

Venue Hire

1. Fees and charges

Schedule of Fees and Charges 2024/2025

Town Hall Hire	
Non-refundable booking fee	\$70.50
Entire facility	
Non-commercial Hire per Hour	\$88.00
Commercial Hire per Hour	\$156.00
Non-commercial Hire per Day	\$704.00
Commercial Hire per Day	\$1,245.00
Town Hall Front Room	
Non-refundable booking fee	\$68.50
Non-commercial Hire per Day	\$125.00
Commercial Hire per Day	\$202.00
Bonds	
Per Hire	\$500.00 - \$5,000.00
Additional Charges	
Yamaha C5 grand Piano (including tuning)	\$404.00
Officer's call out fee – per hour	\$93.94

- 1.1 Rates of hire are charged as per the City of Fremantle current schedule of fees and charges.

- 1.2 Credit card payments incur a 0.5% surcharge.
- 1.3 All fees and charges for Town Hall bookings are inclusive of 10% GST, unless legislation provides otherwise, and will be detailed on a tax invoice (if requested).
- 1.4 No invoice is issued upon confirmation of a booking unless the applicant has requested one.
- 2. Hire times are to incorporate any time required for pre-event deliveries and/or set up arrangements and must be indicated on the application form.
- 2.1 Current hourly charge as per the current fees and charges is applied to rehearsals and set ups on non-performance days, the current hourly charge as per the current fees and charges section apply.
 - 2.1.1 The City reserves the right to change bookings for rehearsals where a booking for a performance is received for the same night.

3. Subsidised use

Certain hirers may be eligible to apply for a reduced rate of hire fees through the City's Venue Support Grant, [Venue support grant | City of Fremantle](#).

- 3.1 Groups who receive subsidised fees are required to pay full bond, technical, and any other fees due. Full terms and conditions of subsidised use are listed on the Venue Support Grant webpage.

4. Payment

The hire fee is payable to the City a minimum of fourteen days prior to hire date.

- 4.1 Payment is required in full to confirm booking.
- 4.2 If full payment is not received the City of Fremantle is under no obligation to proceed with the booking/hire event.

5. Booking confirmation

- 5.1 Bookings for events will only be confirmed once payment of all appropriate fees and bonds have been received.
- 5.2 All bookings are subject to the applicant being responsible for compliance with legislative requirements including City of Fremantle policies, local laws and regulations.
- 5.3 No City managed public spaces or venues can be booked for public events more than 12 months in advance unless otherwise agreed to by contract with the city (a process that requires Council approval).

6. Cancellation

Cancellation of a confirmed booking is required in writing to the City's bookings officer. Cancellation within seven days will forfeit total hire fees paid. Booking fees are not refundable.

- 6.1 The City reserves the right to refuse, cancel and/or withhold the hiring of the Town Hall facilities should special circumstances warrant such action. Should a confirmed booking be cancelled in such circumstances all monies paid to the City will be refunded. A minimum period of three weeks' notice is to be provided.

7. Bond

- 7.1 All bond refunds are returned by cheque, subject to submission of a bond refund form being submitted.
- 7.2 No alteration may be made to a confirmed booking date without forfeiture of the bond, whether it be for a single booking, a multiple booking or part thereof.
- 7.3 The bond is refundable in full provided:
- The building is left secure and there are no damages.
 - No required additional cleaning costs
 - Left over waste items requiring removal
- 7.4 Where the cost of damages and/or additional cleaning is greater than the bond paid, such additional expenses will be recoverable from the applicant.
- 7.4.1 Bonds are GST exempt, however any charges deducted from the bond are subject to GST and will be detailed on a tax invoice with the remainder of the bond (if required).
- 7.5 Allow 4 weeks following submission of your bond refund form for your bond refund to be processed.

8. Cleaning

The hire fee includes a fee for basic cleaning only. All additional cleaning costs (where required) will be deducted from the hirer's bond as stated above.

9. Damages

- 9.1 The hirer is liable for all damages.
- 9.2 All breakages, for example glass, must be cleaned up immediately. If necessary, the event should cease until broken glass is removed (this is for the safety of the public).
- 9.3 Any faults or damage to Fremantle Town Hall or equipment is to be reported to the City's Bookings officer unit (Mon to Fri – 8.00 am to 4.00 pm) on 9432 9712 or via email bookings@fremantle.wa.gov.au prior to or after usage.

10. Insurance

- 10.1 Applicants that wish to hire the Town Hall **less** than 12 times a year do not need to provide the City with insurance cover to the value of \$10,000,000.00.

- 10.2 Insofar as compliance with the requirements of the hire conditions permits, the applicant is to:
- provide all things and take all measures necessary to protect people and property
 - Prevent nuisance and unreasonable noise and disturbance.
- 10.3 Applicants that wish to hire the Town Hall **more** than 12 times per year must have current insurance cover for:
- Public liability to the value of \$10, 000, 000.00. If an applicant does not have public liability insurance cover it may be available through Western Australia's Community Groups Insurance Facility. Forms can be found on the Local Community Insurance Services (LCIS) website www.localcommunityinsurance.com.au
 - Workers' compensation to the full extent of liability under the Workers' Compensation and Injury Management Act 1981 (if applicable).
- 10.4 A copy of the insurance certificates of currency (for the specific event and indemnifying the City as listed below) must be provided to the City's Bookings officer prior to your event.
- 10.5 The applicant shall indemnify the City against:
- loss of or damage to property of the City, including existing property
- 10.6 Claims by any person against the City in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the actions of the applicant.

Venue Conditions

It should be noted that the City of Fremantle does not give any warranty as to the suitability of the premises for the stated purposes of the applicant. The City takes reasonable care to present the premises in sound operational condition.

The City rejects any responsibility for any event or circumstance that is beyond the City's control which may adversely impact upon the applicant's operation and use of the premises. Should such circumstances eventuate the applicant acknowledges and accepts that it is not entitled to any refund, partial or whole, of any monies that may have been paid to the City as part of the hire agreement. Any decision to refund any monies is to be at the sole discretion of the City.

1. Access to venue

- 1.1 Keys are to be collected from the City's bookings officer prior to close of business (5.00 pm) on the last working day before the event and returned the first working day after the event.
- 1.1.1 A key bond is included as part of the bond paid and will be forfeited if the key is lost or not returned.

- 1.2 The balcony seating area and atrium balcony area is not to be accessed during any event until further notice.
- 1.3 Only areas hired are to be entered by the applicant. Access to other areas is prohibited.

2. Venue Capacities

The maximum standing capacity allowed: **400 persons**

- 2.1 Note: balcony seating cannot be accessed until further notice.

3. Venue Officers

- 3.1 City officers have the authority to act on the City's behalf during an event and are to be allowed access at any time.
- 3.2 If a City officer is required to attend to any matter outside of normal working hours the applicant is to be charged the cost of the call out (minimum four hours). City staff are ONLY on call for emergency building maintenance issues.

4. Crowd control and event security

- 4.1 Security must be present at all events held at the Town Hall.
 - 4.1.1 Security will be required to attend a site induction prior to the hire period and announce necessary information to all attendees at the commencement of the event.
- 4.2 Depending on the scale of the event, external security will be requested at an external cost to the hirer.
- 4.3 The scale of the event will be determined by the City's Facilities Management staff.

Event Details

1. Kitchen Use

- 1.1 Bookings will not be made to catering providers, any applicant who intends to use the Hall to provide catering services to clients, or to re-book the facilities to a third party.
- 1.2 Food must be prepared off site and only served from the supper room. There is no access to the kitchen.
 - No food can be heated on the stove or any oils and fats poured down any sinks.
- 1.3 Kegs must not be placed in the Fremantle Town Hall Auditorium at any time. They must be stored in the supper room. All refreshments are to be issued from the Atrium or Supper Room only.

2. Liquor consumption and sale approvals

- 2.1 If you wish to consume liquor, those serving must have their current Responsible Service of Alcohol License and security guards must be present.
- 2.2 A liquor license is required from the Department of Racing, Gaming and Liquor. Contact the department on 9425 1888 if liquors it to be sold or provided under a cover charge.

3. Private Functions

- 3.1 The City does not accept private bookings, such as 18th or 21st birthday parties. Should you wish to enquire about an alternative venue please contact the City of Fremantle's Booking Officer on BOOKINGS@fremantle.wa.gov.au

4. Decorations and production

- 4.1 Confetti, paint and balloons are prohibited in all Fremantle Town Hall facilities. Failure to comply will result in the applicant being charged for additional cleaning. All areas used must be left clean and tidy with rubbish placed in bins provided.
- 4.2 Smoke/haze, bubble or confetti machines and/or naked flames are not permitted in the Town hall under any circumstances due to occupational health and safety regulations and safety requirements.
- 4.3 The applicant is responsible for any infringement of copyright in connection with the performance of any musical, literary or dramatic works on any City reserve or facility.
- 4.4 If performing at the hall you may be required to obtain Australasian Performing Right Association (APRA) and Phonographic Performance Company of Australia (PPCA) live performance licenses. Contact APRA (08) 9382 8299 and PPCA on (02) 9267 7877.

5. Departure from venue

- 5.1 All lights must be turned off after use.
- 5.2 The applicant is not permitted to extend the hire time on the night of the function. Occupants including caterers, bar staff and any guests must vacate the facilities within thirty minutes of the hire time. Failure to comply with this will result in a penalty charge being equal to double the appropriate hourly rate.

6. Display and signage

- 6.1 The use of masking tape, blue tac, nails, hooks, staples and especially gaffer tape or any other fixing device is prohibited on any internal or external surface, including the walls, floors, doors or stage. Any paint chips or floor markings will result in a penalty being deducted from the bond paid.
- 6.2 No trapeze, rope, cable or any other item, other than lighting equipment, is to be hung from the roof of the town hall under any circumstances.

7. Emergency Exits

Emergency exit doors are for emergency only – opening of these doors unnecessarily in penalty deduction from bond for replacement of the glass lock.