

SOMERSET CIVIC CENTRE

VENUE HIRE RATES AND INFORMATION

Current as from July 1, 2018



Somerset Civic Centre is a fully managed facility. Our Venue-Co-ordinator will discuss your event with you, to help you determine your needs and to prepare an estimate of costs, as well as being on-hand for the duration of your event. As a venue hirer, you have many 'do-it-yourself' options, or we can provide all the support staff you need for your event. Please contact us for an obligation-free chat.

LARGE
FUNCTION
SPACE

DUAL
PROJECTOR
SYSTEM

400
SEATED
AT TABLES

700
THEATRE
STYLE



AUDITORIUM

Suitable for large functions, conferences, exhibitions and performing arts.

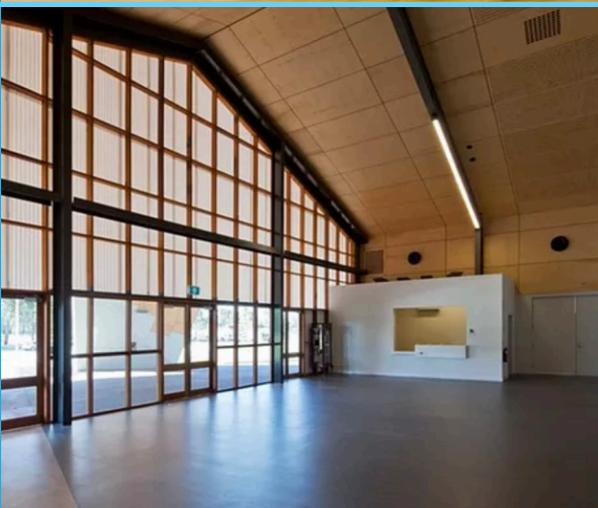
The capacities above are optimal for comfortable functionality. Extra numbers can be added depending on the nature and needs of the event. (eg: if regular access to tables by hospitality staff is not required)

- Floor space - 30m long x 20m wide.
- Slip-resistant floating timber floor
- Stage area - 13m wide x 8m deep.
- Black stage curtain. Cyclorama at rear of stage.
- Stage lighting above and in front of stage. Non-slip floor.
- Large dressing rooms x 2 with dedicated access from building rear.
- Unisex / disabled toilet and shower room.
- Stage loading dock suitable for truck access.
- Grand piano for use onstage only
- Fully air-conditioned
- 32 channel sound desk (PA system to be operated only by our technician) Please contact us for details of our sound and lighting equipment.

MEDIUM
FUNCTION
SPACE

80
SEATED
AT TABLES

120
THEATRE
STYLE



JOAN BURKE ROOM

Foyer area suitable for seminars, medium-sized functions and exhibitions or as a smaller performance space (using portable stage).

- Floor space - 16m x 9.5m
- Bar and kitchen service direct
- PA suitable for background music
- TV screens x 3 for promotional display
- Fully air-conditioned

35
AT TABLES
NOT FACING
PROJECTOR

25
WORKSHOP
STYLE FACING
PROJECTOR

70
THEATRE
STYLE



LYCEUM ROOM

Suitable for meetings, workshops, smaller social functions, as practice space for arts or exercise.

- Floor space - 14m x 6m
- Carpeted
- Fixed projector (on ceiling) Requires own VGA Plug
- Direct external access front and rear
- Fully air-conditioned
- Room for 70 seated theatre style

6
BURNER GAS
COOKTOP
+ OVEN

CLASSWARE
FOR UP TO
800

CROCKERY
+ CUTLERY
FOR UP TO
450



KITCHEN & BAR

Full commercial kitchen with serving access to foyer and auditorium.

- Small and large sinks & commercial dishwasher
- Bain marie, Warmer oven, Plate warmer, Upright freezer, Double glass door fridge – All portable
- Small, large, deep and shallow trays
- Large commercial cold-room with glass door access for bar service and slide door for kitchen. External door for stock loading
- Ice cube maker & glass washer
- Bar service counter to foyer, kitchen service counter to auditorium
- Access doors from kitchen to foyer and auditorium
- Fully air-conditioned

VENUE HIRE RATES AND ASSOCIATED FEES AND CHARGES

Event Spaces	Standard Rate	Local NFP Groups	Non-local NFP Groups
Entire Complex - 8 consecutive hours	\$ 1,005	\$ 603	\$ 753
Entire Complex - additional consecutive hours - per hour Rate available only in conjunction with 8 hour hire	\$ 123	\$ 74	\$ 92
Lyceum Room - 8 consecutive hours	\$ 109	\$ 65	\$ 82
Lyceum Room - additional consecutive hours* - per hour Rate available only in conjunction with 8 hour hire	\$ 22	\$ 13	\$ 16
Lyceum Room - hourly during business hours (2 hour min) Hourly rate not available for evenings or weekends	\$ 22	\$ 22	\$ 22
Joan Burke Room (foyer) - 8 consecutive hours	\$ 109	\$ 65	\$ 82
Joan Burke Room (foyer) - additional consecutive hours* Or non-consecutive hours during business hours only Rate available only in conjunction with 8 hour hire	\$ 36	\$ 21	\$ 27
Joan Burke Room - hourly during business hours (2 hour min) Hourly rate not available for evenings or weekends	\$ 36	\$ 36	\$ 36
Auditorium - 8 consecutive hours	\$ 558	\$ 335	\$ 419
Auditorium - additional consecutive hours* - per hour Or non-consecutive hours during business hours only Rate available only in conjunction with 8 hour hire	\$ 57	\$ 36	\$ 43
Auditorium - hourly during business hours (2 hour min) Hourly rate not available for evenings or weekends and conditions apply	\$ 72	\$ 72	\$ 72
Auditorium Half - 8 consecutive hours 12m x 20m division at entry end of auditorium - see definitions	\$ 240	\$ 182	\$ 202
Auditorium Half - additional consecutive hours* Or non-consecutive hours during business hours only Rate available only in conjunction with 8 hour hire	\$ 36	\$ 21	\$ 27
Auditorium Setup Day - 4 consecutive hours access Available only in conjunction with an event booking - see definitions	\$ 276	\$ 166	\$ 207
Auditorium Dark Day - no access Available only in conjunction with an event booking - see definitions	\$ 184	\$ 110	\$ 138
Stage Only Dark Day Available only in conjunction with an event booking - see definitions	\$ 92	\$ 55	\$ 69
Stage Only Rehearsal - hourly (2 hour min) No discounted rates available and conditions apply - see definitions	Business Hrs \$ 36	Weeknights \$ 55	Weekends \$ 77

IMPORTANT NOTE: the foyer area is free of charge with the auditorium hire if being used only as an arrival and flow - through space with no part of the event set up in the foyer.

*Additional access hours requested during non-business hours (evenings and weekends) that fall outside of the 8 consecutive hours of a full hire, will be charged at \$77 per hour regardless of the space hired.

APPLICABLE BONDS – FULLY REFUNDABLE (CONDITIONAL)

Area	Licensed Function	Unlicensed Function
Auditorium & Foyer	\$731	\$366
Auditorium	\$731	\$366
Joan Burke Room (Foyer)	\$314	\$156
Lyceum Room	\$208	\$208

CATERING RATES

Catering	Standard Rate	Local NFP Groups	Non-local NFP Groups
Kitchen – hourly (4 hour min) In conjunction with other space hire. (For kitchen only, please enquire) NOTE: Includes double fridge but not cold room. Includes crockery etc	\$ 15	\$ 9	\$ 12
Cold room in conjunction with kitchen hire - hourly (applies only when bar is not also hired)	\$ 4	\$ 2	\$ 3
Cold room for pre-event cold storage - per day	\$ 41	\$ 24	\$ 31
Bar – hourly (4 hour min) Includes cold room. Bar hire only available in conjunction with foyer or auditorium hire	\$ 13	\$ 8	\$ 10
Urn with trolley – when not in conjunction with kitchen hire	\$ 26	\$ 15	\$ 19
Morning / Afternoon Tea crockery Applies only when not in conjunction with kitchen hire – per set of cup, saucer, small plate, tea spoon	\$ 22	\$ 13	\$ 16

Auditorium Half - the bottom end of the auditorium – 20m x 12m. Included is a dividing partition. Ideal for larger meetings and workshops, or social / musical gatherings. Can seat up to 100 at tables. No access to stage end of room. No use of Auditorium audio visual equipment, though a portable package can be provided. Special condition bookings for Auditorium Half are at management discretion and may not be confirmed earlier than 2 weeks prior to booking date.

Auditorium Setup – in conjunction with an event booking. Rate available for auditorium only. Rate not available for pack down on days after the event. (Dark days or hourly rates apply to pack down time requested post-event). Rate is for setup of furniture, décor, audio visual equipment and stage set. Rehearsal may also take place but MUST fit within the 4 hours. Special conditions: Access time is strictly limited to 4 hours with no extension available. Any overtime for any reason will automatically incur full auditorium hire charges.

Dark Days – when the venue is set up for an event but not in use. No access on dark days.

Stage-only Dark Days – For days between setup day and event day - stage is set and not usable by other hirers. All set must be behind front curtain. No access. (Auditorium may therefore still be hired if not requiring back of stage.)

Stage Rehearsal – use of the stage, backstage and 4 metres front-of-stage space. Intended to offer stage rehearsal space at an affordable rate. No access to the rest of the room and entry is through the side door only – no passage via the foyer. Special condition: Bookings for Stage Rehearsal are at management discretion and may not be confirmed earlier than 2 weeks prior to booking date.

*Definition of “Not For Profit” entities according to:

Local Government Regulation 2012

Definition contained in dictionary (Schedule 8) - community organisation means:

- (a) an entity that carries on activities for a public purpose; or
- (b) another entity whose primary object is not directed at making a profit.

194 Grants to community organisations

A local government may give a grant to a community organisation only:

- (a) if the local government is satisfied;
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government’s community grants policy; and
- (b) In a way that is consistent with the local government’s community grants policy.

Further clarification can be sought from the Community Assistance Grant policy (extract below): Applicants shall meet one of the following classifications:

- (a) a sporting / leisure/ cultural organisation which is a non-profit group whose primary aims are to advance the social, cultural, leisure or sporting needs of its members and/or the residents of the Somerset Region;
- (b) a charitable organisation that is a non-profit group whose primary aim is to improve the quality of life of under- privileged sections of the community;
- (c) a community service provider whose primary aims are to provide a community service to all or specific sections of the community;
- (d) an educational institution.

DIY OR FULL SERVICE EVENTS

Many hirers like to do their own setup and pack down. However - this must be done within the hire period.

For those who would prefer a "walk-in / walk-out" event experience, we can provide all labour and staff for:

- Setup and pack down
- Audio visual services
- Event theming and decor
- Entertainment co-ordination
- Catering and beverage service
- Event marketing and graphic design

Please contact us to discuss your needs and we'll provide an estimate of costs.

Sound and Lighting

Sound and lighting at Somerset Civic Centre can only be operated by approved technicians. Labour charges apply for all set up and/or operation of equipment in the auditorium. Charges may also apply for such in the Joan Burke Room (foyer). Use of projector in the Lyceum Room does not require a technician and is free of charge. Please discuss your needs with the Venue Co-ordinator for an estimate of labour hours required for your event.

Furniture

The venue is equipped with 80 tables (75cm x 180cm) and 800 chairs. All furniture is free for use by hirers and can be easily moved for setup and pack down with trolleys.

Crockery, Cutlery and Glassware

All kitchen equipment is free for use when hiring the kitchen. Urns and crockery are also available for use in other spaces when not hiring the kitchen.

Cleaning

General venue cleaning is included in the venue hire for small to medium-sized events. However, it is the hirer's responsibility to ensure that the venue is left in a tidy condition after all DIY events. All rubbish must be removed from premises by the hirer (bins provided). For events hiring the kitchen and bar areas to be used by external caterers, hirer's must leave the kitchen as found on entry. In cases where the venue is left excessively dirty, or for large events, cleaning labour charges may apply. An estimate of cleaning charges will be given at the time of quotation.

Personnel Charges	Hourly Rate
Setup and pack down labour	Mon - Fri \$ 40 Saturday \$ 48 Sunday \$ 55
Sound and/or lighting technician The venue has state-of-the-art sound and lighting equipment which may only be operated by an approved technician – a minimum callout of 3 hours is required. Technicians charges vary according to availability	Mon - Fri \$ 66 Saturday \$ 88 Sunday \$ 88
After hours labour (early / late access outside of standard hours) hours) VMS operates the venue from 8am to 12am 7 days excluding public holidays. (This does not mean that personnel are always on-site during these hours – please ensure you make an appointment for all venue visits.	Mon - Fri \$ 40 Saturday \$ 55 Sunday \$ 64
Security Required for all events where alcohol is served or at management discretion	Mon - Fri \$ 50 Saturday \$ 59 Sunday \$ 68
Cleaning Larger events may require additional cleaning during or after event. Venue should be left as found to avoid charges.	Mon - Fri \$ 45 Saturday \$ 55 Sunday \$ 65

