

TAMWORTH TOWN HALL

Tamworth War Memorial Town Hall

2025/2026 Commercial Hire Fees

Promoters of live entertainment, Local organisation or business charging a fee, Conferences, Exhibitions

Venue Hire Rates	Monday-Friday		Saturday		Sunday/ Public Holidays	
	Half Day <4.5 hrs	Full Day 4.5 - 9hrs	Half Day <4.5 hrs	Full Day 4.5 - 9hrs	Half Day <4.5 hrs	Full Day 4.5 - 9hrs
Town Hall (Main Hall and Passchendaele Room) For live ticketed concerts – Base Fee or 12% of the NBO, whichever is the greater.	\$1,056.00	\$1,986.00	\$1,159.00	\$2,183.00	\$1,316.00	\$2,482.00
Hourly Rate Up to Midnight	\$236.00		\$259.00		\$294.00	
Additional Hours Per Hour After Midnight	\$294.00		\$294.00		\$294.00	
Passchendaele Room	\$355.00	\$706.00	\$391.00	\$777.00	\$444.00	\$883.00
Hourly Rate Up to Midnight	\$102.00		\$112.00		\$127.00	
Additional Hours Per Hour After Midnight	\$127.00		\$127.00		\$127.00	

2025/2026 Community Hire Fees*

Local organisation or business, Universities, TAFE, private functions (weddings, parties) not charging a fee.
Schools & Registered Charities charging a fee (entry or attendance)

Venue Hire Rates	Monday-Friday		Saturday		Sunday/ Public Holidays	
	Half Day <4.5 hrs	Full Day 4.5 - 9hrs	Half Day <4.5 hrs	Full Day 4.5 - 9hrs	Half Day <4.5 hrs	Full Day 4.5 - 9hrs
Town Hall (Main Hall and Passchendaele Room)	\$744.00	\$991.00	\$818.00	\$1,090.00	\$929.00	\$1,238.00
Hourly Rate Up to Midnight	\$167.00		\$183.00		\$208.00	
Additional Hours Per Hour After Midnight	\$208.00		\$208.00		\$208.00	
Passchendaele Room	\$262.00	\$524.00	\$300.00	\$600.00	\$327.00	\$654.00
Hourly Rate Up to Midnight	\$78.00		\$87.00		\$98.00	
Additional Hours Per Hour After Midnight	\$98.00		\$98.00		\$98.00	

* The Community Group Hire Fee is available to incorporated organisations, not-for-profit groups, community groups and registered charities. Eligibility is limited to organisations that are based in the Tamworth Regional Council local government area. Proof of Incorporation, ABN and registrations must be provided. In addition, not-for-profit groups and community groups must have a form of organisational permanence and not be operating for the profit or gain of its individual members.

2025/2026 Schools Non-Commercial Hire Fees*

Schools – non-commercial use

Venue Hire Rates	Monday-Friday		Saturday		Sunday/ Public Holidays	
	Half Day <4.5 hrs	Full Day 4.5 - 9hrs	Half Day <4.5 hrs	Full Day 4.5 - 9hrs	Half Day <4.5 hrs	Full Day 4.5 - 9hrs
Town Hall (Main Hall and Passchendaale Room)	\$516.00	\$687.00	\$571.00	\$757.00	\$645.00	\$859.00
Hourly Rate Up to Midnight	\$116.00		\$128.00		\$143.00	
Additional Hours Per Hour After Midnight	\$143.00		\$143.00		\$145.00	
Passchendaale Room	\$209.00	\$415.00	\$229.00	\$467.00	\$261.00	\$520.00
Hourly Rate Up to Midnight	\$59.00		\$65.00		\$73.00	
Additional Hours Per Hour After Midnight	\$73.00		\$73.00		\$73.00	
* The Schools Non-Commercial rate is available to all schools in the Tamworth Regional Council local government area.						

Included in Venue Hire Fee	Additional Fees & Charges	
Venue Supervisor	Use of Kitchen (Flat Rate Per Day)	\$100.00
Theatre Style Seating in main hall	Excess Waste Disposal (Up to half a skip)	\$100.00
Standard House Light Rig (Operators at addition charges)	Additional Cleaning Fee (Flat Rate Per Hour)	\$100.00
Standard House Sound System L-Acoustics Line-array (Wedges, desk, mics etc and Operators at addition charges)	Production Services	P.O.A.
50 x Trestle Tables (1.8m Variations of plastic, wooden and melamine tops)	Technical Staff and FOH staff required at Bump In/Out and at event/production. (fee per hour. Minimum 3-hour call) • Monday to Friday • After 10 consecutive hrs • After midnight • Saturday • Sunday	\$56 p/h \$66 p/h \$76 p/h \$66 p/h \$76 p/h
Limited Waste Disposal	Round Banquet Tables	P.O.A
3 Hours Cleaning - Post event for main hall	Use of Grand Piano	\$113.00
1 x Box Office Staff - For Ticketed Events	Use of Upright Piano	\$82.00
Electricity	Additional chairs	P.O.A
Head Usher - For Ticketed Events	Additional Trestle Tables and Cloths	P.O.A

Fees and charges are reviewed annually and set by Council.

Ticketing

When you ticket with Entertainment Venues, a division of Tamworth Regional Council, you receive a professional ticketing service that includes the following:

- TICKET SEARCH, a web-based ticketing system with sales access through 2 websites, FACEBOOK, 1 outlet
- Advice on pricing, sales patterns, seat releases and customer care
- Direct access from the system to scheduled daily sales reports
- Links to ticket sales page are provided to promoters prior to on sale
- All Customer enquiries relating to your event managed on your behalf by Entertainment Venues Staff
- A Venue Box Office 1 hour prior and 30 mins after your event start time for ticket collection, last minute sales and Guest ticket allocation and collection
- End of Show reports available on request

For ticketing fees and charges please contact our office on 02 6767 5200.

Marketing

Entertainment Venues offers a comprehensive Marketing Services Package covering those services included in your venue hire. It also details additional marketing services including; graphic design, printing, press, radio and television advertising, promotions, ticket give-aways, interviews and media contacts, direct mail, editorial, social media, banners, letter box and seat drops, mail and distribution of collateral. We have several partnership agreements in place with media houses enabling us to assist you.

It is our business to assist in the promotion of your event and gain the greatest awareness through specifically targeted advertising and marketing. Before you book your advertising, check our special rates first – we could help you save on your total advertising budget.

For further information on our marketing services please contact our office on 02 6767 5200.

Production Services

Entertainment Venues can assist you with all your production needs from concept to execution. Our mission is to provide a trouble-free service by providing the highest quality people and equipment available. Our Technicians have had extensive experience in theatre, events, arena and conferencing including expertise with lighting and sound design and operation plus vision services. Our skilled technicians can deliver a fully integrated and seamless service combining your venue hire with our production services can assist with your budget.

ENTERTAINMENT VENUES

TRECC | CAPITOL THEATRE TAMWORTH | TAMWORTH TOWN HALL | TAMWORTH COMMUNITY EVENT CENTRE

Delivered by Tamworth Regional Council

Ticketing Charges 2025/2026

A: Inside Charges – Will be subject to change as of July 1 2026

ADVERTISED TICKET PRICE inc GST		Inside Charge inc GST		Net Amount to Promoter inc GST
\$20.00 or less	=	\$3.40	+	Net Amount
\$20.01 - \$30.00	=	\$4.50	+	Net Amount
\$30.01 - \$50.00	=	\$5.00	+	Net Amount
\$50.01 – \$99.99	=	\$5.50	+	Net Amount
\$100.00 & above	=	\$6.00	+	Net Amount

B: Miscellaneous Charges

Complimentary & Promoter Tickets	Zero priced tickets not for re-sale	\$1.15
Consignment tickets	Zero priced tickets for sale	Full Inside Charge
Scheduled Reports		\$0.00
Log in to Ticketing site	Access to sales reports 24/7	\$0.00
Set-up Fee		\$0.00
Changes to event after on sale date		\$100.00
Changes to existing floor plan		P.O.A
Cancellation or Reschedule Fee		< 10 tix sold \$100.00 10-100 tix \$220.00 100+ tix sold \$2.25 per ticket
Payment Processing Fee	Per Transaction – Outside charge to Customer	1.2%
Transaction Fee	Per Transaction – Outside charge to Customer	\$2.85 – Internet \$3.85 – Over the counter \$4.85 - Phone

All Fees and Charges are inclusive of GST.

Inside Charges must be included in the advertised price of the ticket.

All advertising should include the following disclaimer:

“Ticket Price includes GST and a Transaction Fee will apply”