

EVENT USER GUIDE

BN189 and AMPHITHEATRE



SCOPE	MARKET HALL G10 ACTIVITY ROOMS G01, G02, 101, 102, GALLERY, ACTIVITY SUPPORT ROOM G03 AMPHITHEATRE
OPERATING HOURS:	Monday – Friday - 8am - 9pm Saturday - 11am - 9pm <i>(subject to change outside of semester times)</i> Sunday – 11am - 5pm <i>(subject to change outside of semester times)</i>
LOCATION:	Map

Market Hall	Detail/Comments
How to book* (booking requests must be received at least two weeks prior to proposed event)	Submit Venue Hire Request Form upon which you will be contacted with confirmation and next steps or for further discussion. <i>*All submissions subject to programming approval by Performing Arts Department.</i> <i>*Semester 2 event proposals to be submitted by April 30.</i> <i>*External hire requests will be considered from November 2023. Hire fees will apply to external clients.</i>
Stage (located at south end of venue)	9.645m wide x 3.714 D x .6M High Capacity – 8 pax
Capacity	Market Hall – 182.46m ² – 9.55m x 15.3m <ul style="list-style-type: none"> 150 people standing 65 seated/13 tables x 5 chairs per table (cabaret style) 130 seated (lecture style) *76 provided with venue Annex x 2 – 50m ² – 3.86 x 12.72m <ul style="list-style-type: none"> 25 people standing 12 seated/3 tables x 4 chairs per annex Gallery (Mezzanine Area) – 50m ² – 3.86 x 12.72m <ul style="list-style-type: none"> 50 standing or 40 seated (cabaret style)
Table and chairs supplied with venue	<ul style="list-style-type: none"> 24 x Round foldable picnic-style tables 76 x Chairs <i>(with and without armrests)</i> Market Hall fits - 13x tables/ max 65x chairs Side Annexes (x2) fits - 3x tables / 12x chairs 1 x Technical/Sound Desk <i>(foldable table)</i> Do not take tables/chairs from Activity Rooms. Additional seating may be hired via Hire Store. The Hirer is responsible for their own table/chair set up and ensuring that all tables/chairs are stacked and returned to Level 1 area behind the lifts. Please book Event Support if you require table/chair setup within Market Hall. At least two working days notice is required.
Lighting	<ul style="list-style-type: none"> Event lighting and truss to be brought in as required 6 x Rigging Points (Rating Working Load Limit 1000kg) Stage and venue building lighting is controllable via onstage AV panel Production services if required are available from AV Melbourne
Stage Banner Rail	<ul style="list-style-type: none"> 9.645M long with Working Load Limit of 20Kg/M
AV Projector, Mics, Screens <i>(plug and play)</i>	<ul style="list-style-type: none"> 1 x Automated projection screen at centre rear of stage 1 x Projector <i>(plug & play capability - HDMI cable to laptop)</i> 2 x Yamaha speakers located left and right at the rear of stage <i>(HDMI and Bluetooth playback)</i> 1 x Lectern w/ microphone amplification distributed over 9 x 100 Volt Speaker system 2x Cordless roving microphones 1x lapel mic 2x Extron control panels on stage and at rear of Hall for presenter control.

	<i>For any technical failure or if AV assistance required on the day of your activity, please call IT/Field Services on 8344 0777.</i>
Activity Support Room G03	<ul style="list-style-type: none"> • Clothes rack, sink w boiling/cold filtered zip tap, bar fridge, armchairs, assorted crockery and coffee table.
The Gallery (Level 1)	<ul style="list-style-type: none"> • The Gallery is included in each Market Hall booking (<i>does not have to be used</i>) • The Gallery is a mezzanine space that looks directly down over main Market Hall floor. • Can be used as overflow/break-out space/viewing platform (with limited sight-lines) for main activity in Market Hall • Features a small stage with upright piano – stage capacity 4 pax • Capacity - 40 seated - 6x large table, 8x small tables, 40x chairs – 50 standing
Door Operations	<ul style="list-style-type: none"> • Main entry is via North/South Doors which are accessible during hours of operation. • The exterior timber Bi-Fold doors (facing East/West) are key-operated and only to be used whilst Market Hall is in event-mode. • Keys to open the bi-fold doors are held by the Performing Arts Dept and may be signed-out by the event owner by prior arrangement. The event owner is responsible for unlocking bi-fold doors and locking up doors at conclusion of event. • Keys must be signed returned to the Performing Arts Office team member or left in activity room G03 after the event (sign in/out sheet provided).
Ventilation and Air flow	<ul style="list-style-type: none"> • The windows on Level 1 of Market Hall (Gallery) open automatically once the weather temperatures exceed 24 degrees. • If you require the windows to be open at any other time for your event, please contact Facilities via Service Now. • Ceiling fans switches are located inside the Gallery on Level 1.
Access	<ul style="list-style-type: none"> • One Disabled Access (DDA) lift is available for Market Hall bookings. (Please contact perormingarts-ops@unimelb.edu.au) • 8 x IR Hearing assistant receivers. (Please contact perormingarts-ops@unimelb.edu.au)

Activity Rooms x4	Detail/Comments
Booking requirements	<ul style="list-style-type: none"> • To be indicated on Venue Hire Request Form when submitting a Market Hall hire request. • Will only be offered as additional break-out spaces as part of a primary Market Hall hire if required and at the discretion of the Performing Arts team.
Capacities	<ul style="list-style-type: none"> • G01, G02 – 50 Pax (32 seated) • 101, 102 – 30 Pax (16 Seated)
Table and chair setup	<ul style="list-style-type: none"> • Room G01: 16 tables, 32 chairs, wooden floor • Room G02: 16 tables, 32 chairs, wooden floor • Room 101: 8 tables, 16 chairs, carpeted floor • Room 102: 8 tables, 16 chairs, carpeted floor • All tables are mobile/collapsible and can be positioned as desired within the room • Tables and chairs must not be removed or swapped from room to room or taken into Market Hall • Additional seating may be hired via Hire Store.
Lighting	<ul style="list-style-type: none"> • Overhead lighting controlled by in room wall switches.
AV Screens, Mics, Sound	<ul style="list-style-type: none"> • Room G01: 75inch fixed screen, in-room Bluetooth audio connection & overhead speakers • Room G02: 55inch screen on mobile trolley, in-room Bluetooth audio connection & overhead speakers (<i>Trolley NOT to be removed from this room</i>) • Room 101: In-room Bluetooth audio connection & overhead speakers • Room 102: In-room Bluetooth audio connection & overhead speakers • 8 x IR Hearing assistant receivers. (Please contact perormingarts-ops@unimelb.edu.au for further information)
Special features	<ul style="list-style-type: none"> • Room 102: 1 x upright piano.

Heating/Cooling	<ul style="list-style-type: none"> User can adjust ceiling fans and radiant heating in each room. No air con. User can open and close windows for appropriate airflow
Set up and pack down rules	<ul style="list-style-type: none"> Rooms must be left neat, tidy, and free of rubbish with all furniture neatly stacked against the walls before leaving the space.

Amphitheatre	Detail/Comments
Booking requirements	Submit Venue Hire Request Form *All submissions and event requests are subject to programming approval and requests submitted at least two weeks prior to proposed event date.
Event Capacity	<ul style="list-style-type: none"> Casual seated on tiered concrete seating– 150 pax. Comfortable standing at rear of concrete seating (adjacent to Student Pav - 150 pax). Seated at ground level on stage area – 300 pax (chairs to be supplied by hirer). Standing at ground level – 600pax Total: up to 1000 pax pending event/staging configurations. Event capacity of up to 1000 pax is contingent upon adjacent buildings being open to allow for access to amenities. (B159, B168, B171)
Stage Area	<ul style="list-style-type: none"> Weight load: 200kpa All staging and AV elements to be supplied by hirer (<i>projector, screens, mics, amps etc.</i>)
Power	<ul style="list-style-type: none"> 2 locations – each with 1x 3 phase power / 2x 10AMP. Stage use only. Food trucks must provide own generator, or contact Facilities Services at least 48 hours ahead to arrange temporary 15 AMP power.
B189 Lawn area (NOT a bookable event space)	<ul style="list-style-type: none"> Pedestrian access only. No loading for marquees, infrastructure or vehicles permitted.
Vehicle Access	<ul style="list-style-type: none"> Entry via Gate 6 off Swanston Street (see <i>Traffic Management Plan</i> below) Hirer to contact Security for opening of Gate 6 bollards for bump in and bump out
Catering / Food	<ul style="list-style-type: none"> All catering options including BBQs and Food Trucks must be discussed with Perf Arts Team Member before booking can be confirmed – <i>please include your catering/food ideas on Venue Hire Request Form</i>

FAQs and Event Checklist	(things to consider and/or have in place for an event booking in any of these spaces)
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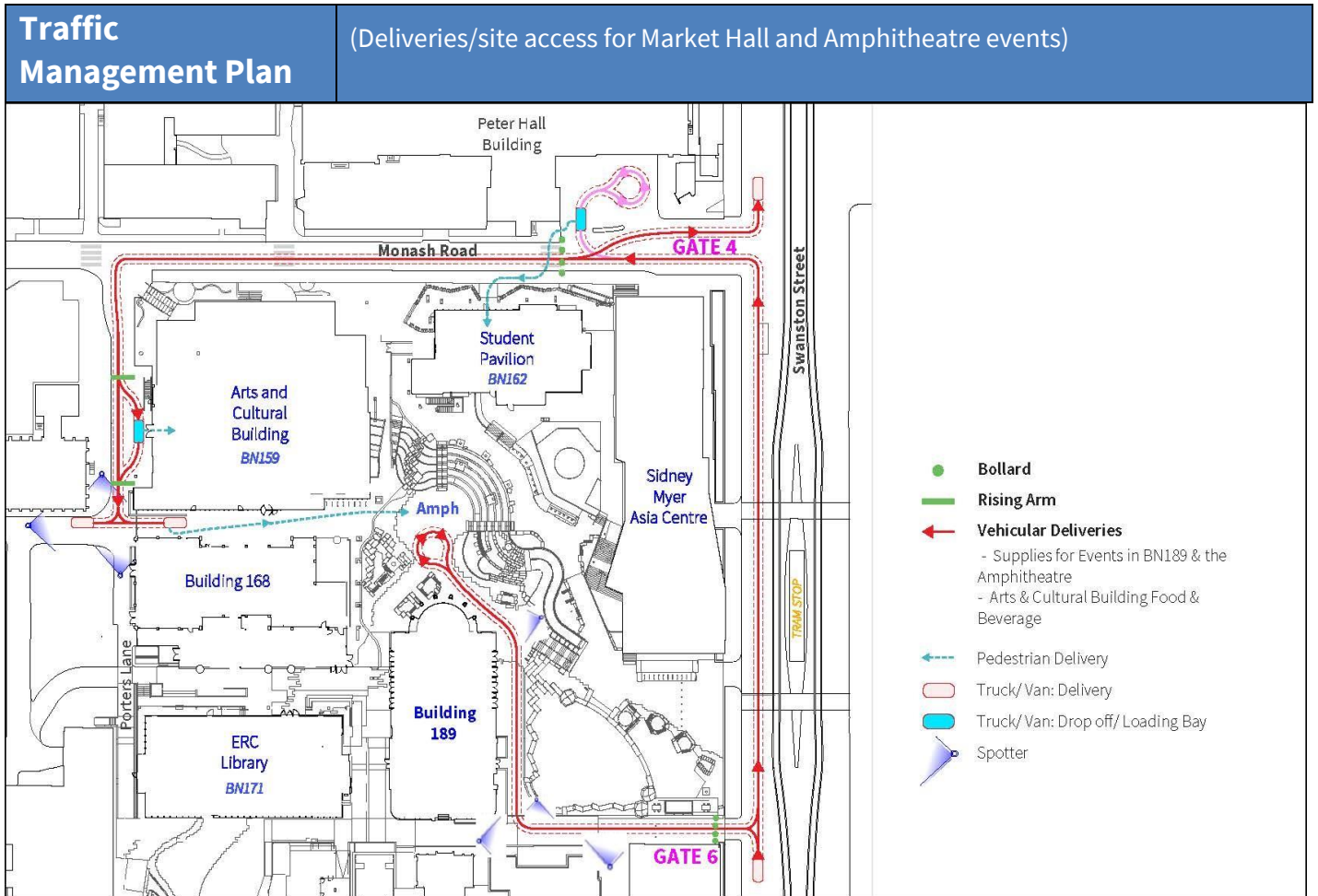
- Cleaning:** The event owner must ensure Market Hall is clean prior to and after the event and/or book a cleaner during the event. Post event cleaning and extra bins may be booked via [Service Now](#). Additional 250L wheely bins (General Waste & Recycling) must be booked if catering is supplied.
- Market Hall tables/chairs:** Market Hall does not have event furniture in situ. The event owner must organise their table/chair layout requirements and stack/return chairs and tables back to Level 1 behind the lifts at the conclusion of their event. We suggest booking [Event Support](#) to assist you with both set-up and pack-down (two separate tickets) of all furniture. Do not use any furniture in the activity rooms.
- Table and Chair Hire:** Please contact [Unimelb Support](#) to hire additional tables and chairs if required.
- Microphones and AV/Tech Support** may be booked via [Event Support/](#)
- Catering:** Catering to be sourced by hirer and delivered to venue in line with food safety guidelines. We recommend contacting one of the University's on-campus food retail outlets within Building 162 or Building 168 to supply catering for your event.

Please note: There are no specialist kitchen or preparation facilities for catering within Building 189 so no cooking or warmers are permitted in the building/venue. Cold/room temp food options only. Alcohol can be served free of charge within the venue by RSA certified servers but cannot be taken outside.

- Contractors and deliveries:** For Market Hall event deliveries including caterers, we suggest you arrange to meet delivery drivers at Gate 6 off Swanston Street to guide them to the site and arrange with Security

via intercom to allow access.

- **Security** may be booked via Service Now. Allow at least 2 days notice for request.
- **Risk Assessment Forms:** Forms are not required to be submitted to the Performing Arts Team as part of your booking. It is encouraged that all hirers complete a Risk Assessment as best event management practice in case of an incident where you will be required to submit the form to the University. For further enquiries and questions regarding bookings and programming, please contact: performingarts-ops@unimelb.edu.au

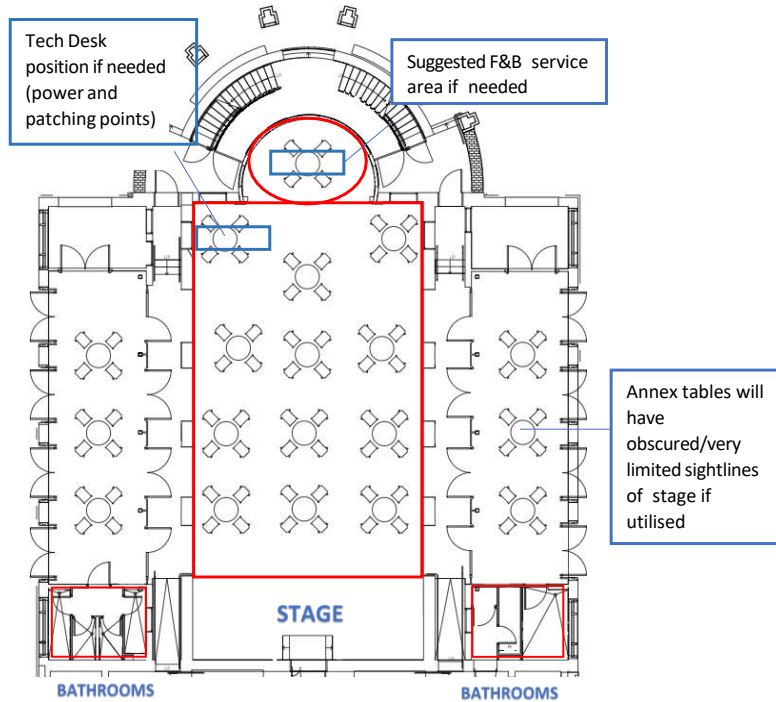


Market Hall Floorplans

Suggest furniture arrangements for Market Hall
**please note only 76 chairs provided with venue*

Cabaret Style (flexible floorplan)

(11-13 tables x 4-5 chairs each. All 19 tables can fit into central Market Hall space minus Tech Desk and Annex/s used for F&B service etc.)



Lecture Style (no centre isle)
 10x13 chairs - 130 PAX

Lecture Style (centre crossover)
 10x11 chairs - 110 PAX

Lecture Style (centre isle)
 8x13 chairs - 104 PAX

