

**WHAT TYPE OF EVENTS CAN BE HELD AT CITY RECITAL HALL?**

City Recital Hall hosts a rich and diverse program of concerts and events, including contemporary and popular music of all varieties; solo and chamber music; orchestras and opera; talks, debates and presentations; film screenings; music and arts festivals; corporate events, training sessions and AGMs; as well as award ceremonies and gala launches.

**HOW MUCH DOES IT COST TO HIRE CITY RECITAL HALL?**

City Recital Hall charges a venue hire fee based on your required access time (full day or half day hire are available, plus additional access periods as requested). Additional costs for production, equipment, staffing and catering will apply depending on the requirements of your event. Once you have completed your Venue Hire Enquiry Form, your designated Concert and Event Manager will provide you with a detailed estimate of costs for your event.

**WHAT IS THE CAPACITY OF CITY RECITAL HALL?**

Level 1	609 seats 12 standing positions
Level 2	354 seats 2 permanent wheelchair spaces 14 standing positions (two groups of seven)
Level 2	273 seats
Total Capacity	1264

\* Please note that some seats may need to be removed or held off sale depending on your production requirements.

**DOES CITY RECITAL HALL HAVE BREAK-OUT ROOMS / AREAS FOR DISPLAY?**

Our venue features a number of versatile areas, such as our foyers and function room, which can be set up for presentations, functions or displays to suit the needs of your event.

Approximate capacities of some of these areas are as follows:

Function Room – Level 1	110 cocktail/standing function Up to 100 seated – lecture style
Entry Level Foyer	350 cocktail/standing function Up to 180 seated – lecture style
Level 1 Foyer	250 cocktail/standing function
Level 2 Foyer	150 cocktail/standing function 60 seated – lecture style
Level 3 Foyer	150 cocktail/standing function 60 seated – lecture style

**CAN THE AUDITORIUM BE MADE SMALLER?**

The size of the auditorium cannot be adjusted, however the layout of the hall means that any event can be made to feel close and intimate, no matter how large or small the audience. By only opening certain seating areas, adjusting lighting levels, and making use of our experienced Front of House staff, we can help dress the house to make your event feel as full as possible.

**DO YOU HAVE MANY AVAILABLE DATES?**

Availability of dates can vary considerably throughout the year. We recommend you give us at least three date options when you return your completed Venue Hire Enquiry Form, and your designated Concert and Event Manager can advise you which of these dates (or the closest available dates) is available for your proposed hire.

**DOES CITY RECITAL HALL OFFER DISCOUNTS FOR NOT-FOR-PROFIT ORGANISATIONS?**

Yes. We will require proof of your Not-For-Profit status.

**DOES CITY RECITAL HALL CO-PRESENT CONCERTS AND EVENTS?**

Yes we do, as part of our own City Recital Hall Presents curated program.

**CAN CITY RECITAL HALL BE HIRED FOR PHOTO AND VIDEO SHOOTS?**

No. We do not hire the Hall for photo or video shoots.

**DOES CITY RECITAL HALL HAVE CAR-PARKING?**

Yes. Wilson Parking Angel Place carpark is accessible via 123 Pitt Street and offers convenient and secure underground parking. Direct public elevators and stair access is available between the car park and City Recital Hall. The car park is operated independently of the venue and to obtain further information regarding operating hours and costs, please visit the Wilson Parking website. In addition, you will have access to two (2) car-sized parking spaces in the City Recital Hall loading dock included as part of your hire.

**DOES CITY RECITAL HALL HAVE IN-HOUSE AUDIO VISUAL EQUIPMENT?**

Yes. City Recital Hall has a permanently installed Barco 14K projector supplied by our preferred audio-visual and video production provider, AV1. Our dedicated account manager with AV1 can supply a range of cost-effective packages including equipment and technical personnel to meet any of your production and budget requirements.

**DOES CITY RECITAL HALL HAVE IN-HOUSE AUDIO EQUIPMENT?**

Yes. City Recital Hall has a concert grade L-Acoustics Kiva sound system installed by our preferred audio provider, JPJ Audio. JPJ Audio can augment the in-house system with a full range of compatible equipment to provide all hirers with the best level of sound reinforcement for every type of event and/or concert. Feel free to discuss your requirements with your designated Concert and Event Manager, who will be able to assist and advise you further.

**CAN A HIRER BRING THEIR OWN TECHNICAL PROVIDERS (AV; Audio; Lighting)?**

We highly recommend using our preferred providers, AV1 and JPJ, to supply the audio and AV components of your event. Both suppliers have extensive experience and knowledge of the venue, ensuring your event will run smoothly without any surprises. The advantage of using equipment already installed in the venue will also likely save you considerable time and money on bump-in/out. We do, however, appreciate that many hirers have existing relationships with other suppliers, and you are welcome to use your own supplier if JPJ and AV1 cannot meet your needs. We require the following for any external providers being used at the venue:

- The hirer is responsible for any costs involved to de-install any existing in-house equipment.
- To ensure venue integrity and WHS, City Recital Hall technical staff are required on site to supervise correct use of equipment and patching in the venue.
- Any external audio or AV equipment needs to meet or exceed the specification and performance of in-house equipment installed at City Recital Hall.

We recommend that your supplier or production team liaise directly with our Technical Department to ensure any external equipment will interface with existing venue infrastructure.

**CAN HAZE BE USED IN THE VENUE?**

Yes. However, fire and smoke sensor isolation of the venue is required, and a Fire Warden will need to be present on site at all times during any isolation period, with this cost being borne by the hirer.

**CAN WE USE A CONFETTI CANON?**

No. This has a major impact on the venue air-conditioning and is not allowed in the venue.

**DOES CITY RECITAL HALL OFFER CATERING/FUNCTION SERVICES?**

Yes. City Recital Hall provides all service staff and beverages for functions in the venue. A comprehensive quote for your Function will be prepared for you when the Function details are confirmed.

Regarding catering, City Recital Hall has a number of preferred caterers who are highly experienced working within the venue. Depending on your preference, we can put you directly in touch with our caterers, or your designated Concert and Event Manager can coordinate all catering on your behalf.

**CAN A HIRER BRING THEIR OWN CATERER?**

External caterers may be used provided that they hold a current Gold Licence from the Restaurant and Caterers Association. Should an external caterer be engaged by a hirer, an external catering levy will apply. We also require that your caterer come in for a site visit to familiarise themselves with our preparation and function spaces. Please note City Recital Hall reserves the right to refuse permission for certain caterers to provide services at the venue.

**CAN WE SUPPLY OUR OWN BEVERAGES?**

No. The conditions of our Liquor Licence do not permit this to occur.

**DOES CITY RECITAL HALL HIRE THE FUNCTION ROOM AND FOYERS ONLY?**

As a general rule, the foyers and function room spaces are not available as standalone hire without hire of the Auditorium, however, exceptions may be made in certain cases. This will be determined by our Concert and Event Team.