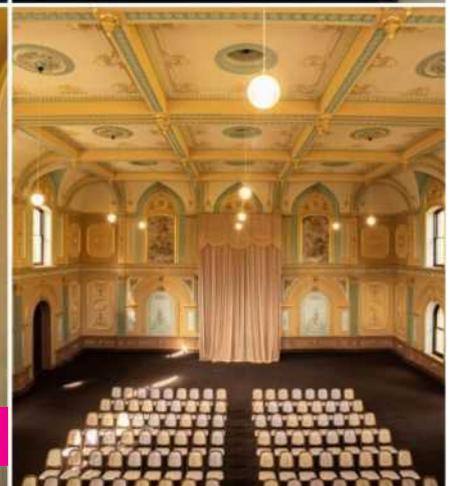
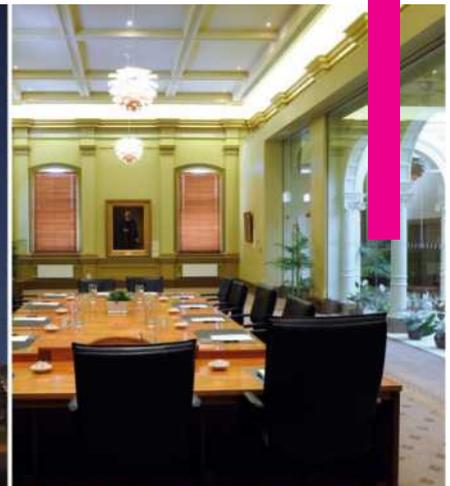
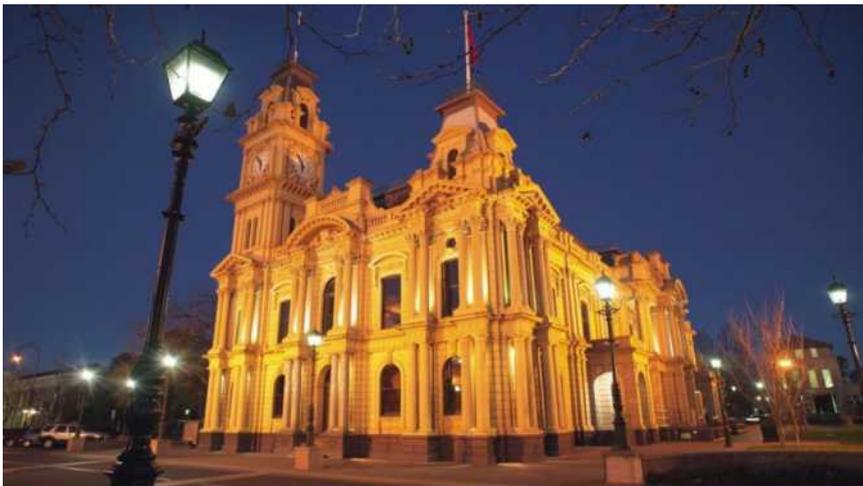


# Bendigo Town Hall

## Venue Information

**Town Hall**  
189-193 Hargreaves Street, Bendigo  
03 5434 6100

[bendigovenuesandevents@bendigo.vic.gov.au](mailto:bendigovenuesandevents@bendigo.vic.gov.au)  
[bendigovenuesandevents.com.au](http://bendigovenuesandevents.com.au)



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## Venue Bookings & Further Enquiries

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All enquiries regarding the hire of this venue or associated spaces to be directed to:

**Bendigo Venues & Events**  
Events Department

**03 54346100**  
bendigovenuesandevents@bendigo.vic.gov.au

**Street Address:**  
189-193 Hargreaves Street  
BENDIGO VIC 3550

**Mailing Address:**  
PO Box 733  
BENDIGO VIC 3552

*The information contained in this document is given in good faith and is believed to be correct. All measurements are approximate and should be checked on site © Bendigo Venues & Events.*



# 1. Introduction to The Town Hall, Bendigo

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## 1.1 History and Overview

In 1855, Bendigo was officially announced as a Municipality and the name changed from Sandhurst. George Fletcher, the Town Surveyor was appointed to design a Town Hall to replace the rickety two-roomed structure at View Point. Fletcher's design was a red brick construction with a corrugated iron roof and was considered vastly inadequate and unattractive. By 1871, Bendigo was proclaimed a 'City'. By this time, Fletcher's building was in a poor state of repair and considered unsuitable for Bendigo's new 'City' status.

William Vahland was invited to submit his design proposal. His vision and plans for the new City Town Hall were accepted and between 1878 and 1902, a series of works including the clock tower, offices, interior decorations, classical external facades and mansard roof were constructed in a style to celebrate Bendigo's golden history.

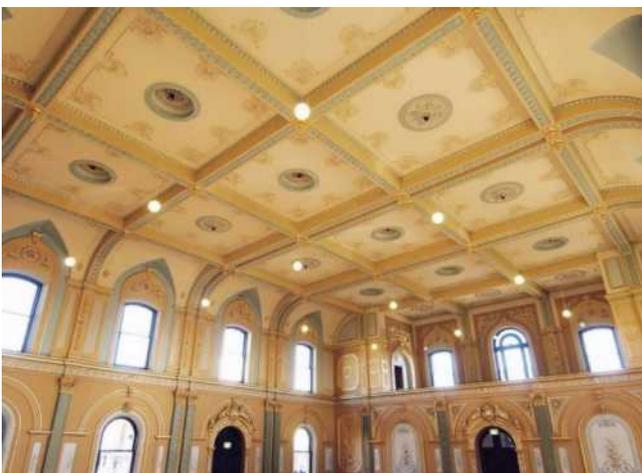
The Town Hall was saved from demolition in the early-1970's – history shows that it was saved by just one vote. A restoration effort commenced in 2001 and included important aspects such as roof repairs and damp-proofing. The Hargreaves Street balcony, which had been demolished in 1926, was rebuilt and an extensive interior decoration program commenced to restore the original paint scheme and gold leaf.

In 2005, the first clock was installed in the tower. Vahland had made provisions for the clock in his original design but it wasn't until the Bendigo Advertiser and Rotary Club joined forces to help raise funds and install the clock that the building met his original vision.

Renovated and refreshed on a regular basis, the foyer area, grand hall and Council Chambers retain the ornate interior decorations but utilize modern equipment to assist you with the presentation of your event.

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

**Bendigo Venues & Events and all our staff welcome you as our guest and look forward to assisting you with your event.**



## 1.2 Foyer & Building Entry

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The Bendigo Town Hall has a number of distinct entry points with various options available to suit your event plans and audience requirements.

Located on the **Ground Floor**:

- The Main Hall
- Front foyer – Hargreaves Street end
- Main foyer – Lyttleton Street end
- Commercial Kitchen
- Male, female and accessible toilets

Located on the **Upper Floor**:

- Public Gallery balcony overlooking the Main Hall (accessed from front foyer)
- Reception Room (not available for hire)
- Old Council Chamber (museum display)

## 1.3 Air Conditioning

There is no air conditioning in the Main Hall. Hydronic wall heaters are located in the main foyer area.

Portable pedestal radiators are available for use in the Main Hall and other areas as required.

## 1.4 Accessibility

The Town Hall's accessible entrance is via a ramp on the Library Gardens side of the building into the main foyer. Access to the first-floor reception room is available via a lift in the main foyer. There is no accessibility to the Public Gallery balcony.

## 1.5 Parking and Local Traffic

There are no dedicated car parking spaces at the venue or in the surrounding precinct. Any special parking requirements will require advance notice. Please discuss with your Event Officer.

Being centrally located in the heart of Bendigo's business district, the area surrounding The Town Hall can be very busy. The building is adjacent to the local Library and within proximity to a major retail and cafe precinct.

A Car Parking Guide to the central business area of Bendigo, including the Town Hall Precinct can be viewed or downloaded via the following link – [Click for Car Parking Guide](#)



## 1.6 Smoking

As with all venues managed by Bendigo Venue & Events, The Town Hall is a smoke-free venue. There is no smoking permitted anywhere inside or within five (5) metres of any entrance.

## 1.7 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 your Events Officer prior to the day of your event.

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

## 1.8 Onsite Shared Facilities

The Town Hall is managed by Bendigo Venues & Events, a Business Unit of the City of Greater Bendigo. The venue can be particularly busy and in high demand at certain times of the year.

The upstairs Reception Room is the primary meeting space for the City of Greater Bendigo Council and is frequently used for civic meetings, functions and events. This room is generally not available for external hire.

Any concerns that you may have regarding the sharing of facilities, noise impacts, parking or other potential issues should be raised with your Event Officer when planning for your event.

## 1.9 Box Office Services

*GoTix* is the ticketing service managed by Bendigo Venues & Events and is proudly owned by and operated by the City of Greater Bendigo.

*GoTix* provides the ticketing for events and performances conducted at our suite of venues as well as for other events across the Bendigo region.

## 1.10 Care of Venue Surfaces

The Town Hall is an 1870's Gold Rush-era building and is considered a highly-valued asset amongst the region's community. Bendigo Venues & Events requests your cooperation in assisting us to 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 your Event Officer prior to the event.

## 1.11 Toilets

Toilets located in the ground floor main foyer area, consisting of 1 x female toilet (4 stalls), 1 x male toilet (3 stalls & 4 urinals) and 1 x accessible toilet.

## 1.12 Green Room

A Green Room is located on the ground floor and can be utilised by hirers with prior arrangement. The room contains a small table and chairs.

Please discuss any Green Room requirements with your Event Officer prior to your event.



## 2. Technical Information (Main Hall)

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### 2.1 Access

Regular access for bump in is via the side entry doors located on either side of the Main Hall. Whilst these entrances open directly into the Main Hall, equipment will need to be hand carried up a small set of stairs. Short term parking of smaller vehicles whilst loading or unloading is possible but will require prior discussion and approval by your Event Officer. The accessible entrance ramp can be used for small hand trolleys and road cases.

#### Side Entry (Door Dimensions)

**Width:** 1720mm  
**Height:** 2100mm

#### Accessible Ramp Entry (Door Dimensions)

**Width:** 1368mm  
**Height:** 2570mm

### 2.2 Room Dimensions

**Length:** 21.5 metres  
**Width:** 18.3 metres  
**Height to pendant lights:** 7.62 metres  
**Height to ceiling:** 9.32 metres

## 2.3 Lighting Information

### Houselights

The Main Hall contains pendant lighting sufficient to light the space. These lights are not dimmable. Houselights are controlled by a series of switches located in the main foyer in a control box adjacent to the library side entrance.

### Power and patch system

Access to power is located in the 7 floor traps that are spread out across the main hall. See floor plan on page 9.

## 2.4 Electrical

All portable electrical appliances and equipment must be fitted with a current test tag complying with AS/NZS 3760.

Power outlets are in various floor pits located throughout the main hall. (see map)

## 2.5 Suspension

It is not possible to suspend from any part of the building structure.

## 2.6 Audio Visual

Audio-Visual requirements and external hires can be arranged by your Event Officer.

## 2.7 Other Equipment

Other equipment such as lecterns, staging, truss, curtains, heating or cooling, projection screens and associated equipment can be arranged by your Event Officer. Please discuss your requirements when planning for your event.

## 2.8 Seating & Tables

The Main Hall can be configured according to your needs. Onsite, the venue has approximately 300 chairs and 27 round tables. 4 x 1.8m trestle tables are available for your use, along with associated linen.

External furniture hire can be arranged on your behalf or undertaken by the hirer.

### Capacity and Configurations:

Theatre Style:	300-350
Banquet Style:	250-300
Cabaret:	200-240
Cocktail:	550 (whole venue)

### 3. Main Hall – Floor Plan

