SOUTH MELBOURNE TOWN HALL

PRODUCTION & PRESENTATION INFORMATION

SOUTH MELBOURNE TOWN HALL

SOUTH MELBOURNE TOWN HALL

CONTENTS

Contact Information 02
Schedule 03
Staff 04
Front of House 05
Audience and Participant Information 05
Technical Information 06
a) Main Hall 06
i. Seating 06
ii. Stage Furniture 06
iii. Staging 07
iv. Lighting 08
v. Audio 09
vi. Recording 09
vii. Musical instruments 10
viii. Additional equipment 10
b) Dressing rooms 11
c) Kitchens 11
d) Other Rooms for Hire 12
e) Loading Bay and Parking 14
Catering 14
Cleaning 15
Children and Young People 15
Occupational Health and Safety 16
Public Liability 16
Acknowledgements & Additional Information 17

CONTACT INFORMATION

South Melbourne Town Hall room bookings are made via the Australian National Academy of Music (ANAM).

Phone 03 9645 7911

Address Australian National Academyof Music (ANAM)
South Melbourne Town Hall
210 Bank St
SOUTH MELBOURNE VIC 3205

Website anam.com.au/venuehire

Enquiries Nick Bostock
Venue Hire & Operations Assistant
03 9645 7911
venuehire@anam.com.au

SCHEDULE

Hirers are asked to return the Event Requirements Form, including a detailed schedule for their use of the Town Hall no later than six weeks prior to the commencement of their event. If required, assistance in completing this document is available from ANAM.

Access to the venue is strictly during the hours booked. Unauthorised access prior to or beyond booked hours may result in additional fees being charged. The set-up and pack-down time is included in the hours booked, so please allow enough time to complete everything required.

No deliveries will be received prior to the start time of a booking, except by special arrangement.

STAFF

All event requirements will be coordinated by ANAM's Venue Hire and Operations Assistant, who will be your main point of contact in the lead up to your hire to ensure that your event is delivered smoothly and as planned. On the day of the event itself you will be assigned a Venue Supervisor (Duty Officer) who will be on hand throughout the set-up, rehearsals and presentation of your event.

The venue hire fee does not include staffing or security costs, which are listed in the Schedule of Fees and Charges.

Venue Supervisor (Duty Officer)
ANAM will provide a Venue Supervisor for all hours of occupancy for hires of the Main Hall. A Venue Supervisor may be required for hires of other rooms at the South Melbourne Town Hall if deemed necessary by the Venue Hire & Operations Assistant.

The Venue Supervisor is able to manage the presentation of a standard acoustic 1.5-2.5 hour concert under basic white stage lighting with the option of operating 1x microphone for speeches. Additional staff can be allocated to enable the delivery of more advanced lighting, audio or other production requirements – either at the request of the hirer or as deemed appropriate by ANAM. Additional staff will incur additional charges.

Security
A Security Officer is required for all hours of venue occupancy outside the daily operating hours of ANAM and for hires where alcohol is consumed.

Ushers
All hirers presenting public events must have ushers to supervise public in the building. Two ushers are required for performances hosting up to 200 patrons, and four ushers where between 200 and 400 patrons may be present. You may organise your own ushers, or ANAM can book ushers for your event should you require, which shall incur additional charges.

Estimation of all staffing costs can be provided on receipt of your event schedule.

FRONT OF HOUSE

Bar
ANAM does not provide bar facilities, however we are able to provide trestle tables and linen so that you may operate your own bar. The South Melbourne Town Hall is not a licensed venue and if you wish to sell alcohol you must apply for a temporary limited licence. This is not necessary if you wish to supply alcohol free of charge, however all persons serving alcohol must have a current Responsible Service of Alcohol accreditation.

Box Office
A box office desk with free wi-fi and a cash drawer is available for your use, however ANAM cannot provide EFTPOS facilities or float. An ATM is available for patrons two minutes walk from the Town Hall.

The ANAM reception desk may be used as a box office desk outside of standard ANAM business operating hours. As an alternate, a front of house box office table may be situated at the foot of the main staircase or inside the Main Hall, for which trestle tables and chairs can be provided. Please note, all hallways must be kept clear in case of emergency evacuation.

Receptions
ANAM is able to offer private rooms for pre-, interval and post-performance receptions ranging from small groups of 10-15 and up to 60 guests. ANAM is able to provide names of recommended caterers who are familiar with the kitchen resources available in the Town Hall on request. Please note, additional costs will apply for room hire, catering requirements and post-event cleaning.

AUDIENCE & PARTICIPANT INFORMATION

The City of Port Phillip requires the collection of information regarding your participants and audience to enable a greater understanding of their audience demographics.

TECHNICAL INFORMATION

A) MAIN HALL

i. Seating

The Main Hall has flexible seating for:

- Up to 390 patrons in theatre formation, depending on the size of the performance space, or
- 240 in banquet style, without dance floor space, or
- 192 in banquet style, with dance floor space, or
- 500 standing room (maximum occupancy).

Hall plans showing various seating configurations can be downloaded via anam.com.au/venuehire

The standard concert-seating configuration of 390 seats can be reduced to provide a larger performance space or a more intimate setting. Partitions may be used to reduce the audience capacity, creating a more intimate performance experience without having to remove chairs. Alternatively rows may be removed and chairs stored behind partitions at rear of the hall under the balcony.

The Main Hall balcony is available for use at the discretion of ANAM.

It is the hirer's responsibility to return the seating and staging to ANAM's standard configuration following your event. Please ensure you include this in your staffing and scheduling calculations.

ii. Stage Furniture

Standard inclusions for hire of the Main Hall include:

- Raised stage (42.5cm (h) x 7.2m (w) x 5.4m (d))
- 40 orchestral chairs
- 40 music stands
- Two double bass stools
- Conductor's podium and stand
- Two additional stage units (1m x 2m)
- 30 round banquet tables (1.8m (d), seating 8)
- 390 plastic moulded audience chairs
- P.A. system (suitable for spoken announcements via a single microphone)
- Lectern
- Standard concert lighting

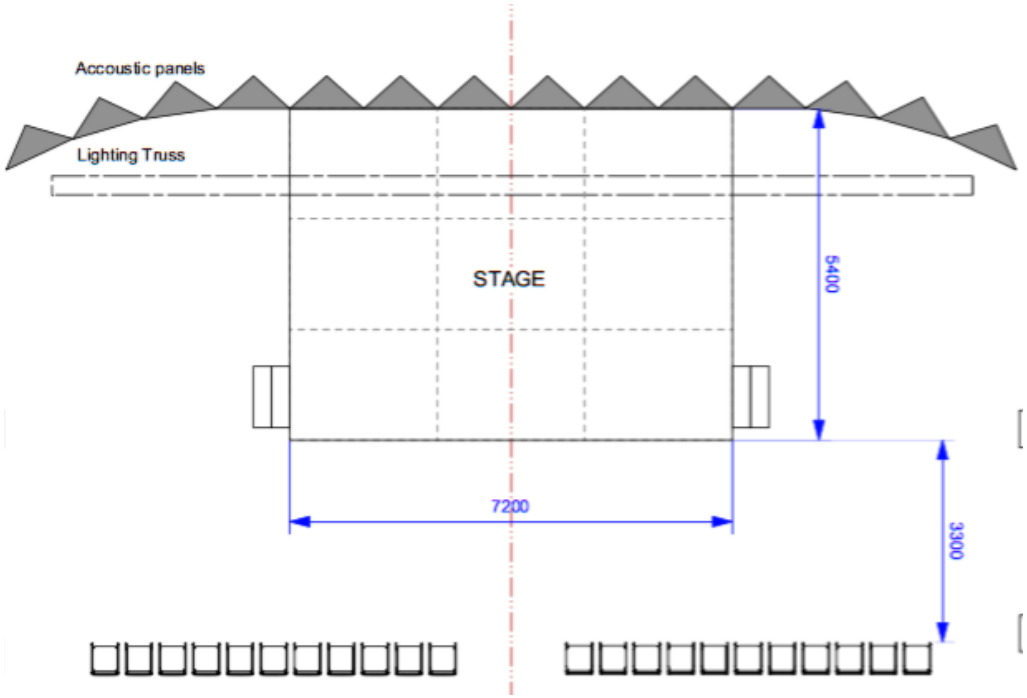
TECHNICAL INFORMATION (cont.)

A) MAIN HALL (cont.)

iii. Staging
Standard stage configuration is included in the venue hire fee. Should you intend to reconfigure the standard stage set-up, please remember to factor in time and crew costs to set and to return the stage to its standard configuration following your event.

ANAM's standard stage configuration is 7.2m wide x 5.4m deep x 42.5 cm high with steps either side, positioned in front of the 14 acoustic panels as shown on the hall seating plan below. This stage area is made up of nine units at 1.8 x 2.4m each. Eight of the nine units can be set at a height of between 42.5cm & 64cm (the ninth unit is permanently set at 42.5cm high).

Standard layout:



TECHNICAL INFORMATION (cont.)

A) MAIN HALL (cont.)

A stage plan must be provided no later than four weeks before your hire date if you intend to reconfigure the stage.

The floor load limit in the hall is 300kg per square meter (distributed load). An engineering certificate may be requested for heavier loads at the discretion of ANAM.

The area behind the stage is utilised by ANAM for storage and is not available as part of your hall hire unless by special arrangement.

iv. Lighting
The 24 channel ANAM lighting system which is included as part of your hire is designed for orchestral performances and provides top light and basic front light with some side fill in open white. A limited colour wash can be provided using LED fixtures on stands set at the side toward the front. There are no 'specials' in the rig for spotlights.

ANAM does not provide sconce lights for music stands.

There are eight windows on either side of the hall without blinds, and hirers are advised to consider whether daylight hours may affect their presentation.

Additional staffing will be required if any lighting cue changes are required as part of your event.

TECHNICAL INFORMATION (cont.)

A) MAIN HALL (cont.)

v. Audio
A basic PA is included as part of the standard set up. This consists of two x 480watt powered RCF-10a speakers positioned either side of stage, on stands without subs, controlled via a tablet (16 inputs/4 returns) and processing racks located in the recording studio. Stage boxes and patching is routed to the recording studio and is relocatable.

A lectern and radio microphone is included as part of your hire. Any additional equipment that might be required will need to be hired (ANAM can put you in contact with a preferred supplier). ANAM recommends bringing your own equipment and audio operator if you intend to present a band onstage.

Please note that any technical services and equipment not listed as an inclusion in your Agreement will incur additional charges.

Under no circumstances may an external engineer or technician operate ANAM equipment without supervision by a dedicated ANAM AV technician.

It is mandatory to provide an audio input list and stage plan of the layout if you are using more than two microphones.

vi. Recording
ANAM is able to provide a state of the art recording facility and experienced audio engineer, should you wish to make an archival or high quality audio recording of your event. A fixed camera – positioned below the balcony – is available for use, should you wish to make an archival video recording of your event.

The hall is fitted with an overhead microphone system linked to the recording studio, with a limited number of additional microphones and stands available.

Recordings will be subject to a separate contract and incur additional technical and staffing costs, depending on the quality and proposed distribution of your recording. Please note, the hirer is responsible for obtaining all required copyright permissions for recordings.

TECHNICAL INFORMATION (cont.)

A) MAIN HALL (cont.)

vii. Musical Instruments
ANAM has the following instruments available for hire in the Main Hall:

- 2 x Steinway & Sons (Hamburg) Model D Concert Grand Pianos (tuned to A441)
- 1 x Mason & Hamlin (Boston) Model CC-94 Concert Grand Piano (tuned to A441)
- 1 x Harpsichord, subject to availability

ANAM's pianos are regularly tuned to 441hz, however ANAM cannot guarantee that the instruments will have been tuned immediately prior to your event. A special tuning or tunings can be organised should you require, which must only be undertaken by ANAM's approved tuners and will incur additional charges.

Use of prepared pianos or removal of piano lids is strictly by prior arrangement. Hirers are liable for any damage caused to pianos through prepared use.

Provision of all instruments is at ANAM's discretion.

viii. Additional Equipment
ANAM is well equipped to present a number of different types of events in the Town Hall and is able to recommend suppliers to facilitate the hire of additional equipment should it be required. It is important that hirers advise the Venue Hire and Operations Assistant of the full range of equipment required when submitting the Event Requirements Form. Any questions as to what ANAM can or cannot facilitate can be directed to ANAM's Venue Hire and Operations Assistant.

Discussing all technical requirements with ANAM as early as possible is highly recommended to ascertain any impact on hiring schedule and budget. The Venue Hire and Operations Assistant can work with hirers to ensure successful delivery of the event, however additional time or physical resourcing for non-standard presentations may incur additional charges.

TECHNICAL INFORMATION (cont.)

B) DRESSING ROOMS

Two small rooms are included in Main Hall hires which may function as dressing rooms. On request, the dressing rooms may or may not include a piano. Tuning of the piano in the dressing room will incur additional charges.

The provision of the Ballantyne Room is recommended for events involving 10 or more performers, and is included in the cost of the hire of the Main Hall if required.

B) KITCHEN

There is a domestic style kitchen in the ANAM meeting room on the ground floor adjacent to the Main Hall, which is included in the hire of the Main Hall and is available to you for your event. This includes refrigeration, dishwasher and a table for preparation space, includes domestic oven, microwave & dishwasher. There is also a small upstairs kitchen adjacent to Music Room 1 and Music Room 2, which is available for your event. This includes refrigeration, dishwasher, small oven, microwave and preparation space.

TECHNICAL INFORMATION (cont.)

D) OTHER ROOMS FOR HIRE

In addition to the Main Hall there are a number of intimate 19th Century function rooms available for hire, perfect for rehearsals, cocktail gatherings, performances, meetings and small receptions.

Ballantyne Room

- Ground floor;
- Available for meetings, presentations, rehearsals, auditions and intimate performances;
- 12 x 7m;
- Timber floor;
- 2x grand pianos;
- Flexible seating for up to 50 patrons in theatre, function or meeting formation,

Council Chamber

- 1st floor;
- Available for meetings, presentations, rehearsals, auditions and intimate performances;
- 9.5 x 13.2m;
- Carpet floor;
- 1x grand piano;
- Fixed seating maximum 36, with room for up to 50 patrons with additional single chairs in theatre formation;
- Food and drink are not permitted in the Council Chamber.

TECHNICAL INFORMATION (cont.)

D) OTHER ROOMS FOR HIRE (cont.)

Music Room 1 (Mayor's Dining Room)
- 1st floor, adjacent to kitchen;
- Available for meetings, presentations, rehearsals and receptions;
- 8 x 6m;
- Carpet floor;
- 1x harpsichord, subject to availability;
- 1x grand piano;
- Flexible seating for 30 in theatre or meeting formation;
- 60 standing for cocktail receptions.

Music Room 2
- 1st floor, adjacent to kitchen;
- Available for meetings and rehearsals;
- 6 x 6m;
- Carpet floor;
- 1x harpsichord, subject to availability;
- 2x grand pianos.

TECHNICAL INFORMATION (cont.)

E) LOADING BAY & PARKING

There is a loading bay into the venue available to hirers. Use of the loading bay must be arranged with ANAM in advance. On arrival drivers must report to ANAM reception or the Venue Supervisor to arrange access to the loading bay. Please note that parking is not permitted in the loading bay.

Hirers must provide their own staff to load and unload unless they have booked additional staff through ANAM. Once loading is complete the vehicle must vacate the loading bay.

The Town Hall is not able to offer any off-street parking or parking permits, although metered parking is available in the streets surrounding the Town Hall. A map of readily available parking is available at anam.com.au

CATERING

Hirers may choose their own caterer for events, or ANAM is able to provide names of recommended caterers on request.

Please refer to Part 2 of the Hire Agreement in regard to obligations surrounding service of alcohol and provision of food. RSA qualified staff are required to serve alcohol regardless of whether it is sold or provided free of charge. Hirers must obtain a temporary liquor license and provide a copy to ANAM if selling alcohol.

Safe food handling procedures must be followed.

CLEANING

ANAM retains the right to organise an additional clean should it be deemed necessary. Please note, this will incur an additional charge.

Where events involve the serving and/or consuming of food or drink, it may be necessary for ANAM to organise a special clean, incurring an additional charge.

If the Main Ground Floor Kitchen is used as part of the hire, the hirer is to clean the kitchen at end of the hire period. Additional cleaning charges will be applied where the kitchen is left in an unsatisfactory condition.

CHILDREN & YOUNG PEOPLE

All hirers who have children or young people involved on-site are required to notify ANAM in advance and must have valid Working With Children Checks. A written Child Safety Plan or risk assessment that outlines requirements for supervision of children should be developed and may be requested by ANAM prior to each event.

All hirers must ensure they have appropriate child-to-supervisor ratios so that all children are under the required supervision of an appropriate adult.

OCCUPATIONAL HEALTH & SAFETY

ANAM is committed to occupational health and safety. All hirers and their personnel will be inducted upon commencement of their hire at the South Melbourne Town Hall. Hirers may also be required to provide a documented Risk Assessment if deemed necessary by the Venue Hire & Operations Assistant.

All hirers and visitors are asked to be mindful of general health and safety issues at the Town Hall, and report any incidents, hazards or injuries to ANAM staff immediately.

All equipment brought into the building by hirers and contractors must display a current testing tag in accordance with AS/NZ 3760.

Hazardous substances must not be brought onsite without the prior written permission of the Venue Hire & Operations Assistant. Pyrotechnics, haze effects and smoke machines cannot be used in the South Melbourne Town Hall. If permission is granted for a hazardous substance to be brought onto the premises, a written risk assessment may be required at the discretion of the Venue Hire & Operations Assistant. Smoke effects and naked flame are strictly prohibited in the building. Hirers will be charged call out fees in the event that a fire alarm is triggered as a result of their actions.

All rigging work in the building must be approved by the ANAM Operations Coordinator and where applicable performed by qualified personnel only. ANAM does not have an elevated work platform.

All ushers and Stage Managers will be inducted by the Venue Supervisor with regard to emergency evacuation procedures.

PUBLIC LIABILITY

Hirers are required to have public liability insurance cover of at least $10,000,000, and to provide a Certificate of Currency.

ACKNOWLEDGEMENTS & ADDITIONAL INFORMATION

Hirers must include the South Melbourne Town Hall logo in all promotional collateral, including but not exclusively on:

- Print posters and flyers;
- Electronic communications, including social websites, eNewsletters and social media campaigns;
- Printed programs.

Electronic South Melbourne Town Hall logos will be supplied as required.

Acknowledgement in printed programs must include the following text line:

The provision of the South Melbourne Town Hall for this event has been made by arrangement with the Australian National Academy of Music (ANAM) and the City of Port Phillip.