM	CAPACITY
Studio 1	120 Seated Theatre with Seating Bank
Studio 2	80 Seated Theatre with Seating Bank
Main Hall	350 Seated Theatre (level floor), 500 standing
Civic Square	400 standing
East Wing Function Rooms (Function rooms available for performances subject to availability)	First Floor Room 2A+B – 100 seated theatre Roof Top 80 seated theatre

The entire venue cannot be booked out at once; two rooms will be withheld, but will be made available if required two weeks prior to the event if it has not been booked out by another community group. No regular or permanent bookings will be taken for the Main Hall, Studio 1 and/or 2.

PERIOD OF HIRE

Hire times must include bump in, preparation, rehearsal, bump out and clean up. The Hirer agrees to remove all items including sets, props, costumes and equipment before the end of the hire period. If belongings and equipment are left at the venue without prior agreement at the end of the hire period, additional hire charges will be applied and Northcote Town Hall cannot take responsibility for the security of the property.

BONDS

A **venue bond of \$700** must be payable to venue staff on the required due date as stated by invoice that will be sent to the hirer. Bonds will be returned under a strict checklist that will be completed at the end of the hire. Bond returns will take approximately three weeks to be sent back to the hirer by *cheque only* or if agreed between the Team Leader and the client that the bond is to be returned with the ticketing reconciliation.

High risk events serving food and alcohol will be required to pay a **\$2,100 cleaning bond** which will be determined by the nature of the booking and risk management plans.

PAYMENT

All events and performances are to be **paid in full** before the date of the event, or as stated under the written contract between the client and the venue. If there are any concerns about paying, please contact the booking staff. Payment amounts and dates may be negotiated.

Ticketed performance and events can may alternative arrangements for room hire payments to be deducted from ticket sales. Please contact booking staff to confirm this arrangement.

Payments can be made at the Northcote Town Hall by cash, card or cheque between office hours.

CANCELLATIONS

All cancellations are to be made in writing and sent to ntownhall@darebin.vic.gov.au.

Full payment will be charged if cancellation is received less than thirty (30) days prior to the hire date.

25% payment will be charged if cancellation is received 30-60 days prior to the hire date.

NOT FOR PROFIT ORGANISATIONS

Organisations must be registered under the Associations Incorporations Act 1981 and must be able to supply legal documentation/registration supporting 'not for profit' status. State schools and Government departments are eligible for Not For Profit rates.

PUBLIC LIABILITY INSURANCE

Darebin City Council has a Casual Hirers Public Liability Scheme for individuals or groups for non-profit making activities, that do not have existing public liability insurance and is not intended to provide cover for festivals, exhibitions, theatre performances, sporting type activities, rock concerts/performances or hirers involved in a profit making activity where an admission fee is charged. All hirers planning public events or performances are required to obtain their own public liability insurance. Duck For Cover or Marsh Insurance are good options for single event policies.

TICKETING INFORMATION AND POLICIES

Northcote Town Hall provides a secure 24 hour web based online ticketing service for all ticketed events held at Northcote Town Hall. The service provides a credit card, EFTPOS and cash transaction service. Online ticketing information also provides opportunities for cross marketing and promotional opportunities between events.

Ticketed performances and events held at Northcote Town Hall will be required to sell 100% of their total tickets per event through the Northcote Town Hall online ticketing service and abide by Northcote Town Hall Online Ticketing Policy. The Online Ticketing and Event Information and Online Ticketing Policy can be obtained at reception at the Northcote Town Hall, or on the Northcote Town Hall website. An opt-out fee will apply if the hirer does not wish to sell tickets through the Northcote Town Hall.

For ticketed performances that are a part of a major festival, tickets will be split between the festival and the venue in accordance with their agreement. Both Northcote Town Hall and the hirer will commit to releasing tickets to each other when they near the end of their allocation.

For more information regarding ticketing, please view our ticketing application and policies.

MERCHANDISE

When selling programs, merchandise and art works sales in NTH West Wing or Main Hall foyers

We will receive 11% of gross sales or opt out fee of \$35 per day can apply.

LIQUOR

The Venues operate under an On-Premises Liquor Licence. All supply and sales of alcohol, including any sponsorship agreements, within the venue will be managed by venue staff. A Bar Sales Target will be established across the season (not night per night) based on a sliding scale.

The venue will supply one bar staff member, for three hours per performance, free of charge. When the Bar Sales Target is not met, the event will pay the difference.

Where an event requires more than one bar staff member, a shift longer than three hours or a second bar the additional costs will be charged back to the event.

Please read the *Northcote Town Hall Alcohol Management Policy* (available from the venue reception desk or website) for more information regarding the service of alcohol and the standards and conditions of providing liquor at Northcote Town Hall.

STORAGE

No storage available without prior arrangement. All equipment, externally hired goods, props and personal items must be removed from the venue at the close of the event unless temporary storage is agreed in advance with Northcote Town Hall booking staff. Please contact the office for more information. Fees may apply.

CLEANING

Hirers should leave the venue in a clean and tidy condition during and at the end of the event. If the hirer fails to leave the venue in a reasonable condition or to remove any props or equipment without consultation with the Northcote Town Hall booking staff, the venue will arrange for cleaning and equipment removal and the hirer will be liable for the costs.

AUDIO/VISUAL EQUIPMENT HIRE

Northcote Town Hall is equipped with lighting stock, audio systems and projection setups for Studio 1, Studio 2 and the Main Hall, all of which are available as additional hire items. The venue also has a range of additional event equipment available for hire including staging, drapes, pianos, festoon lighting and conferencing equipment. For detailed information and charges associated with these items, please refer to the *Northcote Town Hall Technical Specifications* and the *Northcote Town Hall Performance and Event Equipment Price List*, (available from the venue reception desk).

STAFFING FOR PERFORMANCES & EVENTS

All performances and events are required to have a Northcote Town Hall Duty Supervisor and/or FOH staff overseeing the event and a Northcote Town Hall technical staff member is required for a minimum of 3 hour call for bump in. Additional Duty Supervisors may be required by the Venue for large scale events.

An event that will be providing alcohol for consumption and that will not be selling liquor may be required to hire Northcote Town Hall bar staff that are trained and have their Responsible Service of Alcohol certificate.

Hirers may be directed to provide security/crowd controllers, a bar manager and/or technicians during the period of hire. The hirer shall be responsible for any costs involved in such attendance.

The Northcote Town Hall will book the staff for the performance or event and they must be in attendance at the venue from commencement to the end of the hire. The hirer will be responsible for the cost of the employment of staff which will be added to the total cost of their booking.

CATERING, SUPPLIERS & DECORATIONS

Northcote Town Hall does not provide in house catering, or supply napery or table dressings. We can provide a list of caterers and event suppliers on request. Groups are welcome to provide their own catering and decorations.

Confetti or rice for events is not permitted in the Venue under any circumstances. The use of candles, incense, flame lamps or fire of any kind is strictly prohibited and shall not be used in any part of the Venue. Helium balloons are also not permitted in the Venue without prior written agreement.

Hirers must remove all non-alcoholic drinks, food and externally hired equipment on the day the event ends unless organised previously with the booking staff. Kitchens and catering equipment that are used by the hirer must be thoroughly cleaned, mopped and all rubbish removed. Please ensure that when removing rubbish, the correct bins (rubbish and recycling) are used.

Kitchen usage for events carries a booking charge. All kitchens include usage of the fridge and freezer, ovens, stoves, dishwashers and cleaning products (detergents, brooms and mops).

REHEARSALS

Northcote Town Hall has some availability of spaces for general rehearsals not associated with a performance season at the venue.

These spaces are hired at a discounted rate in the understanding that the hire is on an "as is" basis; no special setting or cleaning will be undertaken to prepare the space, and some venue furnishings or infrastructure may be stored in a section of the room during the rehearsals. Rehearsal rates are also offered in the understanding that these bookings are subject to change.

Rehearsal-only bookings are not guaranteed usage of their requested spaces but will be notified and accommodated into another available and suitable room if a change is required.

Cancellation of rehearsal spaces must be done at least 7 days prior to the booking or the hirer will incur full payment of the space.