

A long-exposure photograph of the South Melbourne Town Hall at night. The building is illuminated with warm yellow lights, and its clock tower is prominent on the right side. The image features dynamic light trails from passing vehicles, creating a sense of motion and energy. The text 'SOUTH MELBOURNE TOWN HALL' is overlaid on the left side in white, bold, sans-serif font, with each word in its own rounded rectangular box.

SOUTH

MELBOURNE

TOWN HALL

VENUE HIRING GUIDE
SOUTH MELBOURNE TOWN HALL

**AN
AM**



The Australian National Academy of Music (ANAM) would love to host your performance or event in the South Melbourne Town Hall.

There are a number of beautiful rooms available in the Town Hall that we are confident will meet your needs, from the large auditorium of the Main Hall to intimate, 19th Century function rooms, perfect for cocktail gatherings, meetings, rehearsals and small receptions.

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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 Academy of 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 |

BOOKING AN EVENT

Making your booking

To enquire about a booking date(s), please submit an enquiry via our [Booking Enquiry Page](#). ANAM will then contact you to discuss your event, available dates and costs.

Once you have confirmed your date(s), a tentative booking may be held for your event. Unless otherwise advised by ANAM your tentative booking may be held with no obligation to proceed for up until two months prior to your event.

If during this time a subsequent hirer requests your tentative date(s), you will be given 48 hours notice to confirm and pay your deposit, or your date(s) will be released.

Confirming your booking

When you are ready to secure your date(s), please advise us and you will be forwarded your Hirer Agreement and invoice for your deposit or, if you are in receipt of City of Port Phillip support, your bond. The Agreement must be signed, and deposit or bond paid within 14 days of issue in order to secure your booking. If a signed Agreement and deposit or bond are not received within this time, your pencilled date(s) will be released.

Deposit and bond

All hirers are required to pay a deposit to secure a booking (50% of all costs).

Hirers in receipt of City of Port Phillip Town Hall Hire Subsidy or Sponsorship will be required to pay a refundable bond in place of a deposit to secure a booking.

Cancelling a booking

In the event that you need to cancel your booking after the signed Agreement and deposit or bond have been received, a cancellation fee may apply.

Access and Equity

Events or functions that are held in the South Melbourne Town Hall must be free of any form of discrimination as outlined in the Racial and Religious Tolerance Act and Equal Opportunity Act.

CITY OF PORT PHILLIP SUPPORT

The City of Port Phillip and ANAM are committed to working in partnership with individuals, community and cultural groups to strengthen community capacity, helping to create and promote an engaged, healthy, resilient and vibrant community.

The City of Port Phillip provides two programs that enable not-for-profit organisations to apply for subsidised access to the Main Hall in the South Melbourne Town Hall. Information, including eligibility and how to apply for Council support is available via the City of Port Phillip website:

- [Town Hall Subsidy Scheme](#)
- [South Melbourne Town Hall Cultural Activation Sponsorship program](#)

No applicant can be guaranteed use of facilities, nor can any applicant be guaranteed financial support to the full extent requested. Organisations seeking support do not necessarily need to be based in the City of Port Phillip area, but applicants must be able to demonstrate that their activity/event will bring clear benefit to the City of Port Phillip community.

Please note: Successful applications are always subject to Main Hall availability.

Bond

Hirers in receipt of support via a City of Port Phillip Sponsorship or Subsidy scheme will be required to pay a fully refundable bond to secure their booking.

If any ANAM or Town Hall property is damaged during the hire period, ANAM may retain part or all of the bond to compensate for the cost of remedying damage done to the property.

RECOMMENDED TIMELINE

3 - 6 months prior to your event

- Tentatively book the preferred date(s) for your event(s)
- Confirm your booking by returning signed Agreement and payment of hire deposit

2 - 3 months prior to your event

- Discuss any detailed production requirements with ANAM's Venue Hire & Operations Assistant
- Organise details for any additional activity, such as pre or post-event receptions, catering requirements
- Complete the Event Requirements Form and return to ANAM (venuehire@anam.com.au)

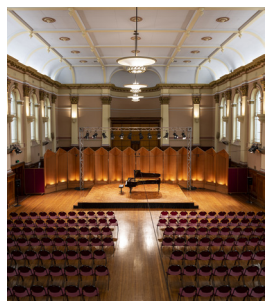
1 month prior to your event

- Confirm detailed production requirements for your event day – review and update Event Requirements Form
- Advise projected audience numbers and confirm number of front of house staff
- Provide proof of Public Liability Insurance and Proof of RSA's

Post event, ANAM will

- Seek hirer feedback
- Invoice for balance of fees and charges

VENUES



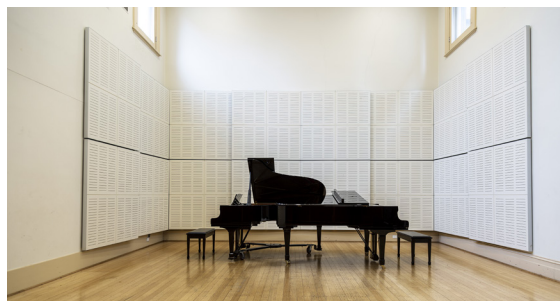
MAIN HALL

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).

The Main Hall also incorporates a state-of-the-art recording studio, and a high quality sound recording of your performance or event can be provided.

VENUES



BALLANTYNE ROOM

Flexible seating for 50 patrons in theatre or meeting formation.

Available for meetings, presentations, functions, rehearsals and intimate performances.



COUNCIL CHAMBER

Fixed seating, with room for 50 patrons in theatre formation

Available for meetings, presentations, rehearsals and intimate performances.

VENUES



MUSIC ROOM 1 (MAYOR'S DINING ROOM)

Flexible seating for 30 in theatre or meeting formation.

Available for meetings, presentations, functions, rehearsals and receptions.



MUSIC ROOM 2

Available for meetings and rehearsals.



MUSIC ROOM 3

Available for meetings and rehearsals.

CONCERT & EVENT MANAGEMENT

Please refer to the **Production & Presentation Information** document for all information related to the planning and delivery of your performance or event.

Staff

All event requirements will be coordinated by our Venue Hire & 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 your event you will be assigned a Venue Supervisor (Duty Officer) who will be on hand throughout the set-up, rehearsals and presentation of your event.

Occupational Health and 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.

Catering

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

INSURANCE & FINANCES

Public Liability

Hirers are required to have public liability insurance cover and to provide a Certificate of Currency.

Fees & Charges

All fees and charges listed in the accompanying schedule are exclusive of Australian goods and services taxes (GST). Any GST payable will be added to the charges in tax invoices issued.

Fees and charges are adjusted annually, for the period July-June.

Once your booking is confirmed, we will issue you with an invoice for your deposit, together with your Venue Hire Agreement. This invoice must be paid within 14 days to secure your booking.

We will issue you with a second and final invoice within 14 days after your hire. In addition to any remaining contracted charges, the following charges may be included:

- Additional staffing, including penalty rates if applicable;
- Additional equipment hires, and costs if applicable;
- Balance of venue hire fees;
- Additional cleaning costs, where appropriate;
- Any other chargeable services provided;