

Fees and Charges 2023-2024

Bond	Description	Rate (GST NA)
Standard bond	Standard bond amount Applies to most events	\$1000.00
Short event bond	For small/low risk events Hire fees <\$1000	\$500.00
Large event bond	For large/multi day events	25% of hirer fees

Admin Fees	Description	Rate (GST Incl)
Booking admin fee	Applies to all bookings except wedding receptions	\$42.00 One-off fee
Wedding Reception Surcharge	Applies to Wedding Receptions only	\$113.00 One-off fee

Main Hall or Lower Foyer Hourly Rate	Description	Rate (GST Incl)
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Includes one Venue Supervisor, Hay St Loading zone, access to Supper Room, kitchen and toilet areas, use of 270 chairs, 15 trestle tables, stage, sound and lighting system.

Minimum hire time: 3 consecutive hours.

Hourly rate	6:00am – 6:00pm	\$165.00 Per hour
Hourly rate	6:00pm – 10:00pm	\$200.00 Per hour
Hourly rate	10:00pm – 6:00am	\$270.00 Per hour

Lower Foyer Daily Exhibition Rate	Description	Rate (GST Incl)
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For free to the public art exhibitions only.

Consistent with concurrent bookings in the Main Hall. No public access to toilets, kitchen or Main Hall.

No further discounts

Lower Foyer Exhibition rate	10:00am to 4:00pm Monday to Saturday	\$50.00 Per day
Lower Foyer Exhibition rate	10:00am to 4:00pm Sunday	\$488.00 Per day

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Undercroft Daily Hire Rate (Incl Lower Foyer)	Description	Rate (GST Incl)
For sales, markets, commercial promotions, etc.		
Consistent with concurrent bookings in the Main Hall. No public access to toilets, kitchen or Main Hall		
No further discounts		
Undercroft Markets	Monday to Saturday	\$344.00 Per 6-hour period as negotiated.
Undercroft Markets	Sunday	\$480.00 Per 6-hour period as negotiated.
Resources	Description	Rate (GST Incl)
Surcharge for booking Main Hall and Lower Foyer	One-off fee	\$190.00
External Pillar Hire (For wrapping posters/advertising)	Customer is responsible for installing any posters or signs	\$57.00 Per pillar, per week
Grand Piano (Yamaha C7)		\$260.00 Per booking
Piano tuning	Charged at market rates	\$295.00 Per tune Subject to change
Banquet table hire and setup	24 tables available	\$22.00 Per table
Exhibition Panels	40 Available, includes zip hooks and wires for hanging	\$26.50 Per panel
Exhibition lights	40 available, for illuminating hanging artwork	\$13.50 Light
Projector and Screen Hire Commercial/Day rate	Includes presentation control, sound and vision mixing, output for recording devices	\$400.00 Per day + AV Operator
Projector and Screen Hire Private Hirer	Set and forget, BYO laptop	\$55.00 Per Hour
Hire of barrier equipment	Set of tensile barriers for access control.	\$60.00 Per booking
Coffee and Tea station Serves 100	Includes, coffee percolator, hot water urn, biscuits, tea, milk, sugar and cups.	\$150.00 Per setup

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Additional Services	Description	Rate (GST Incl)
Additional Staff Member or AV Operator	Monday to Friday Minimum 3 Hours	\$55.00
Additional Staff Member or AV Operator	Saturday Minimum 3 Hours	\$66.00
Additional Staff Member or AV Operator	Sunday / Public Holiday Minimum 3 Hours	\$77.00
Chair Setup and Pack-down service		\$200.00 Per booking
Stage lighting adjustment		\$17.00 Per light
Security Guard	Monday to Sunday	\$57.11 Per hour (Minimum 4 hours)
Security Guard - Special	Public Holiday and New Year's Eve	\$104.74 Per hour (Minimum 4 hours)
Reservation of additional loading zone/On-street parking	Full day	\$76.00 Per bay, Per day
Reservation of additional loading zone/On-street parking	Half day	\$38.50 Per bay, Per day
Other Charges	Description	Rate (GST Incl)
Additional cleaning charge	Any excessive mess to the venue or equipment (such as stains, rubbish or damaged equipment) will be charged at market rates for cleaning or replacement of equipment.	Market rate + \$2 per hour
Storage fees	If items are not collected within 2 days of event date or cause impact to another booking. Please arrange collection times in advance.	\$150.00 per day

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Cancellation Fees	Description	Rate (GST Incl)
Cancellation Fee - A	Notification given 45 or more days prior to the event date	Booking admin fee + 10% of hire fees
Cancellation Fee - B	Notification given 44 to 10 days prior to the event date	Booking admin fee +50% of hire fees
Cancellation Fee - C	Notification given under 10 days prior to the event date	Booking admin fee +100% of hire fees
Discounts	Description	Rate (GST Incl)
Not-for-Profit Discount	For approved, incorporated not-for-profit organisations and approved arts events.	25% discount on hourly hire fees. Excludes Sundays and Public Holidays
Bulk Booking Discount	Applies to bookings that hire 20 or more hours over three or more days.	20% discount on hourly hire fees Excludes Sundays and Public Holidays
Wedding Discount	Applies to bookings that have hired a City of Perth reserve for a Wedding Ceremony and Town Hall for the Reception.	\$100.00 off per hour of park hire. Maximum of \$300.00
Event packages	Description	Rate (GST Incl)
Workshop event package Valid Monday to Friday between 8:00am and 5:00pm.	Includes 4 hours of hire, up to 15 round tables, chairs, projector use, mics and hot water urn. Suitable up to 150 attendees.	\$800.00 flat rate
Presentation event package Valid Monday to Friday between 8:00am and 5:00pm.	Includes 3 hours of hire, lectern, chairs, projector use, mics and hot water urn. Suitable up to 200 attendees.	\$600.00 flat rate

Need more help?

If you have further questions or would like a quote, please contact the Perth Town Hall team on: (08) 9461 3555 or PerthTownHall@cityofperth.wa.gov.au