



## Albany Town Hall – First Floor Auditorium

### Fees, Charges and Hire Arrangements for 2020/21

The Albany Town Hall is the region's flagship visual arts presentation venue, with high spec galleries, artisan retail opportunities and a multi-functional flat floor space, which is available to hire by community and will support the presentation of a range of arts and cultural events, civic events, performances, exhibitions and fairs.

The Albany Town Hall plays a vital role in activating the CBD and contributing to the growth of economic development and tourism, enhancing liveability and helping to build the profile of our region's people, places and stories.

#### Programming Objectives

Through the Town Hall program, we aim to:

- Reinststate the Town Hall's prominence as the civic and historic heart of the City.
- Foster and support the development of a sustainable local cultural and creative economy
- Investigate and reflect on our identity, cultural diversity and heritage.
- Promote inclusivity and contribute to social cohesion.
- Support and promote excellence and contemporary artistic practice
- Foster innovation, experimentation and imagination.
- Reflect and respond to national and global cultural and social issues

#### First Floor Auditorium

The First Floor Auditorium is available for hire by artists, art groups and community organisations for the presentation of cultural and creative events and will offer some aspects of a curated program.

The first floor auditorium is especially suitable for the presentation of the following types of events;

- Community Exhibitions and Events
- Civic events
- Artisan, designer and maker fairs or exhibitions with a commercial orientation
- Cultural and Creative Industry symposiums, events, lectures, talks, exhibitions (Film, Fashion, Design, Heritage etc)
- Multi-artform installations
- Contemporary performance development and presentation
- Live music gigs and concerts
- Cabaret and cocktail style events and functions
- Dancehall style events

Commercial hire of the upstairs is also available and separate rates apply.

All bookings will be guided by the intent outlined in this programming policy and demand for the upstairs will be assessed and reviewed during the first year of operations.

## Standard Operating Hours

The Albany Town Hall's standard business hours are Tuesday to Saturday 10.00am – 5.00pm. If you require use of the venue outside of normal business hours, please discuss your needs with staff when making your booking.

## Accessibility

ACROD parking is available at the Albany Town Hall in the adjoining carpark and street parking. A ramp is available at the front of the building with access to level one via the internal pedestrian lift.

A loading zone is available at the rear of the Town Hall to assist with the transportation of heavy equipment and an internal service elevator is situated at the rear of the building which services both the ground floor and the rear of the stage area on the first floor.

## Hire Period

- ½ day hire (Midday to 5pm)
- 24 hour hire (Midday to Midday)
- Weekly Hire (7 days)

## Fees & Charges (GST Inclusive)

<b>Standard Package</b>	<b>½ day</b>	<b>24 Hr</b>	<b>Weekly</b>
Commercial	\$150	\$300	\$1,800 per week
Community (ticketed)	\$100	\$250	\$750 per week
Community (non-ticketed)	\$50	\$100	\$300 per week
Community (shared risk for exhibitions)	35% commission on total artwork sales		
<b>Intermediate Package</b>			
<b>Intermediate Package</b>	<b>½ day</b>	<b>24 Hr</b>	<b>Weekly</b>
Commercial	\$300	\$600	\$3,600 per week
Community (ticketed)	\$250	\$350	\$1,050 per week
Community (non-ticketed)	\$150	\$250	\$750 per week
<b>Full Package</b>			
<b>Full Package</b>	<b>½ day</b>	<b>24 Hr</b>	<b>Weekly</b>
Commercial	\$600	\$1,000	\$6,000 per week
Community (ticketed)	\$400	\$650	\$1,950 per week*
Community (non-ticketed)	\$300	\$450	\$1,350 per week
Community (shared risk for performances)	35% commission on box office sales		
<b>Refundable Bond (per booking)</b>			
+24hours hire - No Alcohol	\$250		
+24hours hire - With Alcohol	\$500		
High Risk Functions with Alcohol	\$1000	Refer to Risk Matrix	
<b>Additional Services</b>			
Exhibition Installation Technician	\$45	Rate per hour (min 3 hours)	
Professional AV Technician	\$60	Rate per hour (min 3 hours)	
Duty Manager	\$50	Rate per hour (min 3 hours)	
Bar Staff/Ushers/Event support	\$35	Rate per hour (min 3 hours)	
Security	\$60	Rate per hour (min 3 hours)	
Cleaning	\$60	Rate per hour	

\*where multiple performances or events are presented during a Full package weekly hire, additional technician and front of house services will be required.

## Hire Arrangements

### Shared Risk Arrangements for Community Exhibitions

All standard package bookings by Albany based community arts groups, for the purpose of exhibitions, can elect to enter into a shared risk arrangement where the lesser of the following will be payable:

- Standard package hire rates
- 35% of total artwork sales

Hirers must handle their own artwork sales and staff their exhibition for the duration and a final statement of sales must be supplied at the conclusion of hire and the balance of fees payable for the hire will be invoiced. Fees for additional staffing services will apply.

### Shared Risk Arrangements for Community Performances

All full hire package bookings by Albany based community arts groups, for the purpose of performances, can elect to enter into a shared risk arrangement where the lesser of the following will be payable:

- Full package hire rates
- 35% of box office sales

Fees for additional staffing services will still apply as will fees for days of standard or intermediate hire connected to the booking.

Ticket sales for performances must be handled through the Town Hall box office and ticketing commissions will apply. A final statement of box office sales will be provided to the hirer and the balance of fees payable for the hire will be invoiced.

## Hire Packages

### Standard Hire Package

Hire of upstairs main auditorium, includes;

- use of main auditorium
- modular exhibition walls and hanging systems
- install check
- house lights
- chairs and tables
- use of kitchen facilities (downstairs)
- Access during normal business hours

*Suitable Uses:*

- Exhibitions
- Rehearsals
- Bump in/bump out/installation periods
- Artisan markets, fairs
- Performance related workshops (theatre, music, dance)

## Intermediate Hire Package

Hire of upstairs main auditorium, includes;

- Use of main auditorium
- Modular exhibition walls,
- House lights, basic theatrical lighting and basic pa system
- Three hours of basic technical assistance/ event support/ duty management
- Chairs and tables
- Use of kitchen facilities (downstairs)
- Use of the stage
- Use of the control box
- Balcony seating
- Bar service arrangements (extra staffing costs may apply)
- Ticketing Service (transaction commissions apply)
- Access during normal business hours

*Suitable Uses:*

- Larger Exhibitions
- Exhibition Opening events
- Larger artisan markets/craft fairs
- Symposiums/conferences/lectures/panel discussions
- Film events
- Functions/ award ceremonies

## Full Hire Package

Hire of upstairs main auditorium, includes;

- Use of main auditorium
- Modular exhibition walls,
- House lights, theatrical lighting and advanced sound system
- Chairs and tables
- Use of kitchen facilities (downstairs)
- Use of the stage
- Use of the backstage green room/project office
- Balcony seating
- Provision of Bar Service
- Ticketing Service (transaction commissions apply)
- One duty technician throughout the event including bump in and bump out\*
- Front of House Management throughout the event\*

\* not applicable to weekly hires where multiple performances are being presented. This service is for a daily full hire package only.

*Suitable Uses:*

- Concerts and live music gigs
- Theatrical performances
- Balls and Dance events
- Symposiums/conferences and events with higher performance requirements

## **Booking Conditions**

### **Rates**

All not for profit arts and cultural organisations, community organisations and sole traders and partnerships operating in the creative and cultural industries are eligible for the Community Rate.

All other types of bookings will be charged at commercial rates.

### **Bookings**

Bookings are subject to availability and on request. Please ensure you have checked availability prior to submitting a booking request. A staff member will be in touch to check details and confirm your booking with you. All hirers making a booking for 24hrs or more are required to pay a refundable bond.

### **Bookings for Performances**

Bookings to present performances that require a significant level of technical audio/visual expertise are likely to require additional technical services and equipment above the Full Hire Package rates. A full outline of technical specs must be provided at the time of initial enquiry. Appropriate fees will need to be discussed and negotiated with Town Hall staff prior to making a booking

### **Preferential Bookings**

Preference will be given to bookings for events and projects which are open to the public and support broader initiatives regarding activation of the CBD during peak visitation times, school holidays and on weekends.

Preference will also be given to bookings that can demonstrate that they meet the Town Hall Programming Objectives.

All other bookings will be considered and accommodated subject to availability.

### **Recurrent Bookings**

It will not be possible to book the auditorium for a ½ day booking on a weekly basis. It may be possible to make a monthly recurrent booking, and will be considered on a case by case basis.

### **Hire Period**

Maximum hire period is 3 weeks.

### **Events outside Normal Business Hours**

Standard and Intermediate Package Hirers that require access to the venue outside of normal business hours (for bump in/bump out purposes or for the presentation of public or private events/functions) will need to pay for appropriate staffing to be present for the duration of the event, at the rates specified in the above schedule.

### **Security**

For all public events involving the sale of alcohol, a security guard is required to be in attendance. This can be arranged separately and the rates in the above schedule will apply.

Note; exhibition openings where alcohol is offered as ancillary to the event and is restricted to a maximum of 2 drinks per attendee, a security guard is not required.

### **Cleaning**

Standard cleaning of the facility is undertaken on a regular basis and this is included in the hire package price, however this cleaning does not cover the following activities, which hirers are required to undertake as part of their hire agreement;

- Remove all items such as hirer's equipment, refuse and any other personal belongings from the auditorium following the conclusion of hire.
- Ensure all chairs, modular walls, hanging systems and any other equipment belonging to the venue are returned to the designated storage areas and stored correctly
- Ensure floors are swept

In the event that hirers do not undertake the above and additional cleaning services are required this will be arranged by staff at the rates in the above schedule and will be deducted from any bond held.

### **Bump Out**

24hr hire is from midday to midday to allow a 2 hour bump out period on the morning directly following any kind of public after hours' event. If bump out is likely to take more than 2 hours, an additional half day of standard hire must be arranged.

### **Cancellations**

Cancellation fees apply for all bookings of 24 hours or more, at the following rates:

- Notice given of seven days or less: \$100 cancellation fee
- Notice given of 24 hours or less: \$250 cancellation fee

### **In-Kind Support /**

Up to 50% discount is available to arts and cultural organisations, independent artists, collectives and creative producers. Refer to the Town Hall In-Kind Application form for further details.

### **Partnership Requests**

The Arts and Culture Team are able to consider proposals at any time to partner with independent artists, producers and organisations to support the development of new work, projects or events for presentation through the Albany Town Hall and Vancouver Arts Centre; where it is strategic to do so, is in line with overall programming objectives and where we have capacity to support.

Proposals are considered on a case by case basis and where these are accepted, a small amount of cash funding of up to \$5,000 with additional in-kind contributions for venue hire can be offered through this partnership in order to assist applicants to secure additional grant funding.

### **Additional Information**

During 2021 the Town Hall will be in its first year of operation as a newly staffed venue. Conditions and arrangements for booking are potentially subject to change as we learn about how best to operate. There are likely to be teething issues and therefore your flexibility and patience is appreciated.

Any constructive feedback that you can provide to help improve our service is very welcome. Please send any feedback to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au).