

SYDNEY TOWN HALL

VENUE SPECIFICATIONS

Issue 7 | 2018

www.sydneytownhall.com.au

CITY OF SYDNEY



city of villages

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1. OVERVIEW

1.1 Introduction

The Sydney Town Hall Venue Specifications document 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 required.

This document should be read in conjunction with the other key documents available on the Sydney Town Hall website.

- Catering information
- Terms and Conditions of Hire
- Risk Management Fact Sheet
- Hirer & Contractor Induction Handbook
- City of Sydney WHS Policy

1.2 Venue Management Team

FUNCTION	KEY PEOPLE	CONTACT DETAILS
Venue Management Unit		(02) 9265 9189 enquiry@cityofsydney.nsw.gov.au
Business Development & Sales	Flanna McKinnirey	(02) 9265 9302 FMcKinnirey@cityofsydney.nsw.gov.au
Operations Manager	Michele Elliott	(02) 9265 9729 melliott1@cityofsydney.nsw.gov.au
Technical Production Manager	John Metzke	(02) 9265 9726 0448 230 607 jmetzke@cityofsydney.nsw.gov.au
Operations Coordinator	Natasha Nicholas Emily Arden	(02) 9265 9282 operations@cityofsydney.nsw.gov.au
Facilities Coordinators		0419 696 534 (onsite contact on event day only)
Catering Event Manager	Restaurant Associates	(02) 9265 9527 townhall_catering@restaurantassociates.com.au

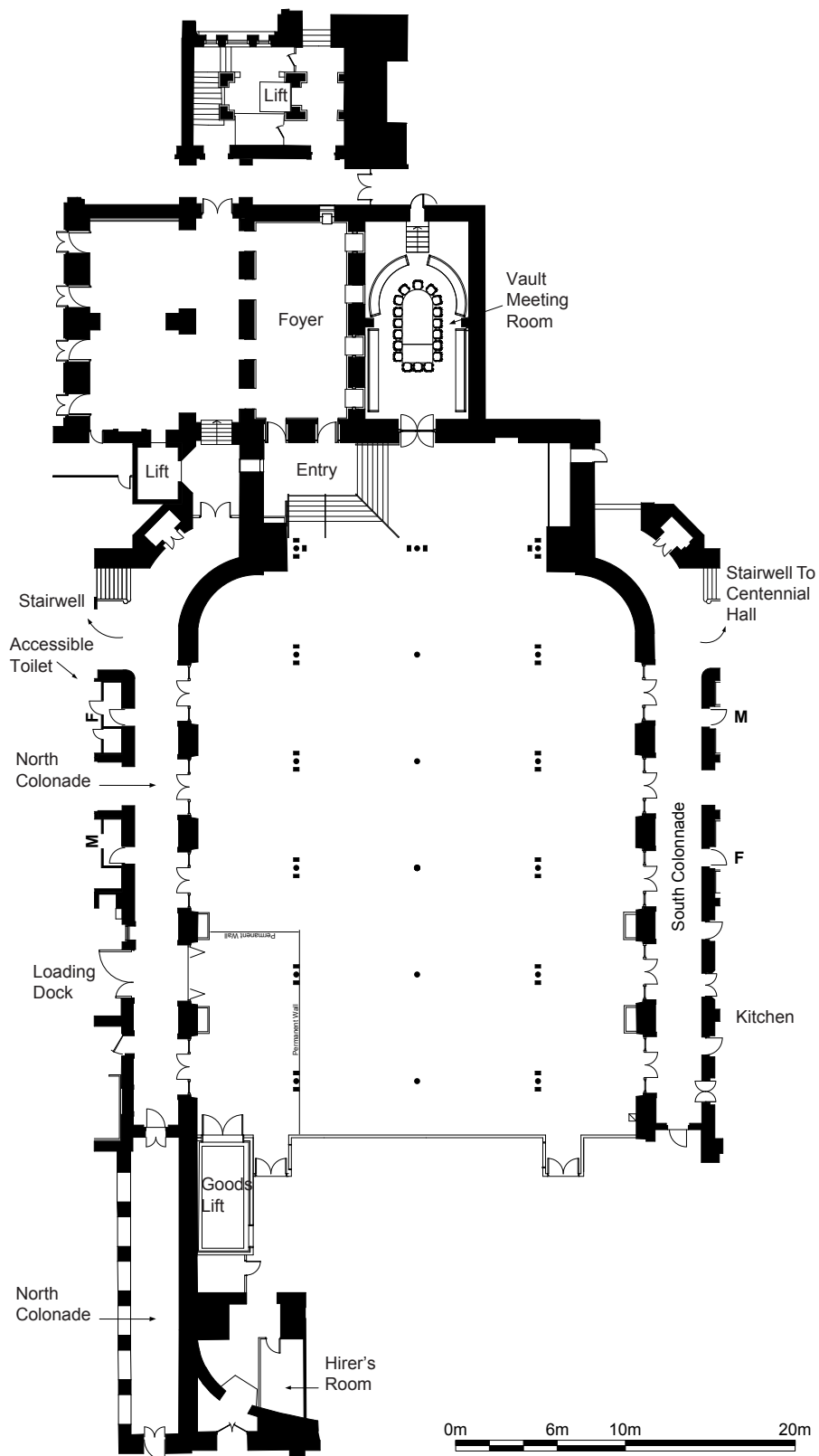
1.3 Rooms and Facilities

1.3.1 List of function spaces available

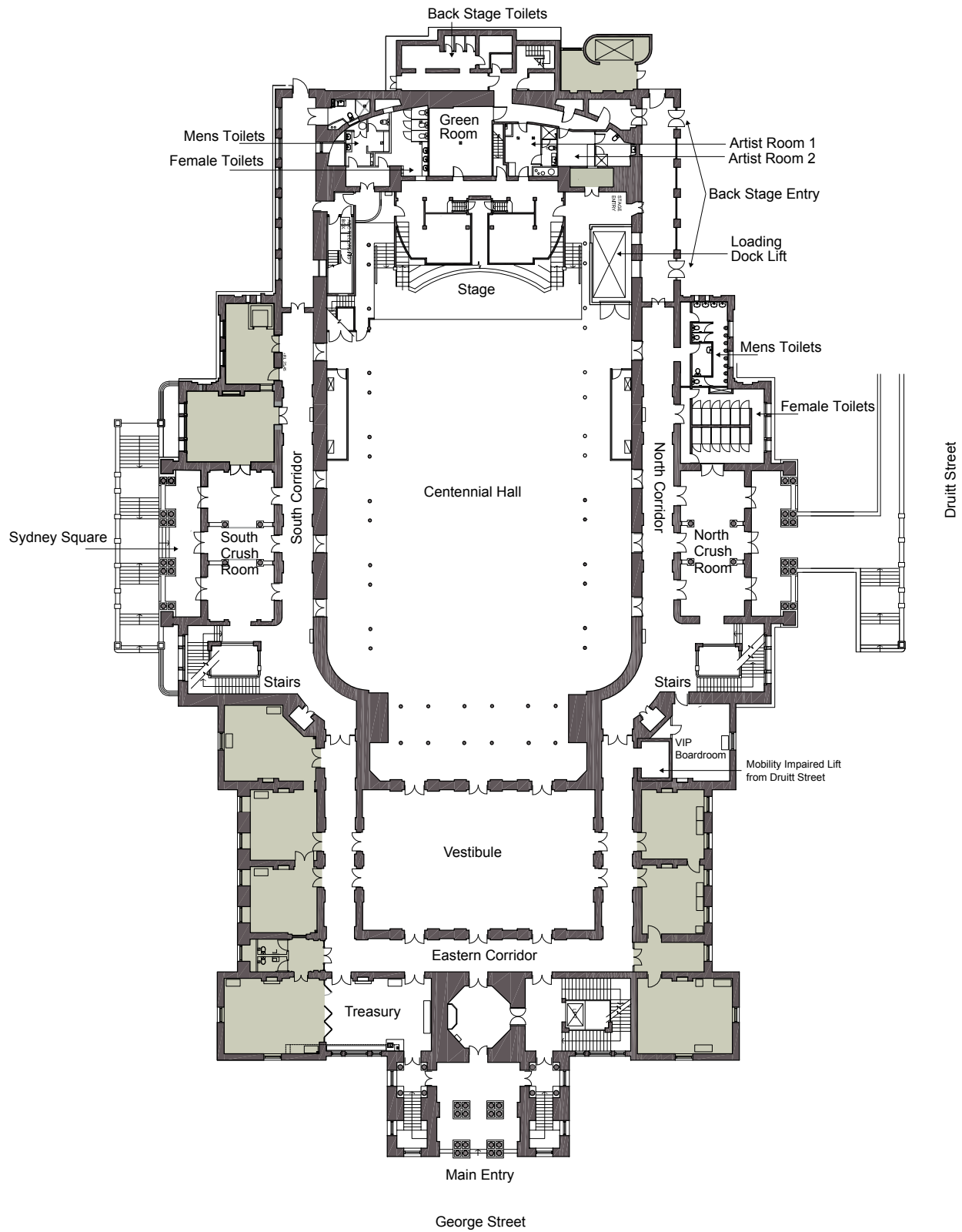
The Sydney Town Hall includes nine venues, suitable for a wide range of events.

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	Pre-function area which supports the Centennial Hall. Registration, ticketing area, pre-function cocktails and canapes.
Lower Town Hall and Foyer	Lower Ground Floor	Exhibitions, trade fairs and conferences for up to 800 guests people with a dedicated entrance via Druitt street and foyer area.
Marconi Terrace	Town Hall House	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.
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.
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.

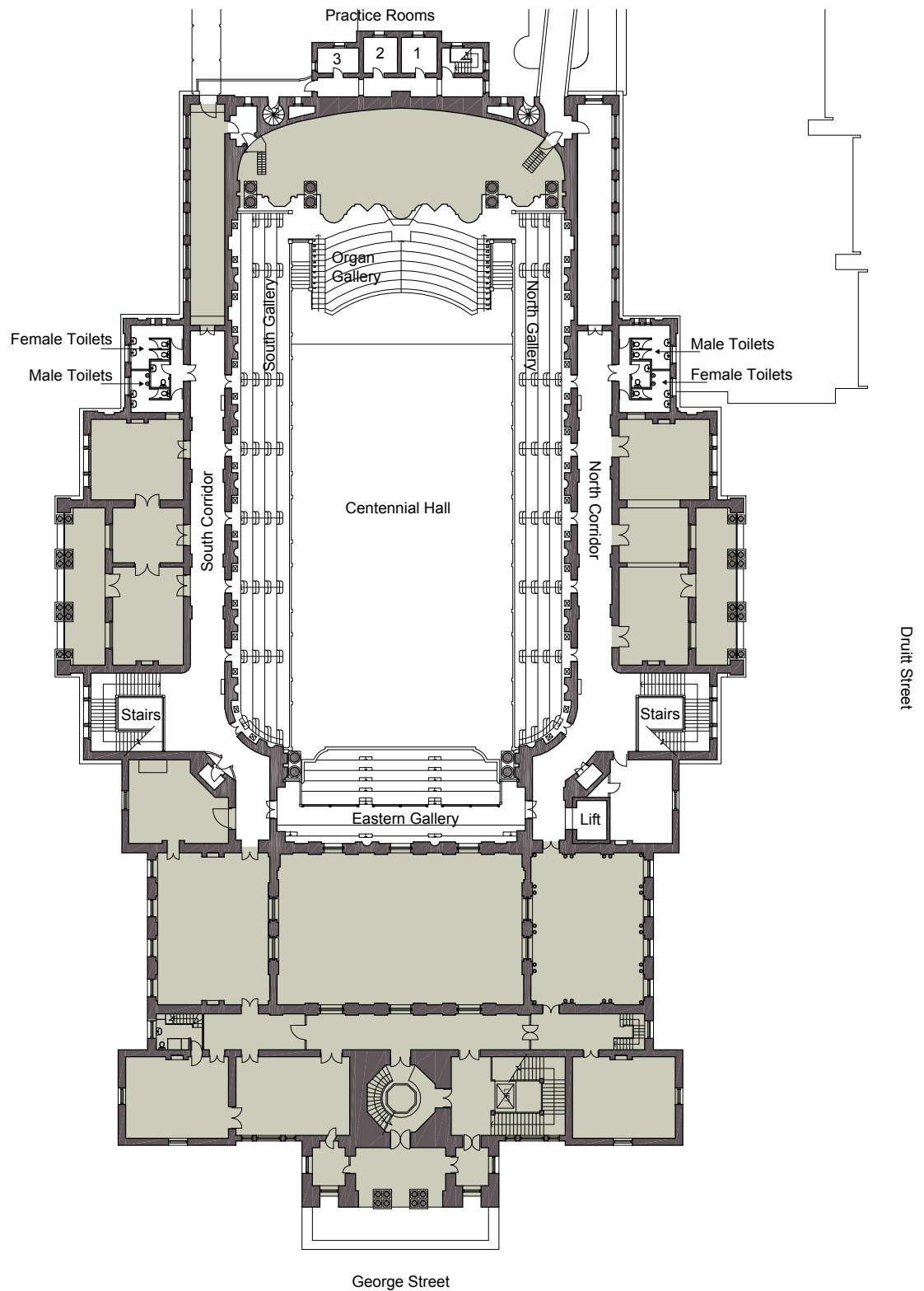
LOWER GROUND FLOOR



GROUND FLOOR

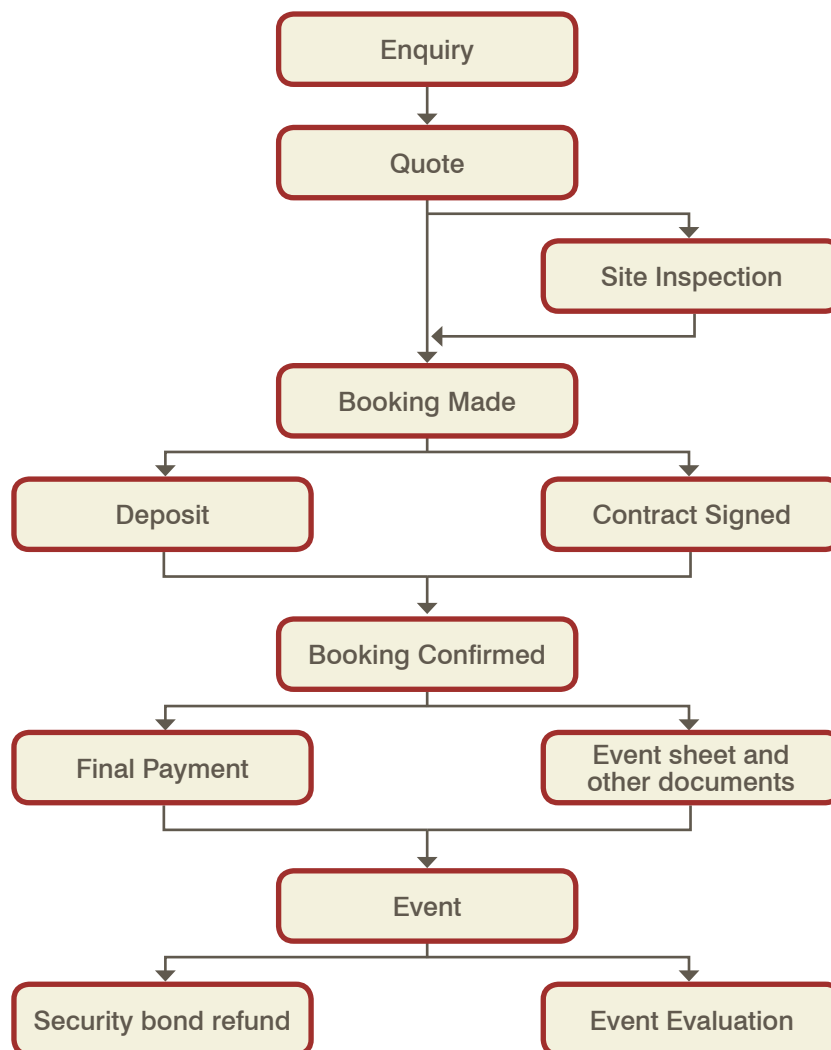


FIRST FLOOR (CENTENNIAL HALL GALLERY HALL)



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 and copy of Sydney Town Hall's Terms and Conditions of Hire and Schedule of Additional Services and Charges.

At this stage you should contact the Venue Management Unit Sales Team to schedule a site inspection of the venue.

Once you have reviewed the quote and conducted a site inspection, send your request in writing to book the venue.

A contract defining your agreement with the City of Sydney including insurance, liability, fees, ticketing etc will be issued. The contract must be signed and deposit received before the booking will be confirmed.

1.4.3 Event schedule

The Venue Management Unit will schedule a Production Meeting with the Hirer approximately three weeks prior to the event.

Following the Production Meeting floor plan an 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 Schedule of Additional Services & Charges).

1.4.4 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 hire charges must be paid in full three weeks prior to the event or before the production meeting, whichever date falls first.

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 reasons such as hiring of equipment, post-event cleaning or additional staffing requirements. A comprehensive list is provided in the Schedule of Additional Services and Charges.

1.4.5 Event listing

To be included in the Sydney Town Hall and City of Sydney 'What's On?' listing, please fill in the application located on the City of Sydney's website.

A listing of all public accessible events held at the Sydney Town Hall is available on the website for patron information. These listings are also included in the City of Sydney's 'What's On?' web page.

1.5 Safety and Security

1.5.1 Site induction

The Sydney Town Hall is a heritage-listed building and as such has specific site requirements. All Hirer's activities must comply with the City of Sydney's WHS Policy which is available from the Sydney Town Hall website. Upon entry to Sydney Town Hall, Hirers & their Contractors must sign the Sydney Town Hall Hirer and Contractor Induction Handbook which outlines responsibilities and safe work practices. A copy is provided to the Hirer before the Production Meeting and is available on the Sydney Town Hall website.

1.5.2 Responsibility for equipment

If Hirers provide their own equipment, it is their full responsibility to load in, move, set up, pack down and remove this equipment from the venue. The safety of this equipment while on council property is the responsibility of the Hirer.

1.5.3 Use of smoke machines or particle release stage effects

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), this will require isolation of the emergency alarm system. A minimum of two Fire Wardens will be required for the total duration the machines will be in use – in addition to this, Fire Wardens will be required for 60 minutes prior to isolation and 60 minutes after the device is switched off to allow for the room to clear. These arrangements must be advised in the Production Meeting prior to the event. Additional charges apply for this activity. See the Schedule of Additional Services and Charges.

1.5.4 Prohibited equipment and activities

No naked flame, oil-based smoke machines or smoking is permitted inside the building under any circumstances. Helium balloons are not permitted in the Sydney Town Hall. Pyrotechnics or confetti style canons are not 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 Schedule of Additional Services and Charges. Straw bales or any other items that constitutes a potential bulk fuel load including propane gas are not permitted in the venue. Nothing is to be affixed to any part of the interior or exterior of the Sydney Town Hall nor tape applied to any of the Town Hall's surfaces without explicit approval by the Venue Management Unit.

1.5.5 Draping, banners, decorations and props

It is the Hirer's responsibility to ensure that any material used as a curtain, blind, signage, flag or any similar décor in any part of the Venue, including the stage must have a Flammability Index (based on a formula in AS1530.2) of no greater than 6, consistent with the BCA NSW Specification C1.10.

Each item have a label affixed to it indicating, in legible characters—

- (A) name of manufacturer;
- (B) trade name and description of materials composition;
- (C) retardant treatment (if any), name of applicator and date of application;

- (D) AS 1530 Part 2 and/or AS/NZS 1530 Part 3 test number and its Flammability, Spread-of-Flame and Smoke Developed Indices; and
- (E) approved methods of cleaning.

Venue Management reserves the right to refuse use of any material in the building.

Please note that only the approved Sydney Town Hall Heritage tape is to be used on the flooring of the venue.

Please discuss any requirements at the production meeting.

1.5.6 Testing and tagging of electrical equipment

All external electrical equipment brought into the venue, including power leads and power boards, must show tags that comply with the Australian Standard AS/NZS 3760. Venue Management will exercise the right to refuse the use of any electrical equipment or accessory which does not display the appropriate current tagging.

1.5.7 Elevated work platforms

The Sydney Town Hall has available two EWP units for hirers use:

1. Haulotte Star 10 Lifter:

- Working height 10.0m
- Safe working load 230Kg (on level surface)
- Basket rotation 355 deg
- Platform size 0.94m x 0.64m

2. Genie GR20 lifter:

- Working height 5.5m
- Safe working load 230kg (on level surface)
- Platform size 1.2m x 0.60m

Any person operating an EWP must hold an EWP Ticket. Boom lift operators have a responsibility to carry out daily inspections of the vehicle and complete the log book.

When in the boomlift a full body harness must be attached to the boomlift with a restrictive lanyard.

Note: Fall arrest lanyards are NOT suitable for use in boomlift.

Any person bringing additional elevated work platforms onsite must supply the make and model to Venue Management for approval, ensure that it is powered electrically and is able to fit into the Druiett St Loading Dock Goods Lift (see dimensions and maximum weights in the Venue Specifications). Parking must be arranged prior to the elevated work platform arriving onsite and keys must be made available to the Facilities Coordinator.

1.5.8 Production activities which need additional approval

Certain activities which are conducted in Sydney Town Hall required approval before their commencement. Venue Management reserves the right to request hirers and contractors to submit appropriate Safe Work Method Statements and supporting Risk Assessments before approval. It is the Hirer's responsibility to seek approval for these activities before the event commences. This should be discussed during the Production Meeting.

Certain activities which are conducted in Sydney Town Hall require approval before their commencement. Venue Management reserves the right to request hirers and contractors to submit appropriate Safe Work Method Statements and supporting Risk Assessments before approval. It is the Hirer's responsibility to seek approval for these activities before the event commences. This should be discussed during the production meeting. The activities which need approval are listed below. An Activities Approval Form needs to be submitted to Venue Management before any activities can take place. Certain activities will incur additional fees. Please see Schedule of Additional Services and Charges.

- Rigging
- Display of motor vehicles (Internally & Externally)
- Hot works
- Fire Isolation - use of hazers/smoke machines or dry ice/low fog
- Food sampling/cooking
- Stage effects such as streamers cannons
(please note confetti cannons are strictly prohibited)
- Fabrication works
- On-site construction

Certain activities will incur additional fees. Please see Schedule of Additional Services and Charges.

1.5.9 Display of motor vehicles

Hirers may bring motor vehicles into Sydney Town Hall to complement their event but the following guidelines must be adhered to;

- Ensure the vehicle will fit into the building and also into the goods lift prior to its arrival
- Vehicle cannot be driven within the building – it must be pushed into position
- Fuel tanks MUST be emptied of all petrol before the vehicle enters to building
- Batteries Disconnected
- Fuel Tanks well sealed
- Keys removed from ignition and given to the Facilities Coordinator for the duration of the event
- Appropriate (A,B,E) Extinguisher available at all times and kept within practical distance of the vehicle
- A drip tray underneath the engine and oil sump
- Appropriate crew for pushing the vehicle in and out of the venue to be provided by the hirer

This must be confirmed at the production meeting and additional charges may apply depending on the placement of the vehicle.

1.5.10 Security

An appropriate level of security staff is included in the venue hire fee based on the occupancy of the building. During events security staff must be present at the entrance or exit to the building so if dual exits are required additional charges may apply. See the Schedule of Additional Services and Charges.

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 during the Production Meeting. The charges for additional security will be passed onto the Hirer and will depend on the size and scope of the event.

Hirers are able to organise their own security for their specific event or VIP requirements but must provide the following documentation 14 days prior to the event for Venue Managements approval:

- The nominated security masters license and business license.
- The nominated security company's public liability/indemnity insurance policy for no less than \$10 million.
- The intended Security Management Plan for the event and a risk assessment must be completed to identify hazards.

1.5.11 VIP attendance

Arrangements for VIP attendance at Sydney Town Hall should be discussed in the Production Meeting and detailed in a Safety Management Plan.

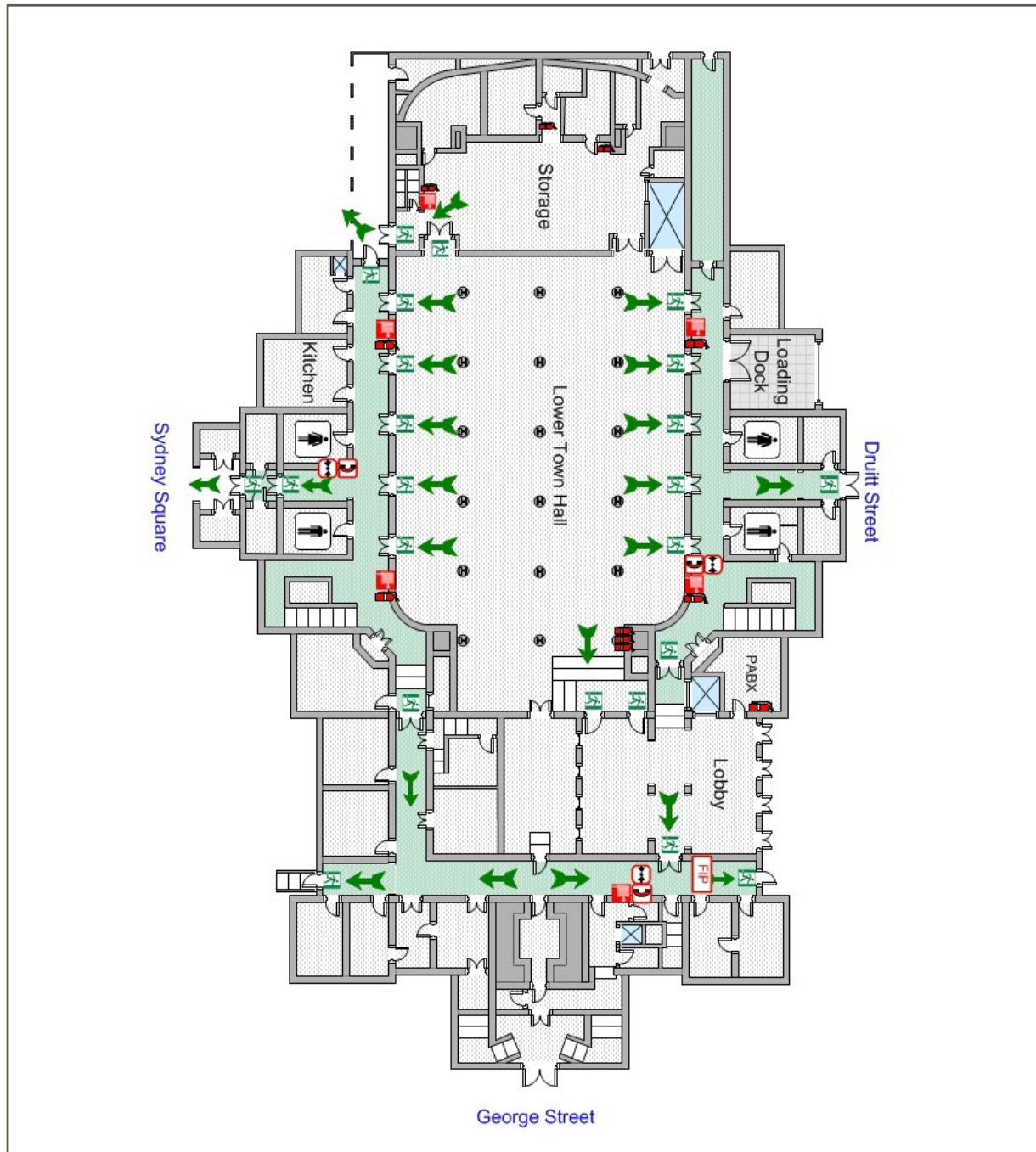
1.5.12 CCTV

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

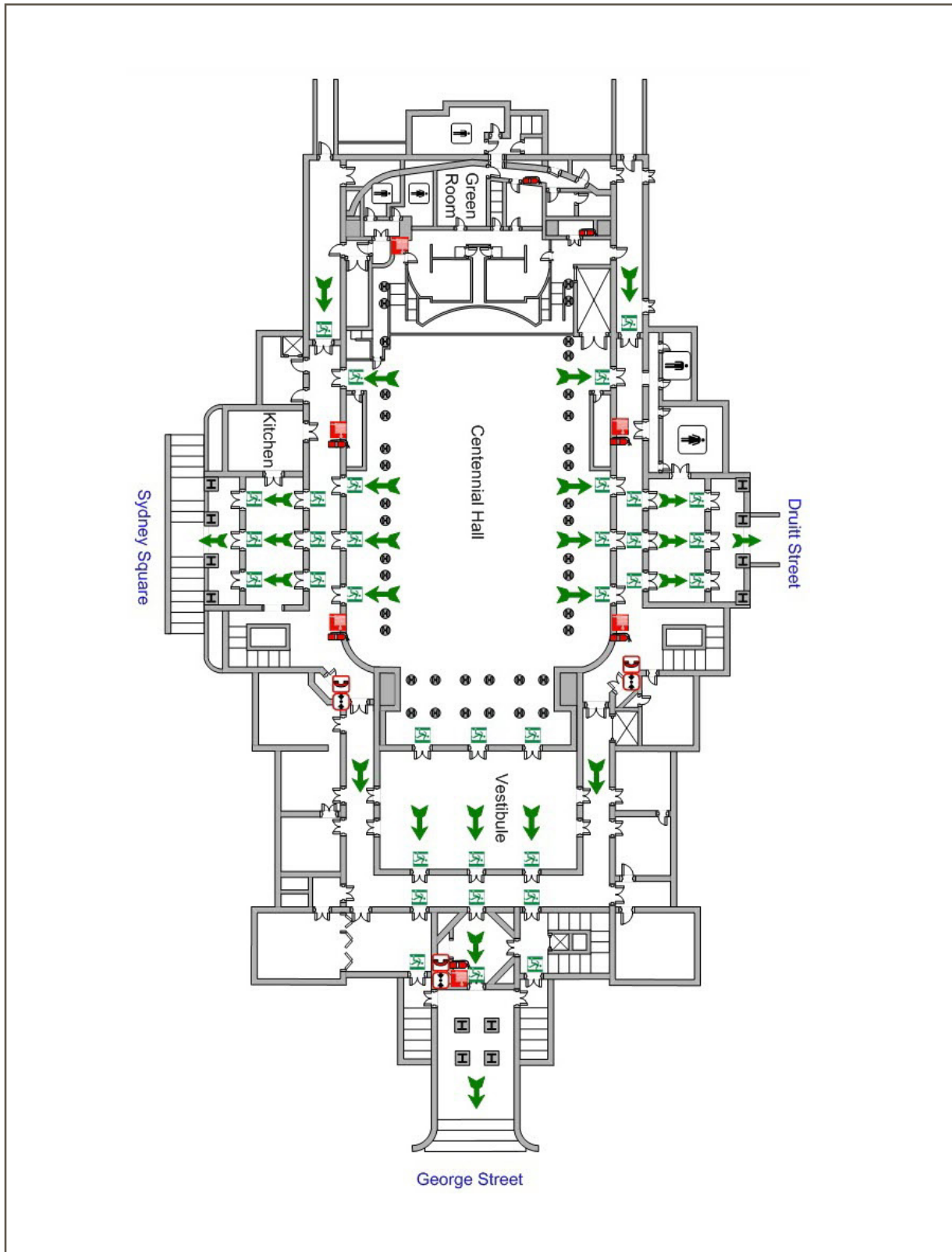
1.5.13 Evacuation and emergency plan

During an alarm sounding, or an incident taking place, Hirers, contractors and their staff are to follow the instructions of the Facilities Coordinator.

The Facilities Coordinator on duty at the time of the incident or alarm is the Fire Warden and is therefore in control of emergency response prior to the arrival of emergency services.



Evacuation diagram - Lower Ground Floor



Evacuation diagram - Ground Floor

1.6 Front of House

A number of Front of House personnel, including security, ushers and supervisors, are included in the venue hire fee. The number of prescribed personnel required for an event at Sydney Town Hall is based on the type of event and the physical spaces used within the building. Additional front of house staffing can be arranged at an hourly rate in addition to venue hire charges. This should be discussed during the Production Meeting.

1.6.1 Ushers

4 ushers are included within our Performance packages. Ushers are managed directly through Venue Management Unit. It is a condition of hire that event organisers use Sydney Town Hall usher staff. All ushers working in the Venue will be uniformed and fully trained in Sydney Town Hall patron management and evacuation arrangements.

Please note, security staffing for liquor related or crowd control issues is a separate matter and should be discussed with Venue Management prior to confirming your event.

Centennial Hall Reserved Seats

Seventy-five per cent (75%) or more capacity (1500) seats:	15 ushers
Less than seventy-five per cent (75%) capacity:	1 usher per 130 tickets issued

Centennial Hall General Admission

Unreserved Seating throughout Centennial Hall:	4 ushers
Centennial Hall Galleries (if used)	2 ushers

Two ushers must be positioned on the Northern and Southern Galleries for the duration of any event that uses the upper level of the Centennial Hall. This is in addition to the ushers which are included in the venue hire.

Please refer to the additional fees and charges for Usher pricing. Final number of ushers are determined during the final production meeting with the Cities Operations Team.

1.6.2 Event ticketing

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

1.6.3 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 or 16 General Admission tickets in the Lower Town Hall. 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.

1.6.4 Passouts

It is house policy that passouts are not to be used for ticketed events unless permission has been given by Venue Management in writing 4 weeks prior to the event taking place.

1.6.5 Cloak room

Cloak room facilities, including racks, coat hangers and trestle tables, can be provided for your 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 Schedule of Additional Services and Charges.

1.6.6 Bathrooms

Bathroom facilities for patrons are located on each floor of the building. Accessible toilets also contain baby changing facilities.

1.6.7 Accessibility

Sydney Town Hall is an accessible venue which has wheelchair access to most areas of the building. If you have specific accessibility requirements for your event, you should discuss them in the Production Meeting.

Wheelchair access to Sydney Town Hall is via the Drutt Street entrance. An intercom is located at the door to gain access. Directional signage for accessible access is located around the building perimeter. Vehicle drop-offs and pick-ups for accessible patrons can be facilitated via the Drutt Street Forecourt as required.

Access to the stage for wheelchairs is available via a Garaventa wheelchair lift.

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 the website and specific requirements are able to be arranged on quotation. The caterer's contact details are as follows:

RESTAURANTS ASSOCIATES

Phone: (02) 9265 9527

Email: Townhall_Catering@restaurantassociates.com.au

Web: 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.

1.7.2 Sampling of food and beverage as part of exhibitions

Hirers, Exhibitors or other persons cannot distribute, sell or give away any item of food or drink without written approval from the Venue Management Unit. Sydney Town Hall has established the following guidelines for the provision of sample servings of food and beverage not purchased through the contracted catering.

Samples must be:

- Given away free of cost to the visitor or attendee.
- Items which exhibitors or registered members of the association sell wholesale in the normal conduct of business or items which are produced by equipment used in the normal conduct of their business.
- Portions are to be of normal tasting size only and:
 - Non-alcoholic beverage samples should be no larger than 100mL.

- Wine and beer samples are to be no larger than 50mL.
- Spirit samples are to be no more than 20mL.
- Solid food should be no larger than bite size (50g).
- All food on display must be either:
 - Wrapped or packaged; or
 - Completely enclosed in a suitable display cabinet; or
 - Be protected by a physical barrier such as Perspex glass sneeze guard or clear plastic siding to the stall; or
 - Located so as not to be openly accessible to the public.
- Samples must be distributed in a supervised manner, that is given out off a tray or plate by a staff member. It must not be left out for self service on any counter bench or top or food display unit (please note that food which is given away for the furtherance of trade is deemed to have been sold pursuant to the Food Act 2003 Definitions).
- No gas or BBQ cooking is allowed in the Venue. Electrical cooking MUST have prior approval and will be taken on a case by case basis. When cooking has been approved the following conditions must be adhered to.
 - All food deliveries to the stall must be kept wrapped, packaged or in enclosed containers to protect from contamination.
 - Single use eating and drinking utensils, straws, etc, shall be pre-wrapped or adequately protected from contamination.
 - All condiments such as sauce, mustard, etc. must be kept in squeeze type dispensers or in individual sealed packets.
 - All food handlers must be appropriately dressed with at least head covering, clean apron and enclosed shoes.

A NSW RSA certification will be required for any person serving or supplying liquor for the purposes of sampling (e.g. exhibiting stands, promotional tastings etc) in the venue. Copies of NSW RSA certificated must be supplied to Venue Management prior to the commencement of the event.

Exhibitions providing food and beverage samples must register their event with the City of Sydney's Health Unit via the website www.cityofsydney.nsw.gov.au and with the NSW Food Authority www.foodauthority.nsw.gov.au.

Exceptions to any of the above requirements should be discussed in the Production Meeting. Written approval must be obtained from the Venue Management Unit prior to event commencement to confirm the arrangements.

1.8 Cleaning

As part of the Terms and Conditions of Hire, the Hirer is responsible for keeping the venue in a clean condition. Included in the Venue hire charges is an event cleaner for contracted event times only, as well as pre and post event cleaning.

Additional cleaning may be required between bump in and other event times at the Hirer's expense. Arrangement for additional cleaning can be made during the Production Meeting. Please see Schedule of Additional Services and Charges.

Any residue on the building relating to items such as tape, paint, stains etc will be removed by the Venue Management Unit, with the cost added to the Hirer's account.

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 SITA 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 (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 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 must be free standing or use the in- house display panels and A3 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.

1.10.2 External

There are six banner poles at the front of Sydney Town Hall and two banner points at the entrance to the Lower Town Hall. All banners should be confirmed with the Venue Management Unit prior to their manufacture. For banner specifications please see Appendix A.

Use of the external banners is subject to the following:

- All banner design must be approved by the City of Sydney prior to production.
- The design and manufacture is the responsibility of the Hirer.
- The banner is to be made to the specifications in this document. (Appendix A)
- The banner is to be installed for the days of the event only.
- All banners must be professionally made. Hand-written banners or signage are not permitted.
- No other banners or signage can be affixed to the building other than at the specified point.
- The Lower Town Hall banner is to be affixed to the stainless steel anchors using nylon cable ties only. Other methods of fixing such as rope, wire or chain are not permitted.
- The City of Sydney reserves the right to remove any banners affixed to the building.

Two A frames can be provided for events held in the Lower Town Hall.

A Frames content must be professionally made and submitted to Venue Management prior to the event for approval. Signage dimensions are 900mm x 600mm. No balloons or other decorations may be tied to the A Frame.

A Frames can only be positioned on the bluestone in the Drutt Street Forecourt and must not obstruct pedestrian or vehicle access.



1.10.3 Additional advertising/display

Any requests to 'decorate' the entrance or external fabric of the Sydney Town Hall with items such as additional lighting or display items must be put in writing to the Venue Management Unit a minimum of 30 days prior to event commencement. The proposal must include details such as dimension, locations, timings and installation details. Approval for the decoration will then be sought from the City. It is recommended that production of any such items not be commenced until written approval has been granted.

1.10.4 Decorations on the façade of Sydney Town Hall

The City regularly receives applications for the use of Sydney Town Hall's exterior for promotion of activities and events. This ranges from charitable causes to corporate or government promotions. It is important to balance the use of the building's façade for promotional purposes against its heritage significance and iconic status.

Approvals for the activation of the façade for promotional activities by third party users is managed on a case by case basis, based on the following principles:

- The availability of the building's façade for the proposed use, given pre-existing commitments to other applicants or users of the Sydney Town Hall
- No physical impact on the fabric of the building is permitted under any circumstances
- The use of the building's façade or surrounds for promotional activity must directly linked to an actual event being held within one of Sydney Town Hall's major venues, such as the Centennial Hall
- Any digital projections on the building should be primarily static, with no rapid moving images permitted
- Digital projections may not be overtly commercial and have artistic merit, with minimal use of corporate logos or heavy text
- The City has final approval on the final design used on the building and reserves the right to cancel any approval issued if there are any changes to agreed content.

Digital projection considerations for applicants:

If an applicant's submission is approved, some key issues relating to the logistics of the activation need to be considered when planning these sort of activities. These include:

- The City does not have any light projection display facilities of its own. All equipment and labour would need to be organised through a third party hirer at the applicant's expense to the satisfaction of the City
- To allow for digital projections, all the lighting of the façade needs to be isolated and reset, which needs to be undertaken by the City of Sydney contractors. Depending on the scope of works, this can be a labour intensive, time consuming process, the costs of which must be passed onto the applicant
- Projection on the Eastern (George Street) façade requires the consent of the affect tenants in the Woolworths building for the placement of projectors. This may include financial compensation
- Additional costs for the digital mapping of Sydney Town Hall may also be applicable depending on the contractor appointed to do the projections as well as the floor of the building that the projectors are located on.

Once the final design has been approved in principle by the City, the coordination process generally takes 30 days, which includes consent from tenants, access agreements and reprogramming of standard lighting.

1.11 Access and Parking

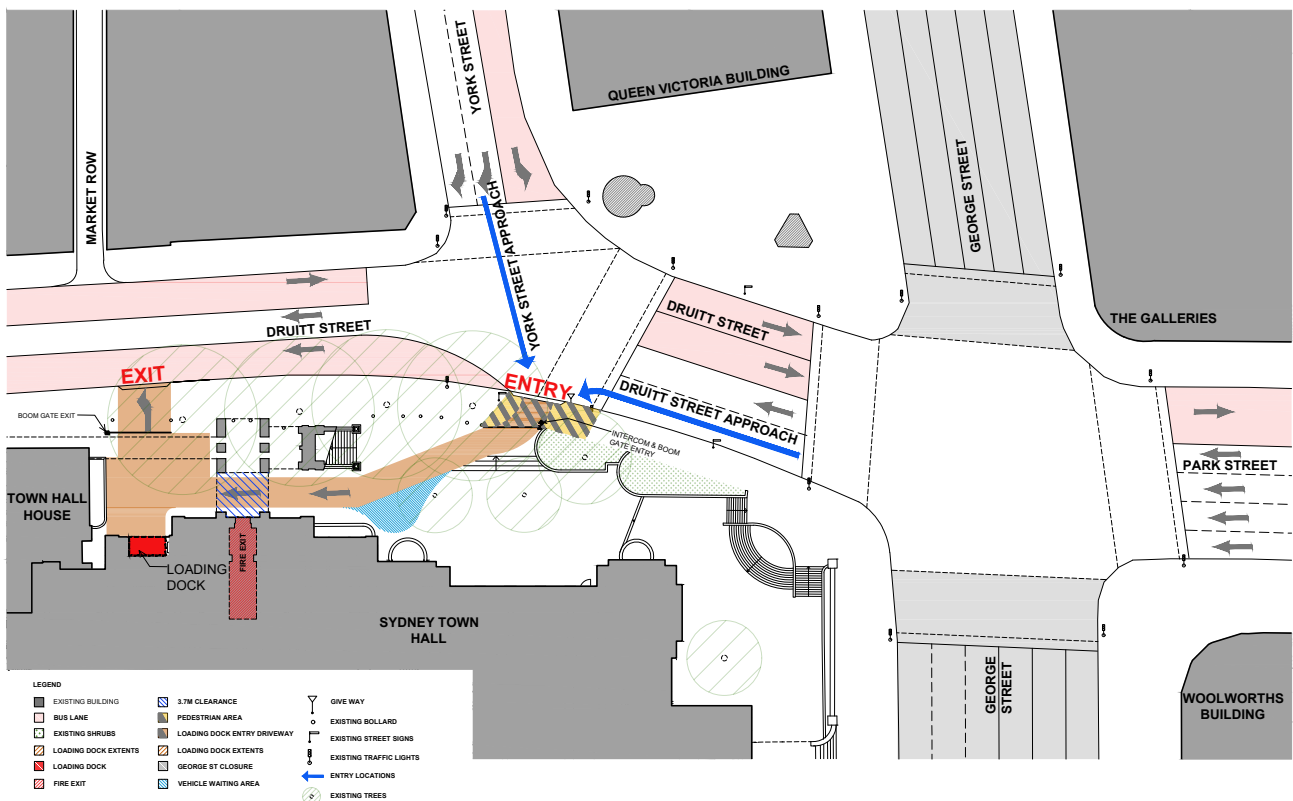
There will be no on-site parking. The hirer will need to make their own parking arrangements off-site.

Closest carparks:

St Andrews House Car Park, Parking Lot, 464 Kent St

Secure Parking, Parking Lot, 234 Sussex St

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 Coordinator of your arrival and the Facilities Co-ordinator will assist with entry to the building.



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 Schedule of Additional Services and 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 submitted in a loading dock schedule at 24 working hours prior to event commencement. The Venue Management Unit reserves the right to refuse any unscheduled deliveries to the building.

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

SYDNEY TOWN HALL VENUE MANAGEMENT

Event Name:

Event Date:

Sydney Town Hall (Corner of George & Druiitt Streets)

483 George Street

Sydney NSW 2000

Phone: (02) 9265 9282 / 0419 696 534

1.11.2 Loading Dock

The main loading dock for the Sydney Town Hall is located on Druiitt Street and is accessible via a boom gate. All deliveries coming into the loading dock should contact the Facilities Coordinator on 0419 696 534 on approach.

During the Production Meeting the Hirer will be required to submit a loading dock schedule. From 1 February 2016 all delivery vehicles that are over 3.7m high can only access the loading dock between 12am-6am which may incur additional costs for traffic controllers. Details need to be discussed during the Production Meeting.

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 Druiitt Street loading dock is fully booked and authorisation must be given by Venue Management.

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	3.5m
	Height	3.8m
Druitt Street Loading Dock Roller Shutter Door to Boom Gate	Length	3.1m
Lower Town Hall Entry Door from Dock	Width	2.9m
	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 and Kent St Loading Dock)	Maximum weight	3275kg
	Length	5.5m
	Width	2.3m
	Access height	2.1m
Town Hall House Loading Dock 1 (enter via Kent St)	Width	3.0m
	Height	4.5m
Maximum vehicle length allowed in the Loading Dock	16m (Boom gate to interior loading dock)	
Vestibule doors	Width	1.3m (with handles)
		1.45m (with handles removed)

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	280	N/R	800	580	1500	1020m ²
Centennial Hall Ground Floor & 1st Floor Galleries, no stage Extension	N/R	2008	280	N/R	800	580	1500	1020m ²
Centennial Hall Ground floor only with stage Extension	N/R	1312	280	N/R	740	540	1500	1020m ²
Centennial Hall Ground floor & 1st Floor Galleries with stage Extension	N/R	1924	282	N/R	740	540	1500	1020m ²
Vestibule	N/R	200	N/R	N/R	200	160	250	229m ²
Lower Town Hall Foyer	N/R	N/A	N/A	N/A	N/A	N/A	150	178m ²
Lower Town Hall	N/A	800	200	N/R	450	360	800	1048m ²
Marconi Room	30	150	56	26	100	80	200	213m ²
Marconi Terrace	N/A	N/A	N/A	N/A	N/A	N/A	350	373m ²
Southern Function Room	34	100	40	30	60	48	100	118m ²
Treasury	-	70	-	-	-	-	80	107.5m ²
The Vault	16	N/A	N/A	N/A	N/A	N/A	N/A	69m ²
VIP Boardroom (L1)	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.
- 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.



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)	18.6m
Height (floor to lighting bar located under galleries)	3.3m
Floor space	913m ²
Speaker cluster above stage	6.5m
Fly bar length	17.5m
Fly bar position from permanent stage front	4.7m
Length (Lighting bar located under Eastern Gallery)	13.4m
Length (Lighting bar located under Southern Gallery)	29.3m
Length (Lighting bar located under Northern Gallery)	29.3m

2.2.3 Room set up

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

LOCATION	THEATRE STYLE		BANQUET STYLE	
	STANDARD STAGE	WITH ADDITIONAL 2.4m stage extension	STANDARD STAGE	WITH ADDITIONAL 2.4m stage extension
Body of Hall	1000	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	1396	1312	73 tables	69 tables
Eastern Gallery	122	122	-	-
Northern Gallery	245	245	-	-
Southern Gallery	245	245	-	-
First Floor Gallery Total	612	612	-	-
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. 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.

2.2.3.1 Theatre style

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. General Admission and Ticketed floor plan are available from the Sydney Town Hall website.

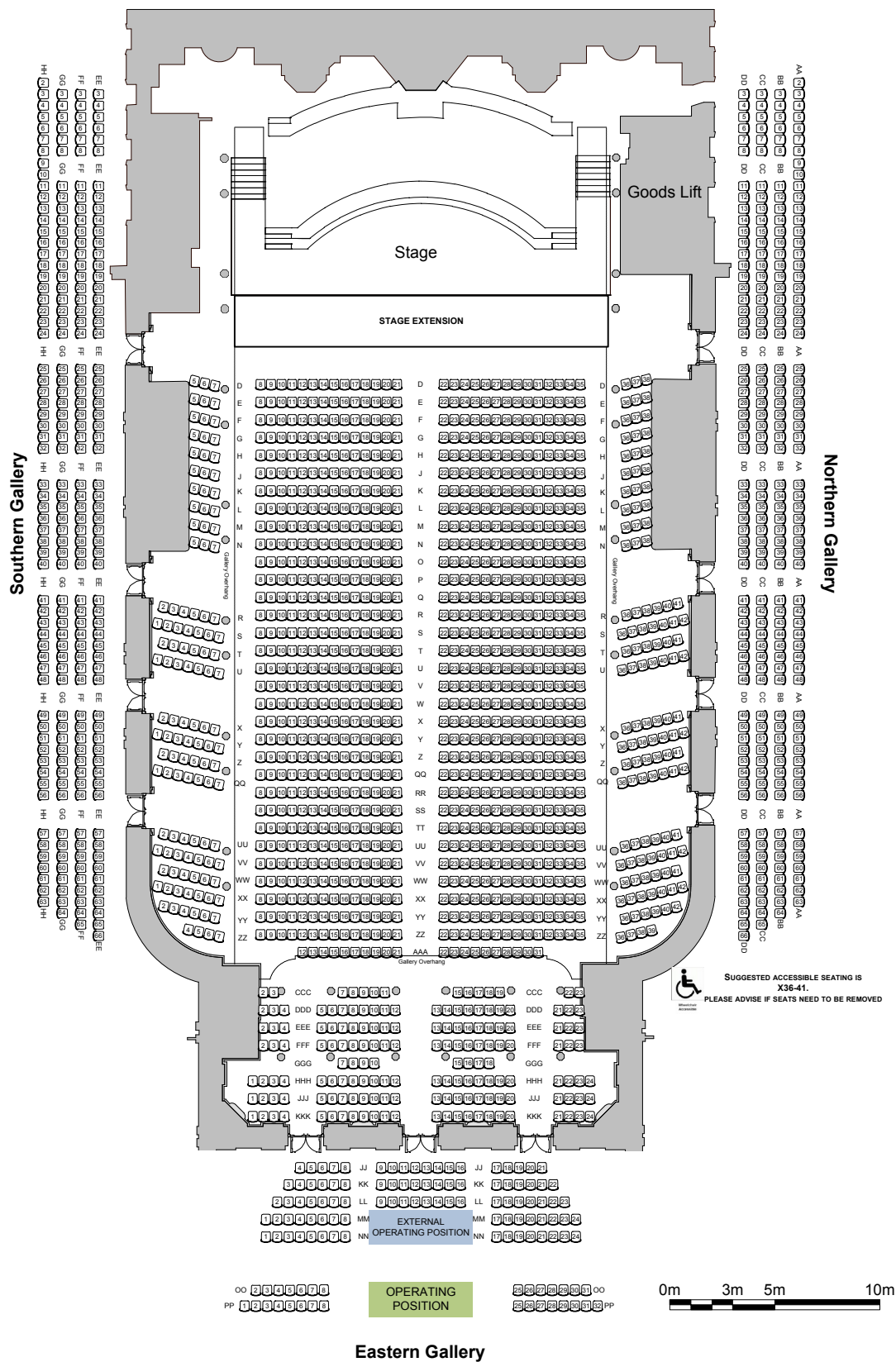
Seating plan 1: Centre Aisle (General admission only)

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

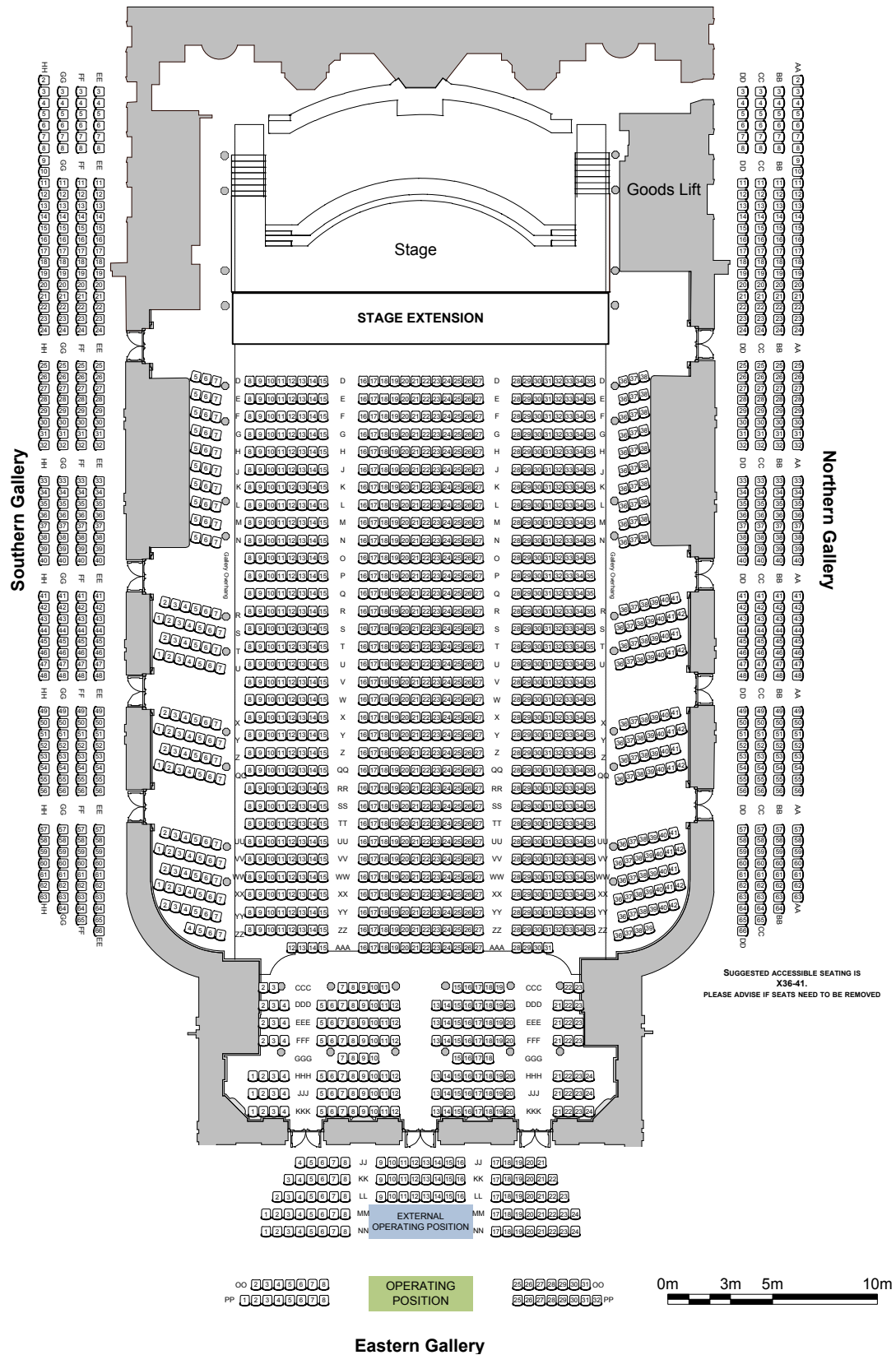
Seating plan 2: Twin Aisle (General & Reserved Seating)

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

SEATING FLOOR PLAN 1 – CENTRE AISLE (General Admission Only)



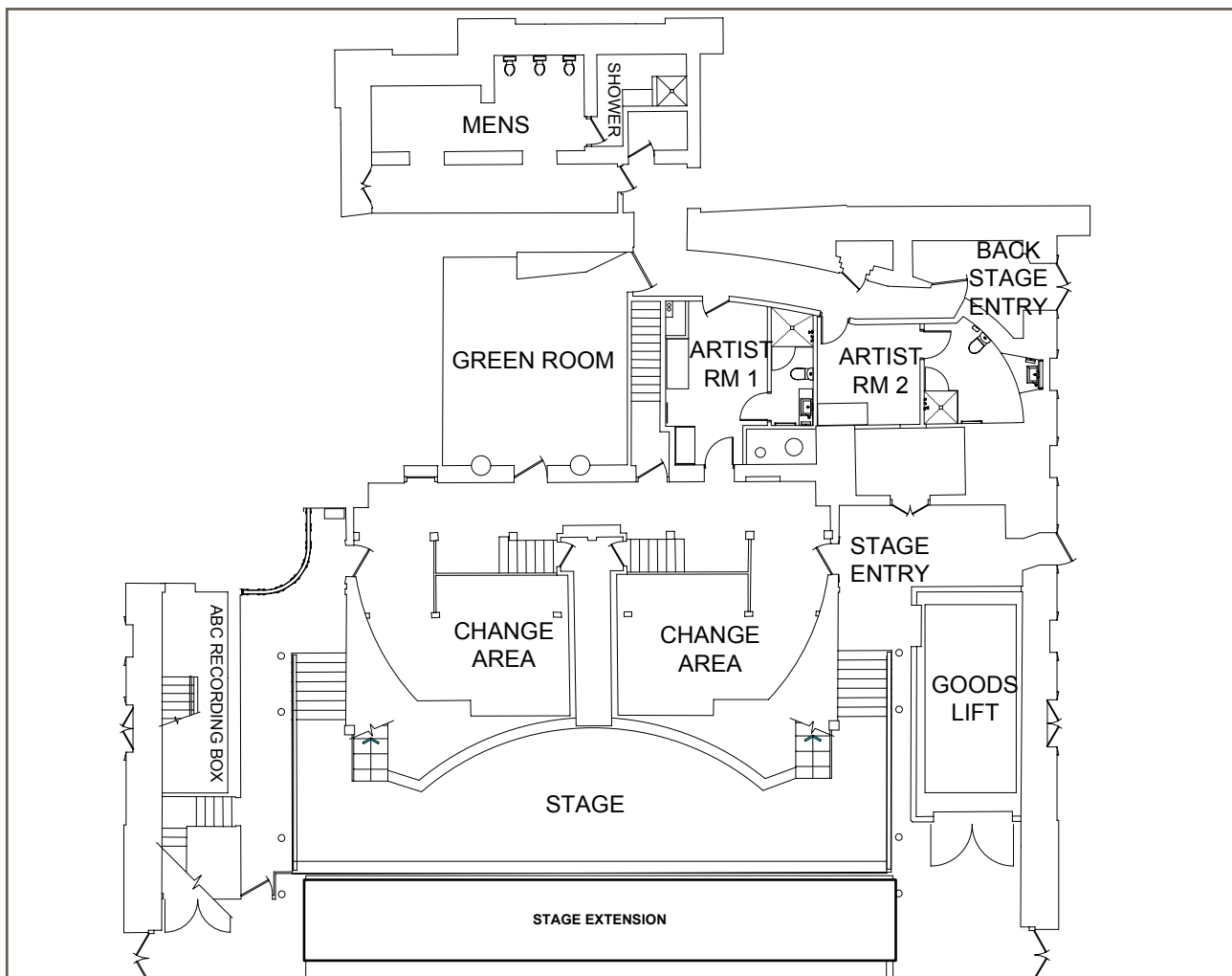
SEATING FLOOR PLAN 2 – TWIN AISLE (General & Reserved Seating)



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 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 (1st floor backstage).
Toilets	Male and female toilets.
Communications	Live feed from Centennial Hall stage, talkback facilities.

BACK STAGE FLOOR PLAN





2.2.5 Communication

Phone and WiFi Broadband Internet are available in this venue. For further information, consult the Sydney Town Hall Technical Specifications document available on the Sydney Town Hall website.

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
- Lighting Console
- Central loudspeaker array
- Under-balcony loudspeakers
- Front fill loudspeakers
- Sub-bass loudspeaker array
- An extensive set of microphones and stands
- Audio console

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.

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
Speaker cluster above Stage	7m
Fly bar length	16.75m
Fly bar position from permanent Stage Front	4.7m
Load Rating	3Kpa/300kgm ² For variation to this specification please contact Venue Management prior to the Production Meeting.
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 0.28m high Step A is 0.34m deep Step B – H is 0.79m deep Step J is 0.34m high Both or either choir seats and orchestral risers can be positioned on these steps.
Stage Extension	Portable stage extension measuring 18 x 2.4m
Maximum Performer Capacity (standing)	250 pax excluding stage extension 350 pax including stage extension

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 Schedule of Additional Services and Charges.

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



2.2.7.3 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.

2.2.7.4 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 3.3 Moveable Equipment. Clients are also able to bring in their own staging depending on their requirements.

2.2.7.5 Choir seating

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.

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 is frequent movement on the Choir Steps during events (e.g. multiple choirs).

ROW	CHOIR SEAT UNITS	APPROX. ADULT CAPACITY
A (1st step)	No choir seats	No choir seats
B (2nd step)	5 units	21
C (3rd step)	5 units	27
D (4th step)	5 units	27
E (5th step)	5 units	27
F (6th step)	5 units	27
G (7th step)	4 units	27
H (8th step)	4 units	12
J (9th step)	4 units	12
TOTAL	36	180 pax.



2.2.7.6 Orchestral risers

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

STEP IDENTIFICATION	RISER	NO. OF UNITS	DIMENSIONS
On Stage Flat	A	3	2.1m, 0.98m, 0.28m
A – 1 st step	B	5	1.4m, 0.68m, 0.28m
C – 3 rd step	C	5	1.7m, 0.68m, 0.28m
E – 5 th step	D	5	2.0m, 0.68m, 0.28m
G – 7 th step	E	4	2.2m, 0.68m, 0.28m
	TOTAL	22	



2.2.7.7 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 can be booked for use during events. To enquire about the Grand Organ's use please contact Venue Management on 9265 9189.

The Grand Organ should be used at events by experienced organists. To gain approval for individuals to play the Grand Organ please contact Venue Management on 9265 9189.

For Further information about the organ, visit 'Grand Organ' 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

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



2.3.2 Dimensions

DIMENSION	MEASUREMENTS
Length	19.5m
Width	12.0m
Height	11.5m
Floor space	229m ²
Maximum door width	1.3m

2.3.3 Communication

Phone and WiFi Broadband Internet are available in this venue. For further information, consult the Sydney Town Hall Technical Specifications Document available on the Sydney Town Hall website.

2.3.4 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
- Suggested stage height: 450mm

2.3.5 Audio visual equipment

- 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)
- Other audio visual equipment can be brought in to 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

2.4 Lower Town Hall Foyer

2.4.1 Room features

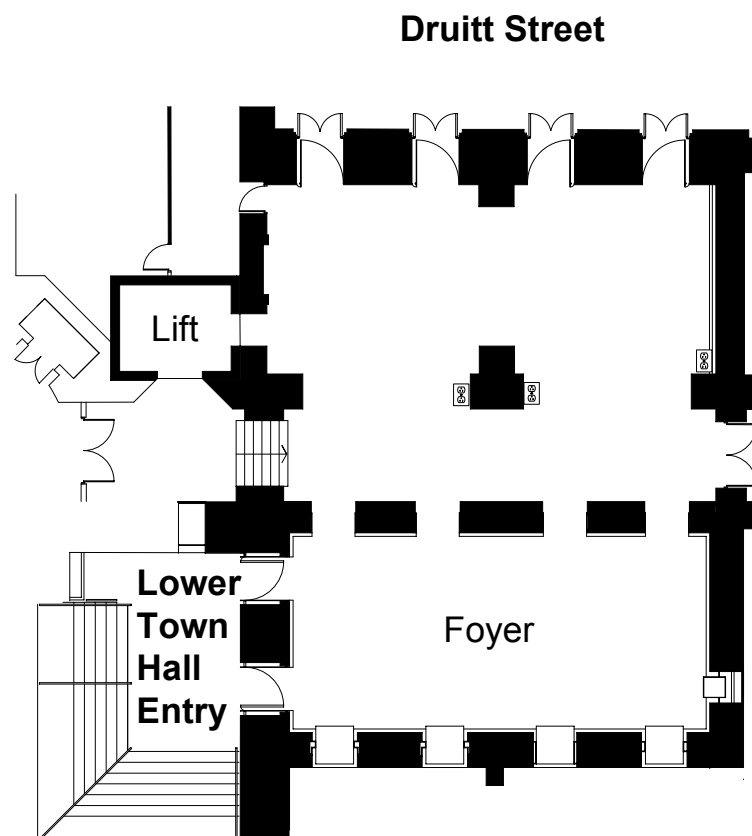
- Direct access from Druitt Street
- Flagstone floors
- Substantial power, lighting and data facilities, including direct feeds from the Lower Town Hall
- Integrated display cabinets containing key pieces from the Sydney Town Hall collection
- Interpretation panels displaying information about the Sydney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



2.4.2 Dimensions

DIMENSION	MEASUREMENT
Length	12.4m
Width	9.0m
Height	3.7m
Floor Space	178m ²

FOYER FLOOR PLAN



2.4.3 Communication

Phone and WiFi Broadband Internet are available in this venue. For further information, consult the Sydney Town Hall Technical Specifications Document available on the Sydney Town Hall website.

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 equipment

- 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
- One x LCD screen available for signage
- For further information regarding audio visual facilities, consult the Sydney Town Hall Technical Specifications document available on the Sydney Town Hall website

2.4.6 Lower Town Hall Forecourt

Use of the forecourt is subject to the following:

- Any activity that causes audible noise must not commence before 07.00

Venue Management reserve the right to stop any amplification that is deemed to be excessive. Any vehicle brought onto the Lower Town Hall Forecourt must have prior authorisation from the Venue Management Unit.

- No vehicles are to be parked on the bluestone
- Maximum Loading of 8T per axle
- Drip trays must be placed underneath any vehicles that is stationary
- Authorised vehicles must be escorted and not exceed walking pace
- Lower Town Hall doors must not be blocked

LOWER TOWN HALL FORECOURT

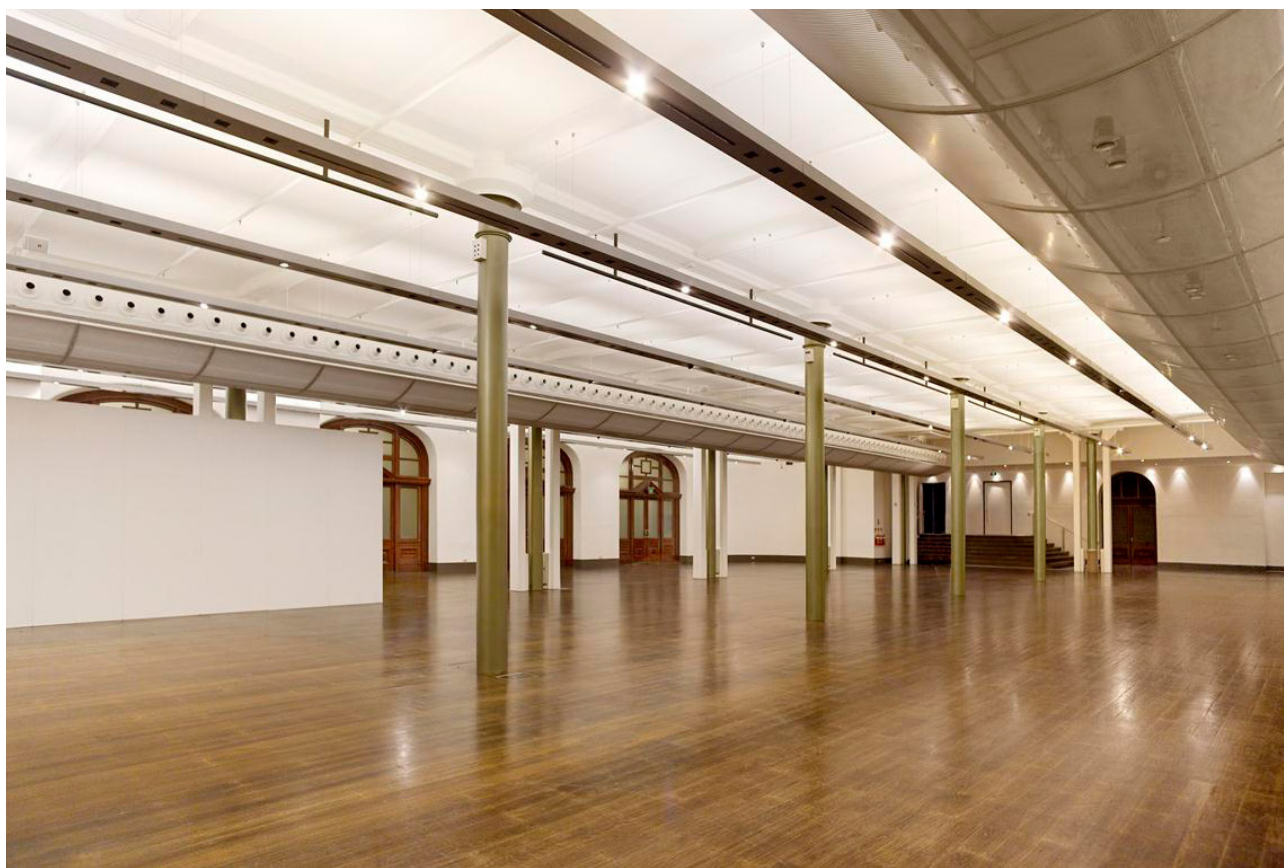


2.5 Lower Town Hall

2.5.1 Room features

- Direct egress from Druiitt Street and optional egress from Sydney Square
- Dedicated foyer area
- Contemporary colour scheme
- Polished wooden floors
- Decorative Australian Cedar doors
- 15 sets of original pillars, each containing substantial power, lighting and data facilities
- Extensive sound, vision & lighting systems for both performances and exhibitions
- Dedicated catering facilities

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



2.5.2 Dimensions

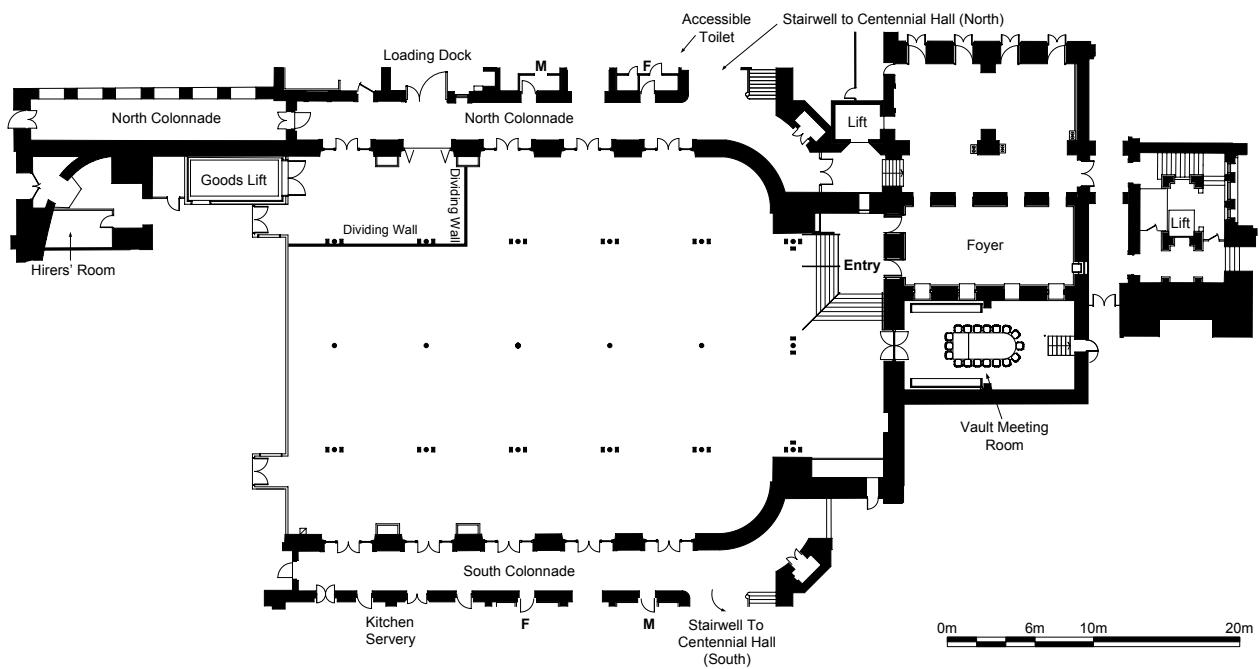
DIMENSION	MEASUREMENT
Length	40m
Width	25m
Height	3.4m
Height to Lighting Bars	4.4m
Floor Space	865m ²
Height to Air Con Duct	3.4m

2.5.3 Communication

Phone and WiFi Broadband Internet are available in this venue. For further information, consult the Sydney Town Hall Technical Specifications Document available on the Sydney Town Hall website.

LOWER TOWN HALL FLOOR PLAN

Druitt Street



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 2.4m x 1.8m x 0.45m or 2.4m x 1.8m x 0.61m

2.5.5 Audio visual equipment

- 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 1 x 12 channel dimmer
- Additional audio, vision 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 40A 3-Phase power (3 x 40A 3 phase available in loading dock)
- For further information regarding audio visual facilities, consult the Sydney Town Hall Technical Specifications Document available on the Sydney Town Hall website

2.5.6 Exhibition Equipment

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

2.5.7 Operable Wall

An Operable Wall is installed in the north west corner to provide access to the Centennial Hall via the goods lift.

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
- 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 outdoor breakout areas for school groups
- Access to the Marconi Terrace is included in all Centennial Hall hirers

2.6.2 Dimensions

DIMENSION	MEASUREMENT
Length	25m
Width	15m
Height	NA (Outdoor)
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 or Venue Management to supply

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 Drutt Street access via the Marconi Terrace is available on request
- Suitable for use as additional backstage area for performers, storage or breakout meeting areas
- An Operable Wall is installed in the Marconi Room to split the room into two functioning spaces with a foyer area to support

2.7.2 Dimensions

DIMENSION	MEASUREMENT
Length	17.3m
Width	12.9m
Height	2.7m
Floor Space	213m 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

- Comprehensive AV System is available at an additional cost.

2.8 Treasury Rooms

2.8.1 Treasury Room North – Room features

- Natural light
- Direct access to George Street
- Original architectural features, including chandelier
- Small catering cupboard containing sink, bar fridge and storage
- Able to be combined with Treasury Room South

2.8.2 Dimensions

DIMENSION	MEASUREMENT
Length	9.4m
Width	5.9m
Height	5.5m
Floor Space	55m ²

2.8.3 Communication

- WiFi Broadband Internet is available in this venue. For further information, consult the Sydney Town Hall Technical Specifications Document available on the Sydney Town Hall website

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 2.4m x 1.8m x 0.45m or 2.4m x 1.8m x 0.61m

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

2.8.6 Treasury Room South – Room features

- Natural light
- Able to be combined with Treasury Room North

2.8.7 Dimensions

DIMENSION	MEASUREMENT
Length	8.1m
Width	6.5m
Height	5.5m
Floor Space	52.5m ²



2.9 The Vault

2.9.1 Room features

- A meeting room that was originally the City's vault, refurbished in 2010
- Contains original Council furniture for seating of up to 16 guests boardroom style
- Contains permanent displays from the Sydney Town Hall collection
- Accessible entrance to The Vault is via the Lower Town Hall

2.9.2 Dimensions

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



2.9.3 Communication

Phone and WiFi Broadband Internet are available in this venue. For further information, consult the Sydney Town Hall Technical Specifications Document available on the Sydney Town Hall website

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
- For further information regarding audio visual facilities, consult the Sydney Town Hall Technical Specifications Document available on the Sydney Town Hall website

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	11m
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

- Comprehensive AV system is available at an additional cost.

3. EQUIPMENT

There is a variety of moveable equipment available for use throughout the 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 at the Production meeting.

3.1 Audio Visual Equipment

The Sydney Town Hall Technicians will endeavor to satisfy hirer's requirements at all times. Please supply as much information as possible about your production, schedules and lighting/audio requirements in advance to ensure your event is as successful as possible. The earlier your requirements are provided to us the easier it will be for the technicians to cater for your requirements and clarify any matters with you.

In general, we maintain a flexible attitude towards minimum venue crewing. We prefer not to state policy but tailor venue requirements around the client. The Technical Production Coordinator will determine the minimum crewing for your particular event depending on circumstances.

However for your budgeting purposes use this guide as a rule of thumb:

- If you hook up to power, you will be required to have a Sydney Town Hall Technical staff member on duty at all times.
- If you utilise venue equipment then a Sydney Town Hall Technical staff member will be required to at least supervise your use of that equipment even if you do not require them to actually do anything. If you are using the winch or motor system, then a Sydney Town Hall Technical staff member is required to operate the system.
- If rigging points are required then a Sydney Town Hall Technical staff member is required to provide access for rigging and monitor the works.
- Clients production staff are not permitted in the venue at any time without at least one Sydney Town Hall Technical staff member on duty.

The setup and operation of the Sydney Town Hall's technical equipment, including the lighting and sound consoles, is always carried out or overseen by Venue Management technicians.

The setup and operation of the Sydney Town Hall's technical equipment, including the lighting and sound consoles, is always carried out or overseen by Venue Management technicians. In line with the conditions of the City of Sydney Award, in-house technicians require a half an hour break after every 5 hours of continuous work.

3.1.1 Responsibility for equipment

If Hirers provide their own equipment, it is their responsibility to load in, move, set up, operate, 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.

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 written consent from the Venue Management Unit.

3.2 Other Moveable Items

The equipment listed below is kept on site and available for Hirer's 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 Schedule of Additional Services and Charges.

3.2.1 Tables

Linen is not supplied with tables and should be sourced via Restaurant Associates. A limited number of lycra table covers are available for use. Please confirm quantities in the Production Meeting.

DESCRIPTION	DIMENSIONS	QUANTITY
6ft Trestle Tables	1.83L x 0.74H x 0.76W	70
6ft Banquet Tables	1.8m	70
0.9 Bar Rounds	0.9m diameter	20

3.2.2 Chairs

DESCRIPTION	DIMENSIONS	QUANTITY
Red Banquet Chairs (fully)	Seat height 0.43m Seat width 0.46m Overall height 0.815m Overall width 0.65m	2150

3.2.3 Portable stage units

DESCRIPTION	DIMENSIONS	QUANTITY
Portable Staging Units with black carpet tops and black skirt surround	2.4m x 1.8m x 0.61m high or 0.46m high or 0.76m high	12
Portable Staging Units	1.2m x 2.4m x 0.61m high or 0.46m high or 0.76m high	6

3.2.4 Pianos

Moving and tuning fees apply. See the Schedule of Additional Services and Changes.

DESCRIPTION	DIMENSIONS	APPROPRIATE USE
Kawai GX6	2.1m x 1.5m x 1.2m 390 kg	Performances in Centennial Hall and Vestibule via piano mover only
Fazioli F278 Concert	1.0m x 1.6m x 2.8m 590 kg	Performances in Centennial Hall only

3.2.5 Display Panels

DESCRIPTION	DIMENSIONS	QUANTITY
Black display screens	2.0m x 1.2m	8

3.2.6 Brass bollards

DESCRIPTION	DIMENSIONS	QUANTITY
Brass Bollards (2 per set) with rope	Bollards are 1.0m high Ropes are 1.50m long	9

Brass bollards with belts (2 per set) Bollards 1.0m high Belt are 2.0m long 9.

3.2.7 Red carpet runners

Installation and removal fees apply. See the schedule of Additional Services and Changes.

DESCRIPTION	DIMENSIONS	QUANTITY
Centennial Hall Centre Runner	34.0m x 1.5m	1
STH Front Steps to Landing to Eastern corridor	27.5m x 1.4m	1

3.2.8 Signage stands

DESCRIPTION	DIMENSIONS	QUANTITY
Portable Signage Stands	A3 Portrait	10

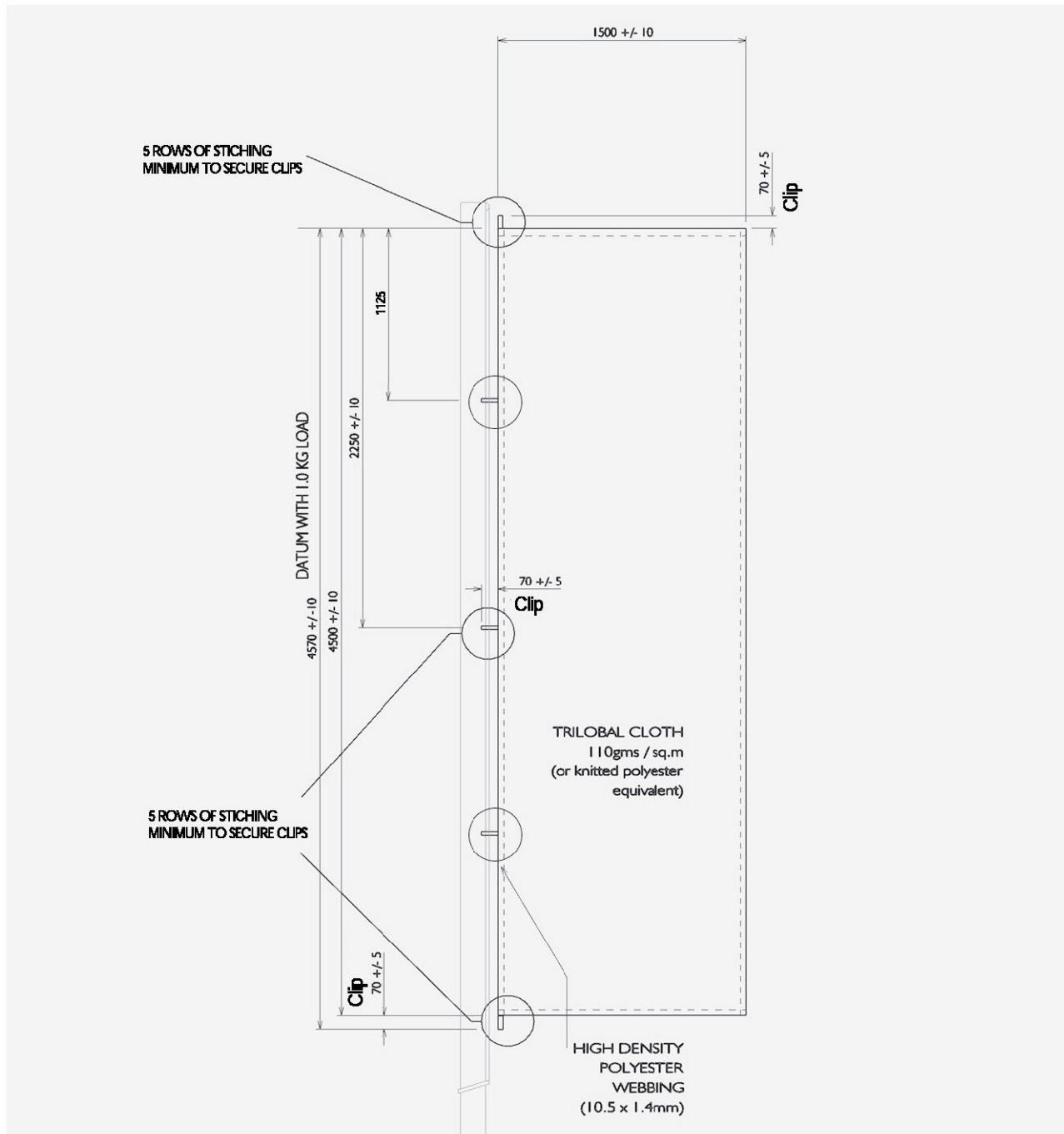
3.2.9 Lecterns

DESCRIPTION	DIMENSIONS	QUANTITY
Lectern	Height (Front) 1.16m	4
	Height (Back) 1.03m	
	Width 0.6m	
	Depth 0.4m	
Dress Panel	0.54m wide x 0.84m high	

The City of Sydney's Venue Management Unit presents the information in this document as a guideline to hirers planning their event. While every effort is made to ensure the accuracy of the information provided in the document, the City cannot accept responsibility and assumes no liability for any action undertaken by any person using the information contained herein.

SYDNEY TOWN HALL

Appendix A

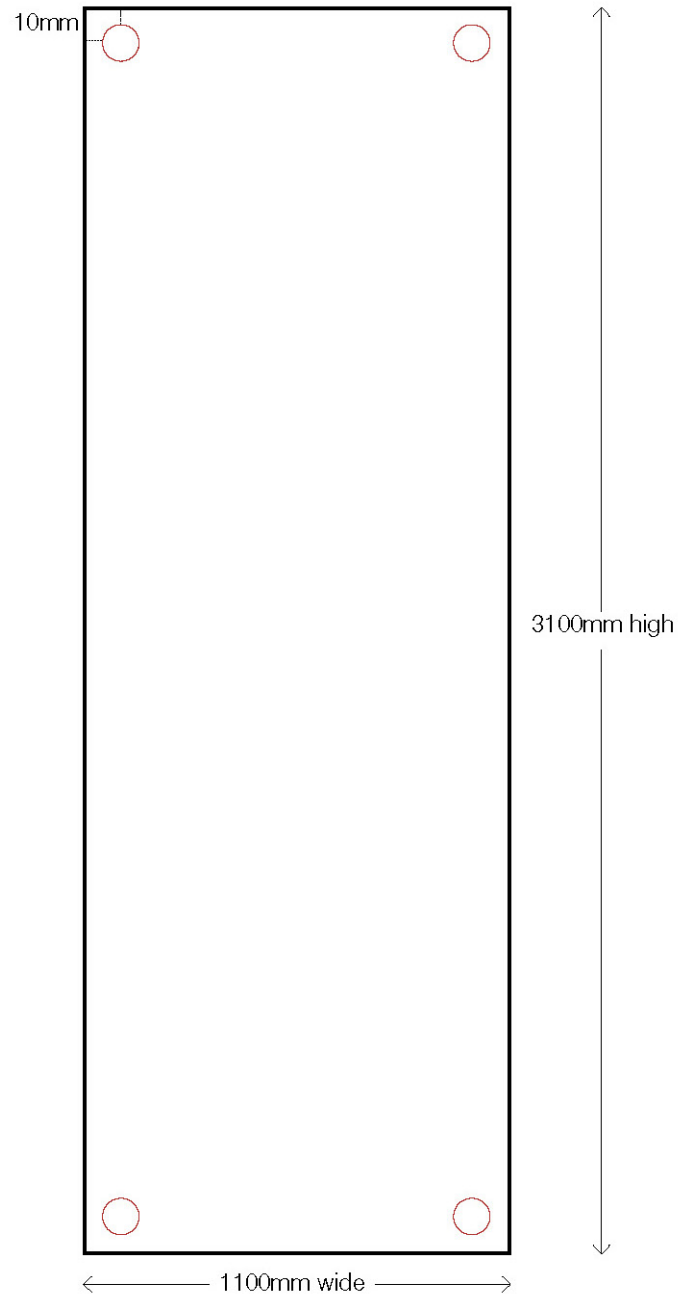


Standard Bannerpole Banner – George Street

Pole attachment on the left hand side of banner (not to scale).

Drawing no. SPB03 Issue A

SYDNEY TOWN HALL



Lower Town Hall Banners

Please note: Eyelets to be placed 10mm from each corner.
Eyelets not to scale.