

LISMORE CITY HALL

Photo | Kate Holmes

Overview

Lismore City Hall is located in Lismore's CBD and is the region's most prominent venue for performing arts.

Operated and managed by Northern Rivers Performing Arts (NORPA), Lismore City Hall is the home of NORPA's impressive and wide-ranging annual season.

Located in the geographic centre of the beautiful Northern Rivers region of New South Wales, the population is vibrant and diverse, and very supportive of the arts.

Lismore City Hall is the only significant performing arts venue, located in the region between Coffs Harbour and the Gold Coast, and an ideal location for touring shows.

Renovated in 2013, Lismore City Hall offers a state-of-the-art performance venue with a range of spaces for hire. These include a 500 seat theatre, mezzanine with fully-licensed bar, entrance foyer with diner, dance studio, ground floor conference rooms and outdoor spaces.

Lismore City Hall was voted 6th nationally, in the APACA Performing Arts Centre of the Year Award for 2015, and is backed by a committed and knowledgeable technical team.

There are comprehensive venue management, box office, marketing, front of house and catering facilities available to hirers.

History

COMMUNITY PROFILE

The Northern Rivers region covers 20,706 square kilometres in the far north-east of New South Wales, with a population of 290,000. The Bundjalung, Yaegl and Gumbaynggirr nations are the traditional owners of the lands within the region and maintain important custodial links.

The region is well known for its tourism, creativity, festivals and community activism. The local and tourist populations, support a range of cultural events throughout the year including Bluesfest, Falls Festival, Splendour in the Grass, Byron International Film Festival and Byron Bay Writers Festival.

LOCATION AND TRAVEL

Centrally located within the lush hinterland of the Northern Rivers, Lismore can be easily accessible by road and air.

Airports servicing the Northern Rivers:

Lismore Airport — 4 kms.

Ballina Byron Airport — 37 kms.

Gold Coast International Airport — 100 kms.

Brisbane International Airport — 200 kms.

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Theatre

This impressive versatile space combines a generous stage, tiered numbered seating, plus floor seats with a maximum seated capacity of 507. This seating can be retracted to accommodate a range of floor plans and an increased capacity. The theatre boasts original parquet flooring and high-end acoustic capabilities, along with the option of a full suite of lighting, audio and visual componentry.

FEATURES AT A GLANCE

Stage, lighting rig, sound, PA, tiered seating, cabaret seating, floor seating, ticketing, FOH, bar, air-conditioning, projection and tables.

USES

Concerts, performances, comedy, balls, galas, seminars, lectures, commercial sales and exhibition events.

Ticketed performances

NORPA operates an in-house fully optioned ticketing system.

CAPACITY (MAXIMUM)

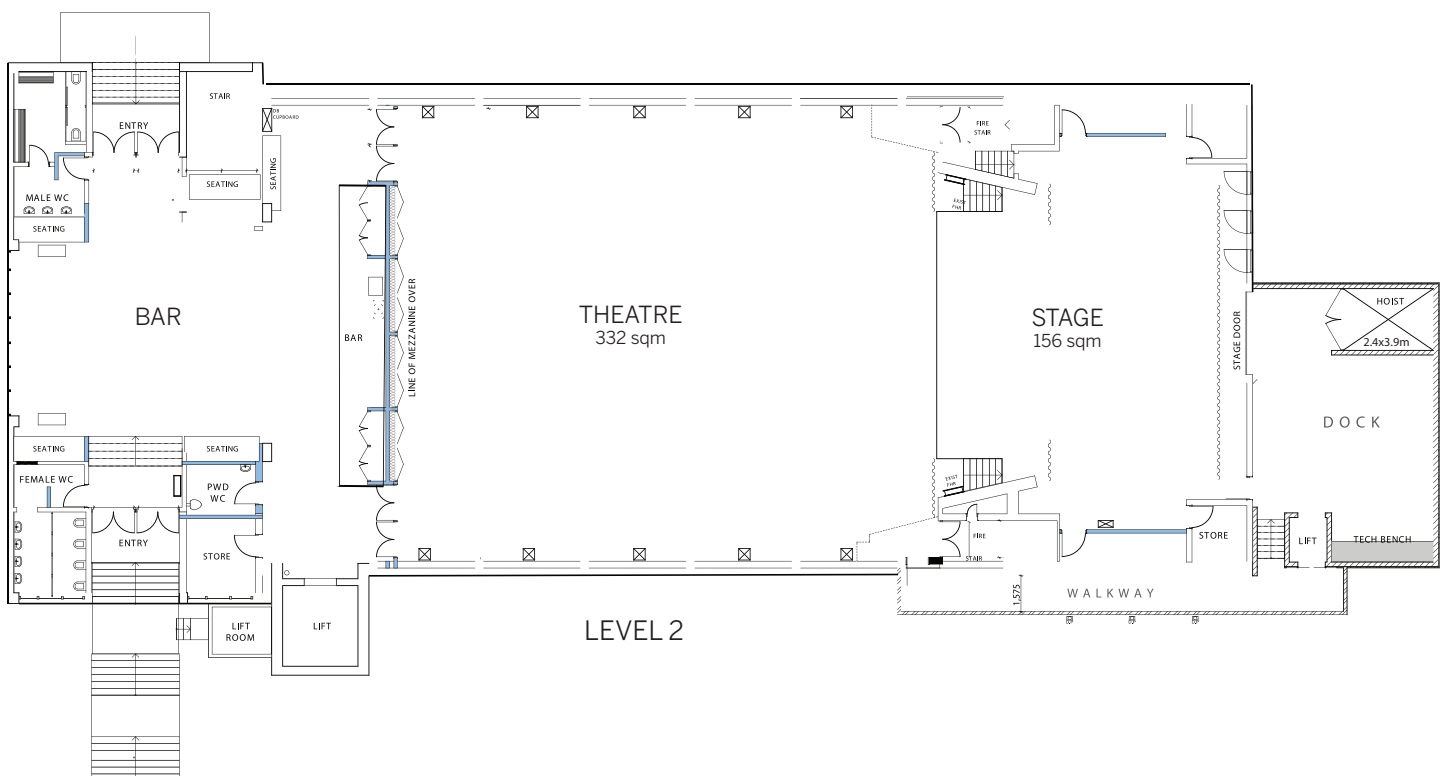
Concert	750	standing
Theatre/Conference	507	floor and tiered seating
Cabaret/Dinner	250	tables & chairs

AREA AND DIMENSIONS

Floor area	19.5m (wide) x 17m x 5.4m (height)	332 sqm
Stage area	12m (wide) x 13m	156sqm

STANDARD ROOM HIRE

	COMMERCIAL	NOT FOR PROFIT
Hourly rate (3 hour minimum)	\$220	\$132
Full day	\$1700	\$1020



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Studio

Suitable for events such as intimate concerts, cabaret rehearsals or classes, the space has sprung flooring, stage, a PA and projection.

CAPACITY (MAXIMUM)

Cabaret	120
Theatre	200

FEATURES AT A GLANCE

Stage, dance flooring, lighting rig, sound, PA, cabaret seating, floor seating, ticketing, FOH, bar, air-conditioning, projections and tables

AREA AND DIMENSIONS

Floor area	12m (w) x 15.5m	186 sqm
Stage area	10m (w) x 3m	30sqm

USES

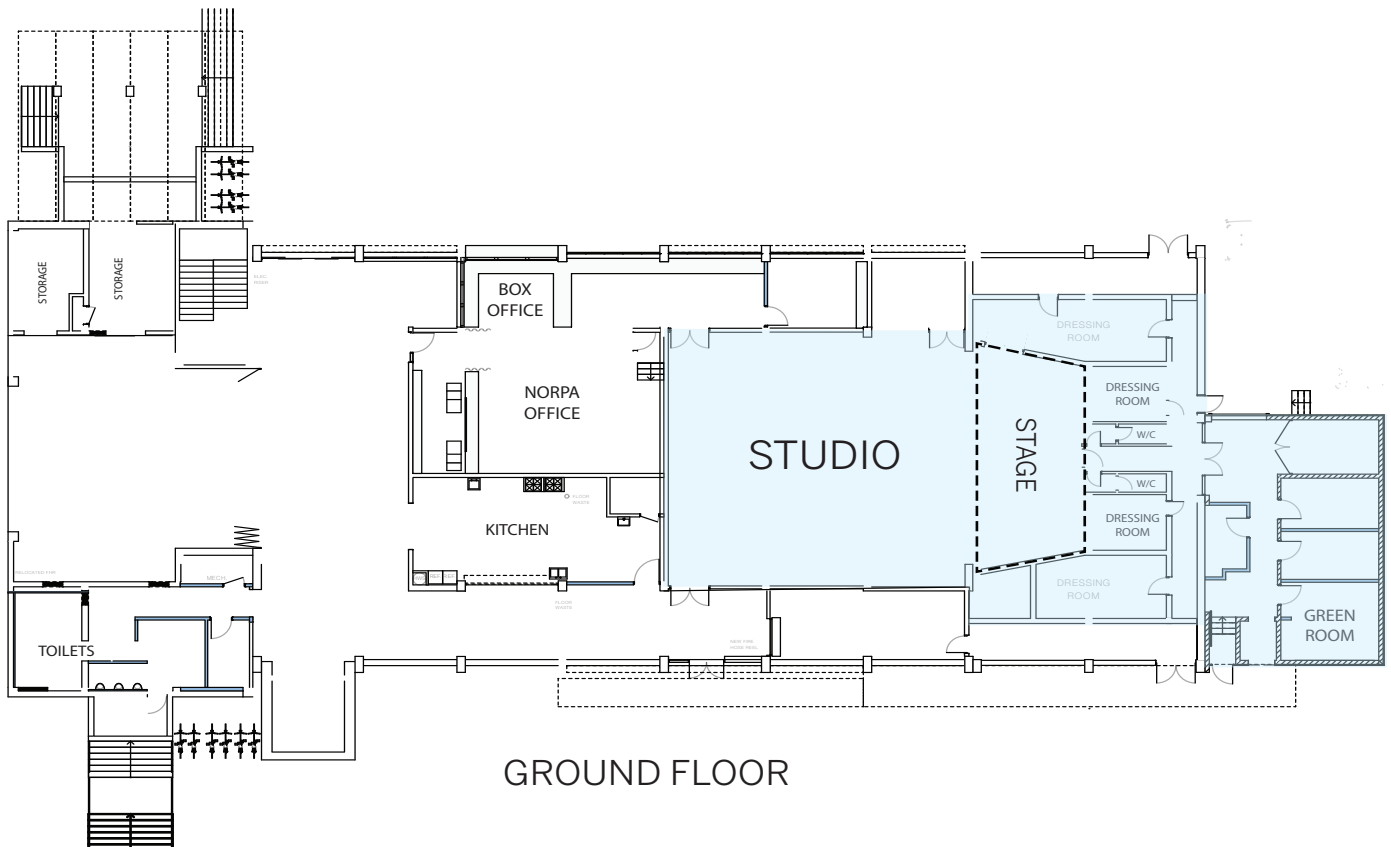
Concerts, theatre, dance groups, music workshops, launches, rehearsal space, charity fundraisers, seminars, workshops.

STANDARD ROOM HIRE

	COMMERCIAL	NOT FOR PROFIT
Hourly rate (3 hour min)	\$61	\$36.60
Full day	\$440	\$264

Ticketed performances

NORPA operates an in-house fully optioned ticketing system.



GROUND FLOOR



Enquiries?

Amy Shaw
Venue Manager | Lismore City Hall

venue@norpa.org.au
02 6622 0300



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Fountain Room

Our newly designed Fountain Room is perfect for meetings classes, workshops, launches, parties and small functions, with ground floor access. There are multiple lighting options, PA and projection. The space opens to an outside covered courtyard and the internal foyer, increasing the floor space available.

FEATURES AT A GLANCE

PA, sound, projection, air-conditioning, floor seating, FOH and tables.

USES

Presentations, meetings, classes, workshops, weddings, parties, launches, dinners.

CAPACITY (MAXIMUM)

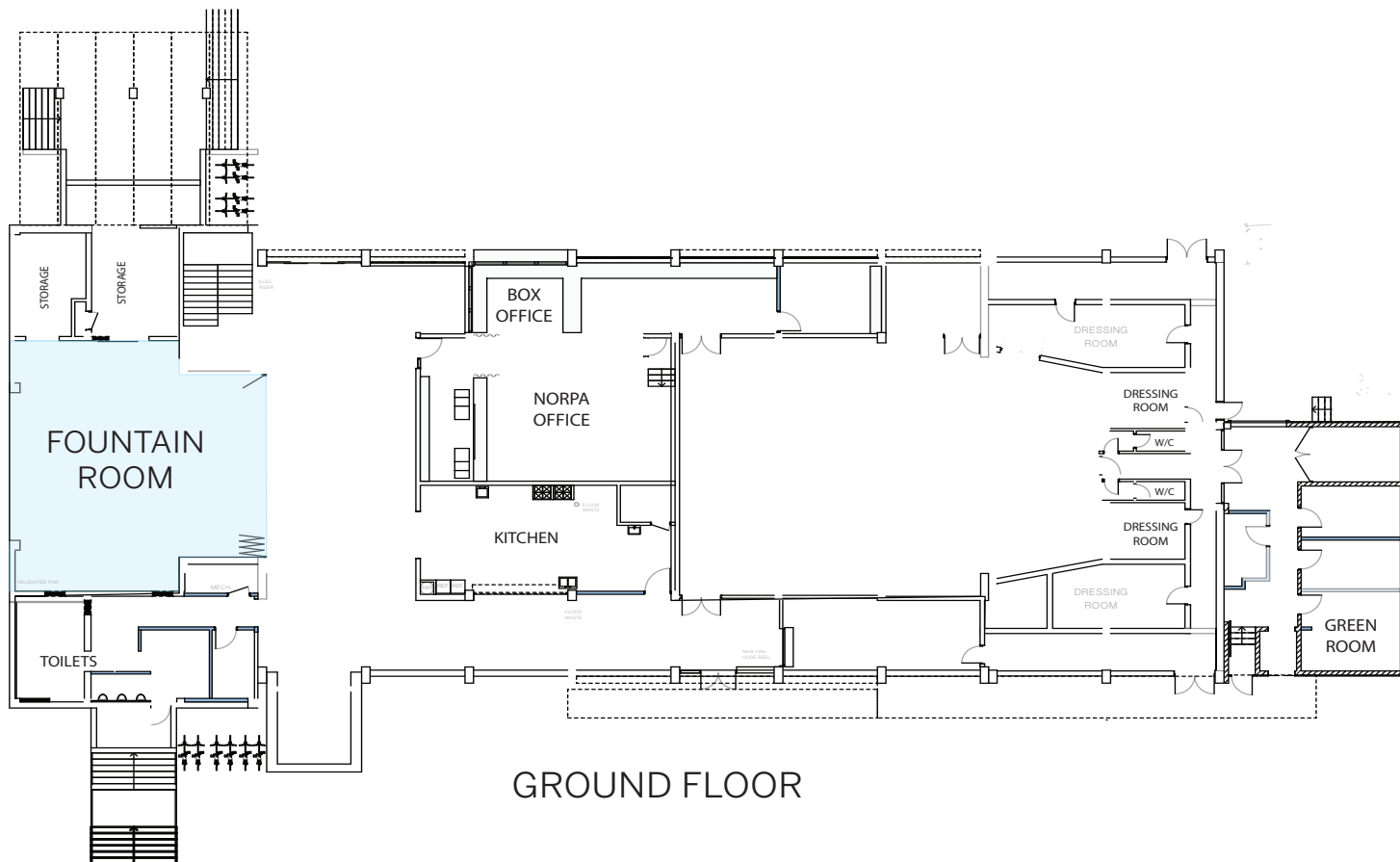
Cabaret	80
Theatre	100
Boardroom	30

AREA AND DIMENSIONS

Floor area	12m (w) x 11m	132 sqm
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STANDARD ROOM HIRE

	COMMERCIAL	NOT FOR PROFIT
Hourly rate (2 hour min)	\$50	\$30
Full day	\$385	\$231



GROUND FLOOR

norpa

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LISMORE CITY HALL

Foyer and Forecourt

Located in a sub-tropical climate, access to outdoor spaces is always important when holding an event in Lismore. The Foyer and Forecourt allow for groups to gather prior to a show or for stand-up cocktail parties. With covered outdoor areas, and direct access to the kitchen and bar areas, the Foyer and Forecourt can be dressed to suit any occasion.

CAPACITY (MAXIMUM)

Foyer capacity is 150 pax.

AREA AND DIMENSIONS

Foyer | 8m (w) x 14m | 112 sqm

FEATURES AT A GLANCE

Professional bar, lounge, seating, bar tables, PA, air-conditioning, FOH.

USES

Presentations, meetings, classes, workshops, weddings, parties, launches, dinners.

STANDARD ROOM HIRE

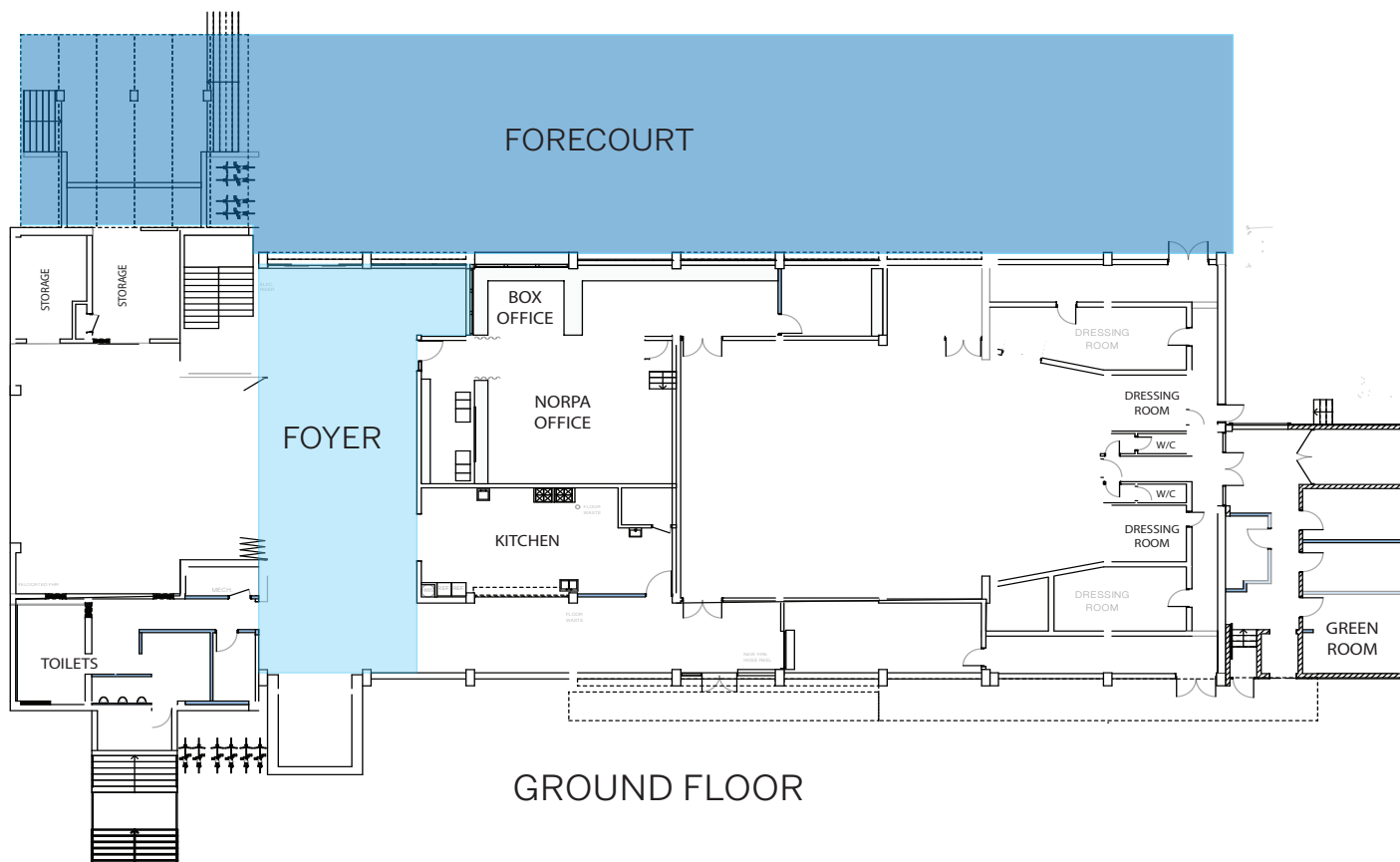
Hourly rate (2 hour min)
Full day

COMMERCIAL

\$44
\$347

NOT FOR PROFIT

\$26.40
\$208.20





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Ticketing, Front Of House & Marketing

The NORPA venue management, front of house and marketing teams are available to support Lismore City Hall performances and bookings and to assist hirers in promoting and managing their event and gaining exposure to local audiences.

Below is an outline of the services available to hirers of Lismore City Hall.

TICKETING

Ticket sales to your event can be managed through Lismore City Hall Box Office.

The Box Office is open from 9am – 4pm weekdays, by phone and prior to performances by arrangement.

Credit card and EFTPOS facilities are provided by the box office and patrons may use; Visa and Mastercard. A credit card commission of 2.5% is payable by the hirer on all credit card transactions.

FEE \$3.30 for every ticket sold. \$1.10 for every complimentary ticket held, this is inclusive of GST.

Box Office staff are charged at \$130 for up to three hours, prior to performance.

Front of House package (manager and ushers) \$300

Ticket sales reports are obtainable from the Box Office on a weekly basis or upon request. Please provide details for distribution of these on the box office form.

MERCHANDISING

Should you require staff to sell programs or other merchandise, this can be organised at a minimum of three hours.

A commission of 15% will be paid to Lismore City Hall in respect of any merchandise or programs sold.

We ask that all merchandise and programs have their inventory counted in and out with the FOH Supervisor.

FEE \$44 per hour minimum three hours.

MARKETING – COMPLIMENTARY

Website

All bookings at Lismore City Hall will be listed on the Lismore City Hall website.

Included will be a short event description of 100 words and a long event description of 300 words as well as a key image and video.

Social Media

All bookings will be included on the Lismore City Hall Facebook page, using the descriptions and media provided.

Competitions and Giveaways

We are able to assist with special offers and giveaways through our networks free of charge.

MARKETING – ADDITIONAL PAID OPPORTUNITIES

Poster Distribution

We can organise the distribution of posters throughout Lismore CBD and surrounding areas to promote your event. Please provide 200 x A3 posters.

FEE \$250

Social Media

Posts to Lismore City Hall Facebook page can be boosted to specific audiences. Facebook Advertisements can be created to budget.

Please advise if you would like to boost an event, post or offer. Please advise suggested targeting including locations and include preferred online discount booking codes and eligibility required.

FEE \$100, \$250 and \$500 options available.



LISMORE CITY HALL

Venue facilities

Front of house, dressing rooms, green rooms, laundry, bar, commercial kitchen and a large loading dock with general and heavy equipment elevators.

Please contact the Venue Manager for rates for the whole of the venue.

Accessibility

Lismore City Hall is committed to ensuring access for all patrons. There is a lift from ground level to the theatre with entry from both Ballina Road and Bounty Street.

A hearing loop is installed in the Lismore City Hall Theatre. Please contact Box Office for assistance with the hearing loop and seating for patrons with a disability.

Street parking is available on Bounty Street, Molesworth Street and on Ballina Road. Disabled parking is available at the Ballina Road entry to Lismore City Hall.

Season hire

Discounts are available for bookings more than two nights or for longer seasons. Please discuss this with the Venue Manager.

Community Group Event Hire

NORPA is committed to ensuring the Hall remains a focus in bringing the community together, as a place for a range of services that provide opportunities for people to meet, play, learn, celebrate, engage in leisure activities and share experiences.

Access to community facilities is a vital part of strengthening communities.

To ensure this accessibility, Lismore City Hall is available to community and non-profit groups at a 40% room-hire discounted rate.

Discounts on venue hire fees are available for those in the Lismore Local Government Area, not-for profit organisations, primary and high schools and locally owned and operated businesses with a turnover of less than \$1 million per annum.

Catering

Lismore City Hall has an agreement with a range of caterers who can provide food and beverage to events and performances.

Additional staffing

Room setup fees | \$44 per hour, per staff member

Crew

Lighting Operator / Duty Tech	\$52 per hour
Technician / Other Crew	\$44 per hour
Cleaning	\$46 per hour
Safety Officer for events outside office hours*	\$55 / \$110 per hour (Open and/or lock up)

* Includes open and close of venue plus being on call for emergency for up to 1 hour



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How to book

1. **Call or email**

Chat to us about your event. Together we can assess the number of people you expect, your proposed date/s, catering and technical requirements.

Contact our Venue Manager via venue@norpa.org.au.

2. **Attach booking form**

Filling in the Booking Form.

Download a copy of the Booking Form from our website www.norpa.org.au/lismorecityhall

Fill in all relevant information and send back to venue@norpa.org.au

3. **Deposit**

A deposit of 50% of the venue hire charge must be paid at the time of making a booking.

4. **Confirmation**

Confirmation of your booking will occur only when the total hire charge is paid, and this will be due no later than 4 weeks prior to the first day of the event.

Venue hire fine print

Cancellation

Cancellations that occur within 12 weeks of the first date of the event will forfeit the 50% deposit paid. Cancellations that occur within 4 weeks of the first date of the event will result in the loss of the 50% deposit and full hire charge

Public Liability Insurance

Hirers must hold current Public Liability Insurance valued at \$10 million. Lismore City Council offers temporary Public Liability Insurance cover for events at Lismore City Hall for a one-off fee of \$52.50. Enquiries and Application Form is available from the Venue Manager.

Electrical equipment

All electrical equipment used in or brought into Lismore City Hall must be tested and tagged.

APRA AMCOS Music Licensing – Hirers are responsible for APRA Music Licensing and Lismore City Hall will not be held liable for this cost. See www.apraamcos.com.au for more details.