



Perth Town Hall

Fees and Charges 2019-2020

Room Hire Fees	Time	Rate (GST Inc.)
Hourly Function Rate - Main Hall OR Lower Foyer Includes one caretaker, access to Supper Room, kitchen & toilets, use of chairs and sound system. Minimum booking 3 consecutive hours. Note discounts below.	Day 6am - 6pm	\$162.00/hr
	Evening 6pm-10pm	\$200.00/hr
	Late 10pm-1am	\$266.00/hr
Lower Foyer Special Exhibition Daily Rate For free to public art or non-commercial exhibitions only, consistent with concurrent events in Main Hall. No public access to kitchen or toilets.	10am-4pm	Monday-Saturday: \$50.00/day Sundays and public holidays: \$480.00
Undercroft Commercial Daily Rate For sales, markets, commercial promotions, etc. consistent with concurrent events in Main Hall. No public access to toilets or kitchen.	10 am-4 pm or as negotiated	Monday-Saturday: \$344.00/day Sundays and public holidays: \$480.00/day

Equipment and Services Fees	Time	Rate (GST Inc.)
Booking Administration Fee (applies to all bookings except wedding receptions)		\$41.00
Surcharge for using both Main Hall and Lower Foyer for the same booking.		Flat fee \$190.00
Security guard, each. For all events, 1 guard required after 6pm for door. For events where alcohol is consumed, 1 guard per 100 persons or part thereof required.	Minimum 4 hour hire	\$48.95/hour \$95.70/hour on New Year's Eve and public holidays
Additional Venue Supervisor/AV operator Required for events over 200 people; where continuous attendance at sound desk is required; to run projector; or at management discretion	Minimum 3 hours	Weekdays: \$54.00 Saturdays: \$65.00 Sundays and public holidays: \$74.00/hour
Chair set up and stack up by Town Hall staff	Use of chairs is included with hall hire if you set and stack yourself	Flat fee \$200.00
Round banquet tables	Includes hire and setup 24 tables available seat 8-10 each	\$22.00 per table

Projector and screen		\$400.00 plus additional Venue Supervisor
Reset of stage lighting (up to 12 lights)		\$17.00 per light
Use of Yamaha C7 grand piano		\$260.00
Dedicated tuning of grand piano		Market price + \$10.00 admin fee
Moving of grand piano from stage to floor level		Market price + \$10.00 admin fee
Exhibition panels (40 available) including zip hooks and wires for hanging	Up to 3 weeks	\$26.50 each
Lights for exhibition panels (40 available)	Up to 3 weeks	\$13.50 each
Wedding Reception Service Fee		\$111.00
Reservation of Town Hall as backup ceremony venue if booked as reception venue and ceremony is booked in a City of Perth park or garden	Must be prearranged	FREE
Use of pillars outside Town Hall for vinyl-wrap signage (up to 8 positions available on Hay St; up to 2 positions available on Barrack St.)	May be pro-rated for part weeks	Per pillar per week: \$57.00
Basic Tea and coffee setup	For each 10 persons	28.00
Notepads, pens, table mints	For each 10 persons	34.00
Additional cleaning fee	Only required in special circumstances	Market rate +\$2/hour
Cancellation fee for bookings notified 45 or more calendar days before the first booked date	In the event of cancellation, these fees will be retained and the remainder of the bond / deposit refunded.	Booking fee + 10% of total hire fees not including security
Cancellation fee for bookings notified 44-11 days before first booked date		Booking fee + 50% of total hire fees not including security
Cancellation fee for bookings notified any time within and including 10 calendar days prior to the event		Booking fee + 100% of total hire fees not including security

- Bulk discount: a 20% discount on hourly fees may be offered for bookings of 20 hours or more over a period of 3 or more days.
- Not for profit discount: a 25% discount on hourly fees may be offered to approved, incorporated not-for-profit organisations and approved arts events.
- Discounts are for hourly fees only and are not available on Sundays and public holidays. Only one discount may apply.
- 250 chairs, 6 trestle tables and 1 small gift/cake tables included (client to set up.)
- Use of the sound and light systems is included in the hire fees on a "set and forget" basis. If monitoring is required an additional caretaker may be required unless 3rd party AV provider engaged.
- Events producing more than 480 L (4 full bins) of rubbish may incur excess rubbish fees at City of Perth rates.

Several hours are normally required to clean and prepare the venue between events. Faster turnaround can be arranged engaging contract cleaners. If you choose to book under these conditions extra contract cleaning fees are charged at market rates; this will be made clear at time of quotation.

This document is available in other formats 16/8/19