



Edward River
COUNCIL

Deniliquin Town Hall *Hirer Guide*



Deniliquin Town Hall

Since its official opening in 1876, the Deniliquin Town Hall has been home to community gatherings and ceremonies, performances and celebrations.

Through fire and flood, the Town Hall has endured as an important meeting place for generations of the Edward River community.



The Deniliquin Town Hall has undergone extensive changes since it was built in 1876. The Town Hall Revitalisation Project began in 2019 with great care taken to restore the features of the Town Hall, including remoulding of the intricate ornate decorations that adorn the ceiling. Work included extensions and renovations to the stage, ensuring access for all abilities. Integrated audio-visual technology and new retractable seating was installed enabling a broad range of uses.

A new foyer and lobby area provides access from the civic square, with stairs leading to refurbished seating in the balcony. The original clock and bell from 1904 were also proudly reinstated.

Whether you are planning a small meeting, some company training, an exhibition, performance or conference, the Deniliquin Town Hall can provide you with the ideal space and expertise needed to make your event a success.



Theatre



Elevate your events to grandeur in the Theatre, a premier venue for weddings, conferences, performances and elegant affairs.

With a theatre style capacity of 320 people, this space sets the stage for unforgettable experiences. The versatile seating arrangements – 48 on the mezzanine balcony, 98 on the tiered seating with the remainder of seating at floor level – ensure that every attendee enjoys an unobstructed view.

The space can also be outfitted in a banquet, boardroom or cocktail arrangement to suit every need.

Area: 260m²

Theatre: 320

Banquet: 230

Cocktail: 500

Foyer



Welcome to the versatile Foyer, the perfect space to set the tone for your event. Whether you are hosting a stylish cocktail party, an intimate gathering or professional meeting, this elegant space provides the ideal ambiance. Presented as an open space with a registration point, four pedestal tables and stools. Two leather couches provide additional seating and the area can be configured to suit your needs.

Area: 80m²

Cocktail: 30 - 40



Box Office 1 + 2



These compact spaces serve as a ticketing hub and offices but can also transform into small meeting spaces, being ideal private and focused environments for your discussions.

Box Office 1

Area: 11m²

Capacity: 4

Box Office 2

Area: 20m²

Capacity: 10



Meeting Room



Step into the Meeting Room, suited for presentations, discussions and classes. This space is perfect for engaging presentations or collaborative sessions. Furniture can be altered to suit your requirements with the option of theatre style seating or conference style at round, rectangular or square tables.

Technical Information – Radio mic and lapel mic are available. A large screen is fitted with connections for laptop/ computer presentations.

Adjoining the Meeting Room is a commercial kitchen.

The kitchen is a “dry” hire therefore caterers will need to supply their own kitchenware, cutlery and glassware.

Caterers are required to complete a registration process through Edward River Council

including providing certificates of currency for public liability and a valid food handling certificate. Edward River Council staff will assist in this process.

Area: 75m²

Theatre: 60

Boardroom: 40

Meeting: 50 - 60



Function Room



Introducing the Function Room, a haven of comfort and convenience for your smaller gatherings and meetings. Outfitted with cosy couches and armchairs, or your preference of seating, this space is tailored to accommodate discussions and small-scale events. It's the ideal choice for hosting meetings that inspire creativity or for comfortably accommodating up to 30 people for special gatherings. Features of this space include Bluetooth audio available for your event or meeting along with separate air conditioning. All furniture can be entirely removed from the space, making it a very versatile area.

Area: 38m²

Boardroom: 20 - 25

Cocktail: 25 - 30

Meeting: 25 - 30

Green Room + Change Rooms



Beyond the curtains to the practical luxury of our backstage area. From showers to a dedicated Green Room for performers, the modern and brand-new space ensures every aspect of your event is seamlessly supported with direct access to the stage. The space will be outfitted with furniture for your comfort.

The Green Room can be utilised by hirers with prior arrangement. Please discuss any Green Room requirements with the Facility Manager prior to your event.

Green Room

Area: 16m²

Capacity: 10

Change Rooms x 2

Area: 17m²

Capacity: 15+

General Venue Information

Air Conditioning

All spaces within the Deniliquin Town Hall are fully air conditioned, with individual controls for heating and cooling to ensure your event is held in complete comfort.

Accessibility

The Deniliquin Town Hall offers full accessibility throughout the building. Lifts are fitted for the stage from both front of house and back of house, and ramps provide access to every entrance and exit. Accessible toilets are located at the front entry alongside the general toilet facilities. There is also an accessible toilet and shower facility provided back of stage.

The mezzanine seating area on the upper level of the Main Hall is the only space without wheelchair access.

Parking and Local Traffic

There are no designated parking spaces for the Town Hall. There is ample parking nearby in Cressy Street and Civic Place. Our loading dock can be accessed from Civic Place. Any special parking requirements will require advance notice. Please discuss this with the Town Hall Facility Manager prior to arrival.

Storage Space

The Town Hall has no designated storage space for venue bookings, but options can be pre-arranged with the Facility Manager prior to your arrival. The Change Rooms and Green Room are commonly used for housing costumes, props and other smaller items.

Load-In Area

The Deniliquin Town Hall is fitted with a 1000kg freight lift from street level to stage level which is accessed via a roller door and dedicated loading dock. This can be accessed via Civic Place.

Door Dimensions

Width: 2490mm

Height: 2500mm

Risk Management

If you are staging a production at the Town Hall, you may be required to provide a risk assessment as part of the hiring process. The Facility Manager and Town Hall Safety Officer will assist you with this process.

Aspects to consider:

- Safety checks on your equipment are required to be undertaken by Town Hall Staff.
- All mains connected electrical equipment requires a current compliance test tag.
- Overhead equipment must be rigged by a qualified rigger using appropriately certified equipment.
- Lighting equipment rigged overhead requires a safety chain.
- Props placed in the foyer should remain safe and secure around patrons.
- The comfort and safety of cast members in costume utilising front of house areas before or after the show.
- The need to sign children in and out of the venue and developing appropriate child safety procedures for your event.

Smoking

As with all venues managed by Edward River Council, the Town Hall is a smoke-free venue. There is no smoking or vaping permitted anywhere inside or within four metres of any entrance. Please use designated smoking area.

Emergency Warning System

The Town Hall is equipped with appropriate fire detection and emergency warning systems.

Any use of theatrical haze, smoke, incense, candles or other items emitting fumes must be authorised prior to use by an authorised staff member.

Areas of the building can be isolated from the Emergency Warning System; however, it is crucial to discuss your requirements with the Facility Manager prior to the day of your event.

In the event of an emergency, directions from venue staff must be followed.

Onsite Shared Facilities

The Deniliquin Town Hall is managed by Edward River Council.

The venue can be particularly busy and in high demand at certain times of the year. Facilities may be shared with other hirers if you have not reserved the entire venue.

Any concerns that you may have regarding the shared facilities, noise impacts, parking or other potential issues should be raised with the Facility Manager when planning your event.

Civic Plaza

Use of Civic Plaza is available for an additional hire fee. Please reach out for a quote or more details.

Toilets

Toilets for public use are located in the foyer section. Cast and crew hiring the venue have access to the downstairs toilets.

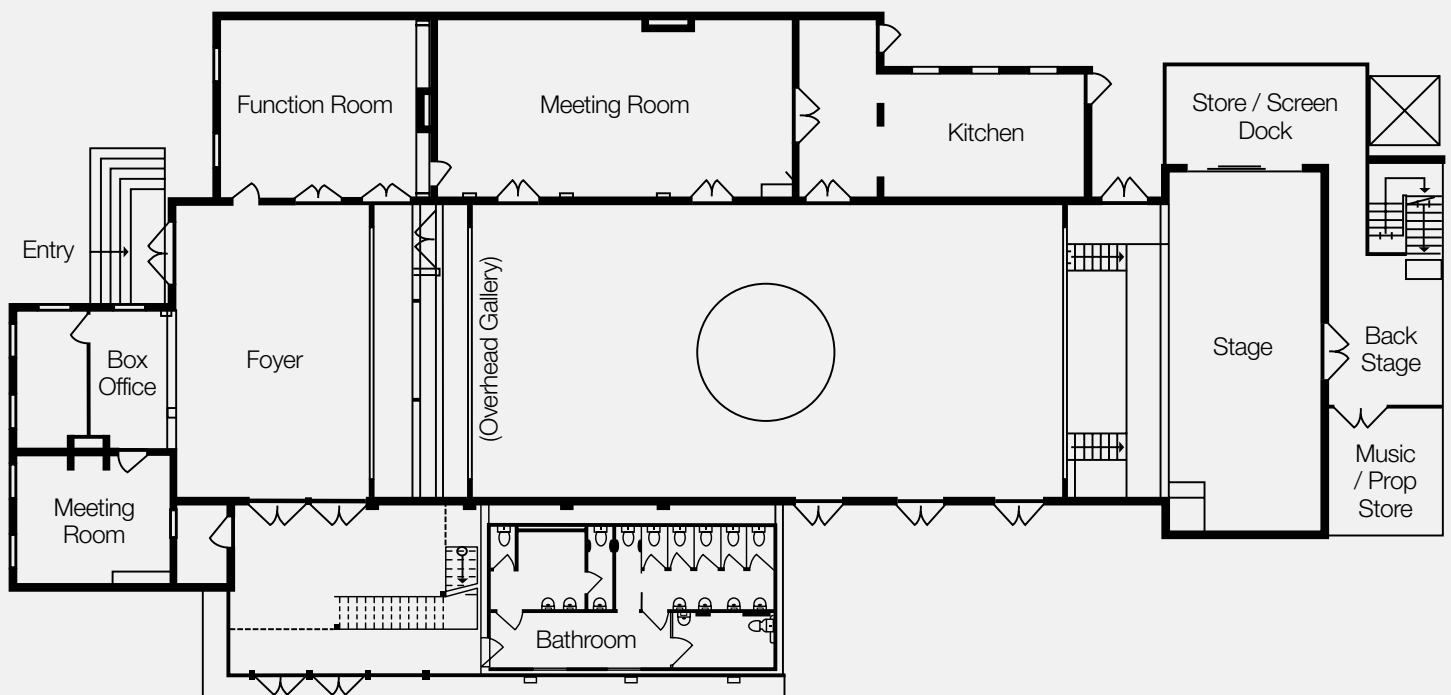
Care of Venue Surfaces

The Deniliquin Town Hall is an 1870s Gold Rush era building and is a highly valued community asset. Edward River Council requests your cooperation in helping us respect this value and to contribute to its longevity by protecting the building from any damage.

Nothing is to be fixed to walls or any other surfaces. This includes blue tac and tape products.

Any decorations or signage must be free standing.

There is to be no leaning or tying off ladders or other objects against walls and other surfaces. Please discuss requirements or concerns with the Facility Manager prior to the event.





Enquire about hiring the magnificent Deniliquin Town Hall for your next function or event.

Phone 03 5898 3000

Email council@edwardriver.nsw.gov.au

170 Cressy Street, Deniliquin NSW 2710



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