

# Your place to enjoy



Your Cambridge Town Hall Hirer's Guide





# Thank you for considering Cambridge Town Hall as a venue for your upcoming event.

The iconic Edwardian architecture will lend an air of historic ambience to your event, and we're here to help you make the most of the versatile space and facilities.

## Booking the Town Hall

You can book any of our function rooms, or the whole Town Hall.

Please contact our team via the website: [www.cth.co.nz](http://www.cth.co.nz) or by email at [info@cambridgetownhall.co.nz](mailto:info@cambridgetownhall.co.nz)

We'll guide you through the process of booking and answer any questions you might have.

CAPACITY					
Main Hall		Victorian Room		Edwardian Room	
ROOM SIZE:					
228sqm (17.5m x 13m)		110sqm (20.5mx 5.4m)		64sqm (11.5m x 5.5m)	
CAPACITY:					
Standing	400	Standing	100	Standing	50
Loose Seating	280	Loose Seating	80	Loose Seating	40
Tables and Chairs	200	Tables and Chairs	44	Tables and Chairs	24





# Rates Valid from: 1st July 2024 - 30th June 2025

Whole Complex	Base Rate <small>Commercial/Private Event</small>		Base Rate 60% <small>Registered Charity, Trust, Community Group**</small>	
Half Day (4 Hours)	\$600		\$240	
Full Day (12 Hours)	\$1,200		\$480	
Edwardian Room <small>(Includes use of Main Hall toilets)</small>				
2 Hour Booking	\$150		\$60	
Half Day (4Hours)	\$300		\$120	
Full Day (12 Hours)	\$600		\$240	
Victorian Room	<small>once renovated (est. 1 February 2025)</small>		<small>once renovated (est. 1 February 2025)</small>	
2 Hour Booking	\$85	\$150	\$45	\$60
Half Day (4 Hours)	\$95	\$300	\$55	\$120
Full Day (12 Hours)	\$280	\$600	\$160	\$240
Additional Hours (if required in addition to Base Rate or Discounted Rate)				
Whole Complex per hour	\$150		\$75	
Edwardian Room per hour	\$80		\$50	
Victorian Room per hour	\$80		\$50	

## INCLUDED IN BASE RATE:

- Iconic venue
- Tables and Chairs
- One staff support
- Heating
- Simple event lightening
- Lectern

## ADDITION CHARGES

(Discussed at point of booking)

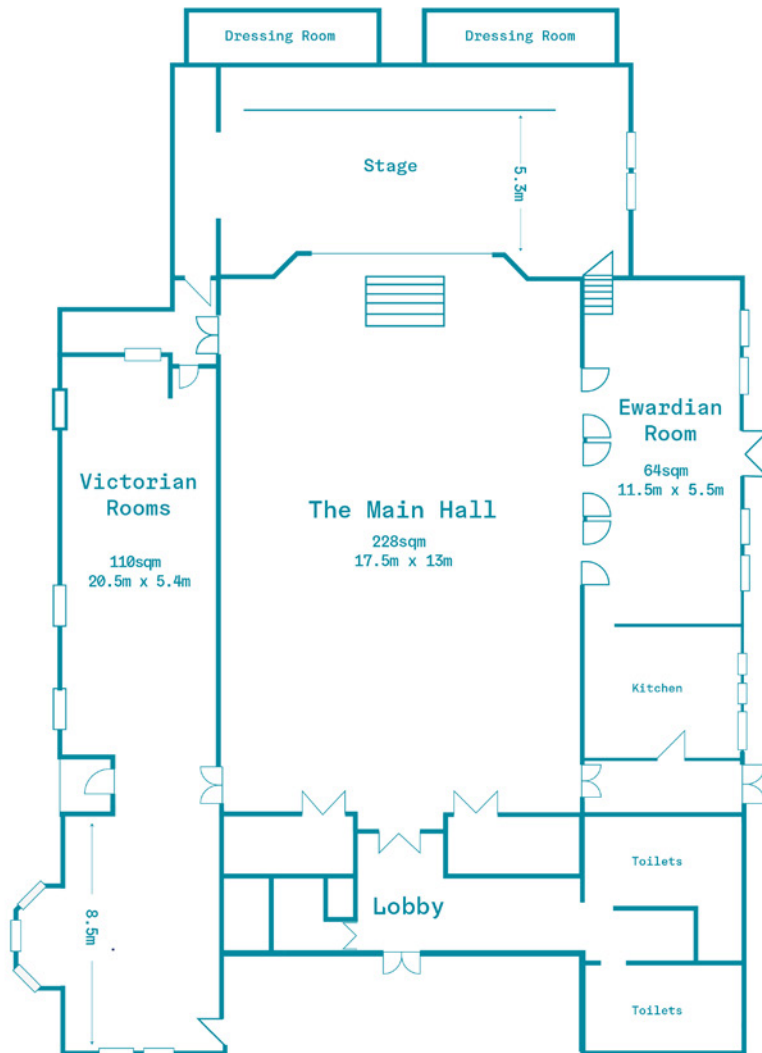
- Drinkware
- Crockery
- PA System
- Projector, projector screen
- Clean & clear service
- Additional event lighting
- Additional staffing
- Security

**\*\* Registered Charity, Trust, Community Group**

The Cambridge Town Hall Community Trust will work with you on your booking and can advise if you qualify for this rate. Community Groups without charitable status are discussed for suitability at the point of booking. We endeavour to support hirers who wish to apply for this rate, so we encourage school groups, youth ensembles, support services to contact with us to discuss our community rate. Weddings, birthday parties and other similar events are not community events – and our private event rates will apply. If in doubt, please get in touch, as we are happy to assist and guide your booking.



# The spaces



## The Main Hall

Ideal for conferences, exhibitions, receptions, weddings, large events, shows and performances. Booking the Main Hall gives you full use of the auditorium, and adjoining Victorian and Edwardian Rooms, as well as the entrance lobby, ticket booth, kitchen, bar, and bathroom facilities. The stage and dressing rooms can be used by arrangement, but please note the stairs to the stage cannot be removed.

The unobstructed main floor space can offer theatre style seating for audiences of up to 300 (250 seats can be provided), making it ideal for shows, talks and performances. For weddings, fundraisers and larger events, table seating set-up will accommodate 205.

Booth space for up to 30 exhibitors can be set up in the main auditorium and the hall is regularly used for business expos, exhibitions, trade shows, book fairs, rug sales and the annual Christmas festival.

## Victorian Room

Business meetings, workshops and events are often hosted in the charming Victorian Room, which offers its own access from Victoria Street, a raised dais, a basic kitchenette and single toilet. This room may also be divided into 2 spaces using concertina doors.

## Edwardian Room

A cosy room with a well-proportioned raised dais, the Edwardian Room is an intimate space to gather groups, hold meetings and entertain smaller audiences of up to 166 with talks, music, comedy and more. The kitchen offers catering facilities, and a small bar area keeps things convivial.



Reich  
Nagoya  
Marimbas



# Facilities

The Town Hall offers a wide range of facilities to ensure the success of your event. These include high-speed wi-fi, a large stage, lighting system, stage, tables and chairs, commercial kitchen, bar area, and ample parking.

## Catering

We're one of very few large venues that can offer you the option of self-catering your event, or choosing your own caterer. Facilities include two standard fridges, two standard ovens, a turbo oven, microwave, dishwasher and plenty of benchtop space. Cambridge boasts an impressive range of caterers to suit all tastes and budgets and we can put you in touch with people who can help.

## Bar Services

The Town Hall allows you the freedom to supply and serve your own soft and alcoholic drinks (as long as they're not being sold), which can help make your event budget go further. If you intend to run a cash bar at your event you'll need to apply for a special license from Waipa District Council.

## Technical Support

Our team can provide technical support during your event, including sound and lighting assistance. Please let us know in advance if you require this service.

## Accessibility

The Town Hall is wheelchair accessible, with a ramp leading up to the entrance. There are also accessible toilets available. Assistance dogs are allowed on site.

## Parking

There's a carpark at our Queen Street entrance, and plenty of available parking within walking distance around Cambridge Town Hall. Two mobility parking spaces, a ramp and a loading bay are available on our Lake Street entrance, and additional mobility spaces can be found on Victoria Street and Queen Street.

## Cleaning and Security

Our team will ensure that the Town Hall is clean and ready for your event. As part of your Hire Agreement, you'll be required to leave the Hall clean after use. Depending on how you intend to use the space, security may need to be arranged. Talk to us for more details.



We look forward to hearing from you and to hosting your event in the iconic Cambridge Town Hall.

