

Attachment 1

Parramatta Town Hall Fees and Charges 2023/24 – (for exhibition)

- All fees are inclusive of GST.
- This list of fees and charges for pricing principles has been prepared based on assumptions made regarding the GST status of each fee and charge.
- Should the GST legislation or the interpretation of this legislation change, City of Parramatta reserves the right to increase or decrease the amount of the fees stated by the amount of the GST
- A 20% Weekend and Public Holiday Surcharge applies to venue hire. Where penalty rates apply for labour charges, a separate fee has been proposed.

A) Venue Hire Hourly and Daily Rates – Main Hall & Southern Terrace

- Naming of the individual venues within Town Hall is to be confirmed.
- Venue hire rates are inclusive of 1 venue/facilities officer. All other staffing requirements are charged in addition to Venue Hire rate.
- Community Rate is applicable for users fitting into the Hardship, Charity and Not for Profit categories as defined in Attachment 2 – Defined Categories for Waiver and Reduction of Fees & Charges

Venue	Commercial & Private rate	Community rate	Unit	Hire periods
Main Hall & Southern Terrace	\$500.00	\$300.00	Hourly	Half day hire (5hrs) or full day hire (10hrs)
Southern Terrace (stand-alone)	\$300.00	\$180.00	Hourly	Half day hire (5hrs) or full day hire (10hrs)
Main Hall Exhibition (1-2 days)	\$5000.00	\$3000.00	Daily	Inclusive of 12 hours hire
Main Hall Exhibition (3-14 days)	\$4750.00	\$2850.00	Daily	Inclusive of 12 hours hire
Main Hall Exhibition Rate (15 days+)	\$4500.00	\$2700.00	Daily	Inclusive of 12 hours hire
Main Hall-Full day bump in/out	\$500.00	\$300.00	Hourly	Minimum 10 hours hire
Main Hall & Southern Terrace Election rate	\$500.00	N/A	Hourly	Minimum 12 hours hire

B) Venue Hire Hourly and Daily Rates – Ancillary Venues

- Naming of the Ancillary venues is to be confirmed.
- Ancillary Venue hire rates do not include any staffing. All staffing requirements are charged in addition to the applicable Venue Hire fees.
- Ancillary Venues will be available for stand-alone use (not part of a Main Hall Hire) 3 months prior to event commencement.
- Eligibility for the “Not for Profit - Unfunded Rate” for the Ancillary rooms is detailed in Attachment 2 – Defined Categories for Waiver and Reduction of Fees & Charges.

Venue	Commercial & Private rate	Community rate	Not-for-Profit Unfunded rate	Unit	Hire periods
Charles Byrnes room	\$180.00	\$108.00	\$54.00	Hourly	Minimum 2 hours
Heritage meeting room 1 (name tbc)	\$150.00	\$90.00	\$45.00	Hourly	Minimum 2 hours
Heritage meeting room 2 (name tbc)	\$150.00	\$90.00	\$45.00	Hourly	Minimum 2 hours

Additional Charges – Labour

Item	Unit of Measure	Fee (weekday)	Fee (weekend/public holiday)
Cleaning Attendant	Per hour	\$50.00	\$80.00
Cleaning Fee (Minimum 3 Hours)	Per hour	\$50.00	\$80.00
Facility Support Officer	Per hour	\$50.00	\$80.00
Audio Visual Technician	Per hour	\$55.00	\$80.00
Security Concierge	Per hour	\$55.00	\$80.00
Venue Services Manager	Per hour	\$60.00	\$80.00
Cloak room attendant	Per hour	\$50.00	\$80.00
Usher	Per hour	\$50.00	\$80.00
Loading dock attendant	Per hour	\$50.00	\$80.00

C) Additional Charges – Equipment & Services

Audio-Visual	Unit of measure	2023/2024 Fee (Inc GST)
Speakers		
Portable PA System	per occasion	\$110.00
Portable PA 2 speaker package	per occasion	POA
Portable PA 4 speaker package	per occasion	POA
Speaker-fold back	per occasion	POA
Speaker - sub	per occasion	POA
Speaker - full range	per occasion	POA
Speaker - amplifier	per occasion	POA
Speaker - personal monitor	per occasion	POA
Media splitter	per occasion	POA
Mixing console		
Mixing console	per item	POA
Audio recording	per occasion	POA
AV control rack (vision switcher, audio mixer and radio mic)	per item	POA
Microphones and communication		
Wireless Microphone - Handheld	per item	\$55.00
Wireless Microphone - Headset or lapel radio microphone	per item	\$55.00
Wireless comms - belt pack	per item	POA
Wireless in-ear monitor	per item	POA
Stage comms in-house	per item	POA
Lighting equipment		
Light equipment	per item	POA
moving lights	per item	POA

Audio-Visual	Unit of measure	2023/2024 Fee (Inc GST)
Lighting package	per package	POA
Façade lighting	per package	POA
Effect equipment	per item	POA
Follow spot	per item	POA
Lighting desk - portable	per occasion	POA
Festoon	per item	POA
Lighting Packages	per occasion	POA
House plot strip return	per occasion	POA
Effect equipment		
Hazer	per occasion	POA
Mirror ball	per item	\$150.00
3 phase distribution board	per item	POA
Vision equipment		
Broadcast camera package	per package	POA
Cameras and broadcast equipment	per item	POA
Video Conferencing - Trolley VCTV for zoom/teams	per item	\$110.00
Screen & projector (specs to be confirmed)	per occasion	POA
Fold back monitors	per item	POA
Projection Screens	per item	POA
Flat Screen TV - Trolley HDMI presentation only	per item	\$82.50
Monitors	per item	POA
Production recording	per occasion	POA
Furniture and equipment		
Stage - Small	per item	\$240.00
Stage - Large	per item	\$450.00
Chairperson's timer	per occasion	POA
Computer - Laptop	per item	POA
Display plinths/Easels (per unit)	per item	\$25.00
Lectern	per item	\$55.00
Red Carpet per piece	per piece	POA
Linen	per item	\$14.40
Heritage tape	per item	\$35.00
Flip charts	per item	POA
Moving desk position (change control position)	per occasion	POA
Externally sourced staging equipment/services	per item	Cost to council + 20%
Rigging equipment		
Truss section	Per occasion	POA
Top and bottom rigging	per point	POA
Soft goods and draping		
Drapes	per occasion	POA
Curtain track	per item	POA
Pipe and drape	per item	POA
Event Facilitation		
Fire Isolation - Minimum isolation time 4 hours (including 1 hour for haze to clear) based on 2 Security guards	per occasion	\$440.00
Fire Isolation (Weekends/Public Holidays) Minimum isolation time 4 hours (including 1 hour for haze to clear) based on 2 Security guards	per occasion	\$640.00

Audio-Visual	Unit of measure	2023/2024 Fee (Inc GST)
Flying Banners and Props (Main Hall)	per occasion	POA
Waste Removal	per occasion	POA
Filming & Photography (excluding main hall)	hourly	\$500.00

D) Additional Charges – Catering

The catering commission units are measured by day or event where there are multiple days involved.

Simple Catering:

- Refreshment Breaks with commercially pre-packaged foods only.
- No alcoholic beverages served.
- Catering Kitchen not required for use by hirer.
- All waste and cleaning associated with catering undertaken by the hirer.

Number of guests/attendees	Catering commission (Inc GST) per day
All events	No charge

Event Catering:

- All catering other than Simple Catering
- For multi day events, the daily rate is charged x number of event days

Number of guests/attendees	Catering commission (Inc GST) per day
Fewer than 100	\$1,050
100-149	\$1,260
150-199	\$1,470
200-249	\$1,680
250-300	\$1,890
301-349	\$2,100
350-399	\$2,310

E) Additional Charges – Security Bonds

- Security Bonds are applied to all Main Hall / Southern Terrace Events only.
- Security Bonds are refundable post event.
- Council reserves the right to deduct any outstanding amounts or additional charges from Security Bonds as required.
- A higher or lower amount of Bond may be applicable based on the Event Risk Assessment.

Security Bond	Bond (excludes GST)
Event Bond	\$2500
Kitchen Bond	\$1000