

Presenting at Melbourne Recital Centre

BOOKINGS

Please submit an enquiry via the [Make an Enquiry](#) page. Melbourne Recital Centre will then contact you to discuss your event, available dates and venue hire rates.

Where dates are available, a pencil booking may be held for your event. Unless otherwise advised by Melbourne Recital Centre, a pencil booking may be held, with no obligation to proceed, up until 6 months prior to the first event. However, if a subsequent presenter requests the identified date, the presenter holding first pencil booking will be given 48 hours' notice to release the date or contract and pay the deposit.

On confirmation of your venue hire you will be forwarded a Presenter Agreement and invoice for the venue hire deposit. The contract must be signed and the deposit paid in order to secure the date. We must receive your signed Presenter Agreement within 14 days of issue.

Importantly, tickets cannot go on sale until the agreement is signed, returned and the deposit is paid.

CANCELLATIONS

If you need to cancel a contracted booking, your deposit will be retained by Melbourne Recital Centre.

CONCERTS

START TIMES & DURATION

Evening concerts are recommended to commence between 6pm and 7.30pm, and finish no later than 10pm. If your concert finishes after 10.30pm you will be charged an overtime fee. Matinees are recommended to start between 11am and 5pm.

INTERVALS

Melbourne Recital Centre strongly recommends a 20 minute interval for a standard 2 hour concert. Intervals are not recommended for events with a duration of 70mins or less.

TECHNICAL REQUIREMENTS

Melbourne Recital Centre offers a full range of technical services, such as lighting and sound design, amplification, recording, surtitling and video projection. You should discuss your requirements with the Presenter Service Coordinator upon booking to ascertain impact on your event schedule and any



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RECITAL
CENTRE

31 Sturt Street
Southbank
Victoria 3006
Australia

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additional costs applicable. Melbourne Recital Centre can provide an estimate for technical services based on your requirements prior to your concert. It is important to let us know as soon as possible if you require any audio or visual equipment, as some seats in the auditorium may need to be withdrawn from sale to facilitate your needs.

TIMELINE

6 - 18 MONTHS TO GO

- Return signed contract to Melbourne Recital Centre and pay venue hire deposit.
- Confirm on-sale date with the Presenter Services Coordinator.
- Complete Marketing and Box Office set-up form and return this and any marketing collateral to the Presenter Services Coordinator.

3 MONTHS TO GO

- Complete the Event Requirements Form, obtained from your allocated Concert & Event Manager.
- Discuss detailed production requirements and schedule with your Concert & Event Manager.
- Arrange any functions, catering and merchandising with your Concert & Event Manager.
- Ensure all publicity, posters, leaflets and programs are proofed by Melbourne Recital Centre, before publication and distribution.

2 MONTHS OR LESS

- Finalise any outstanding event requirements with your Concert & Event Manager.
- Deliver flyers for venue display to Stage Door.
- Please ensure programs are delivered to Stage Door no less than 3 days prior to your concert.



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