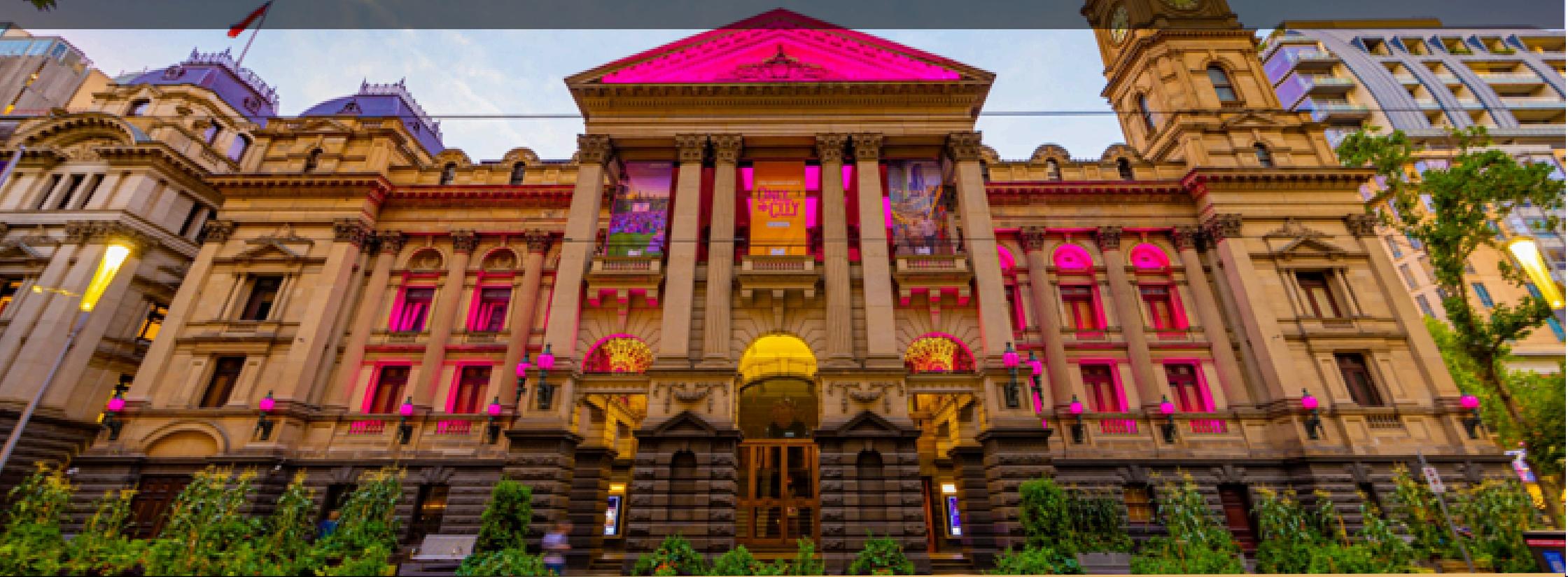


# Community Bookings at Melbourne Town Hall



# Melbourne Town Hall

Melbourne Town Hall is at the vibrant heart of the city; and plays host to a wide range of private celebrations, weddings, public ceremonies and arts performances and festivals.

To meet community and social impact initiatives, the Melbourne Town Hall now hosts Community Bookings free of venue hire costs.

The booking of these rooms is managed through the Melbourne Town Hall's appointed catering and venue management contractor Showtime Event Group.

This document outlines how to book Melbourne Town Hall without paying venue hire fees, and can help you determine if your organisation would qualify as a Community Booking. There are also catering and audiovisual savings available to Community Bookings.

Please contact Showtime Event Group to place an enquiry:

03 9682 1777

[events@seg.melbourne](mailto:events@seg.melbourne)

[www.showtimeeventgroup.com.au](http://www.showtimeeventgroup.com.au)

# Who is a community organisation?

These benefits are available to not for profit organisations and bodies that are based in the City of Melbourne, or provide services and benefits directly to the City of Melbourne. These events or organisations need to be open to the general public to either attend or become a member of the organisation.

It does not apply if the event meets any of the below criteria:

- The event has a political focus
- The event has a religious focus (except for interfaith activities)
- The event is commercial or organised by a commercial entity
- The event is a fundraiser where the funds raised go outside of Australia
- The event is funded by another City of Melbourne grant or sponsorship program
- The organisation has outstanding financial obligations or debts with the City of Melbourne



## For bookings within 2 months

To enquire about venue use at Melbourne Town Hall please contact Showtime Event Group.

If your Community Booking is less than 2 months in advance from your enquiry date; you may select any room within the Melbourne Town Hall, based on its availability.

## For bookings further than 2 months out

For bookings beyond 2 months from your enquiry date, a selection of rooms have been set aside for Community Bookings. Enquire with our team to see if one of these rooms will suit your event requirements.

We understand that larger events, with long lead planning may require a specific room type and can suggest that you enquire through the Community Use of Town Halls Scheme (CUTHS) to see if funding is applicable to your event.

<https://www.melbourne.vic.gov.au/community-use-town-halls>

Please note that the below information regarding menu availability and audiovisual discounts is applicable only to Community Bookings and not in conjunction with a CUTHS application.



## Discounted audiovisual equipment

For Community Bookings, a 50% discount on the commercial audiovisual rates applies to the hire for inhouse audiovisual equipment.

Costs to hire any additional equipment, and costs of labour and technicians will be charged at commercial rates.

## Staffing requirements

There is a requirement to have no fewer than 1 security guard on duty for the duration of the access period and 1 concierge during the event and for 30 minutes each side (minimum 3 hour shift). Additional security guards, ushers or safety officers might be required dependent on the nature of the event.

Showtime Event Group will be able to advise on the timings and numbers of staff required based upon the style of the event. These will be charged at commercial rates.

## Bespoke menus

Commercial menus and menus designed especially for not for profit organisations are available for all Community Bookings. If you book within 2 months of the event date, you can also select from a tailored Community Menu.

External catering, or BYO food and drinks is not permitted at Melbourne Town Hall.



## Coordination fees

Our Showtime Event Group planning team, are here to assist with all elements of your Community Booking: including floorplans, runsheets, catering orders and booking staffing.

Depending on the complexity of the event, coordination fees may apply. For example, a 3 hour event will incur a \$180 coordination fee, and a 6 hour event will incur a \$450 coordination fee.

Showtime Event Group will be able to provide a detailed quotation based upon your requirements.

## Terms and conditions of booking

Where a booking is cancelled by the hirer prior to their event, coordination fees that have been paid by the hirer and any other amounts already paid by the hirer for catering services, audiovisual equipment, and security services will not be refunded to the hirer.



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[showtimeeventgroup.com.au](http://showtimeeventgroup.com.au)

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