

# FRINGE COMMON ROOMS

# VENUE HIRE GUIDE

Fringe Common Rooms isn't just a venue, it's a creative home in the heart of Melbourne. Located in the historic Trades Hall, we champion independent artists and groundbreaking events with rebellion, inclusivity, and creativity at our core.

## AT A GLANCE

<b>Location</b>	Trades Hall, Cnr Lygon & Victoria Streets, Carlton
<b>Capacity</b>	<ul style="list-style-type: none"><li>▪ Ballroom: 174 standing   114 seated</li><li>▪ Ballroom + Lounge: 250 standing</li><li>▪ Lounge: 76 standing   48 seated</li></ul>
<b>License</b>	Until 3am (Mon-Sat)   Until 11pm (Sun)
<b>Pricing</b>	Minimum bar spend OR flat venue hire
<b>Tech Included</b>	<ul style="list-style-type: none"><li>▪ Professional d&amp;b sound system (touring-grade)</li><li>▪ Full LED lighting rig with moving heads</li><li>▪ DJ equipment (Denon SC5000s, Pioneer CDJs, turntables)</li><li>▪ Backline (drum kit, guitar amp, piano)</li><li>▪ Complete microphone package (14 mics)</li></ul>
<b>Accessibility</b>	<ul style="list-style-type: none"><li>▪ Step-free access</li><li>▪ Gender neutral and wheelchair accessible bathrooms</li><li>▪ Stage wheelchair lift</li></ul>

commonrooms@melbournefringe.com.au  
(03) 9660 9600

**SHOWS & GIGS**

## WHY CHOOSE FRINGE COMMON ROOMS?

- Licensed until 3am
- Professional tech included
- No venue hire fee option (minimum bar spend model)
- Fully accessible (not an afterthought—built in)
- Heritage building with 164 years of history
- Artist-first philosophy and community values

## Our Spaces

### The Ballroom

Your main performance and event space with a professional bar, stage and disco ball.

<b>Capacity</b>	<ul style="list-style-type: none"> <li>▪ 174 standing</li> <li>▪ 114 seated theatre-style</li> </ul>
<b>Perfect for</b>	Events and performance, (think comedy, cabaret, spoken word), dance party, book launch or film screening.

### The Lounge

Our second space is an intimate saloon-style room with vintage charm and versatile setup options.

<b>Capacity</b>	<ul style="list-style-type: none"> <li>▪ 76 standing</li> <li>▪ 48 seated</li> </ul>
<b>Perfect for</b>	Workshops, meetings and rehearsals, or a green-room/ break-out space when booked with Ballroom.

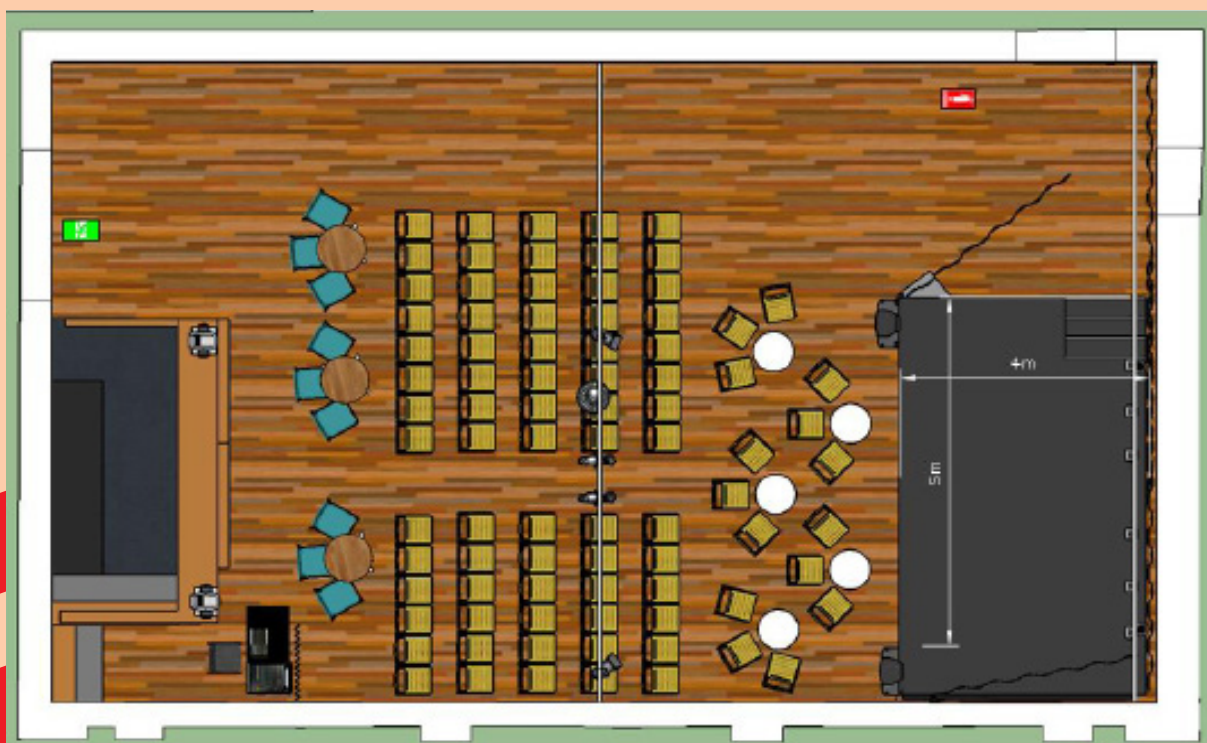
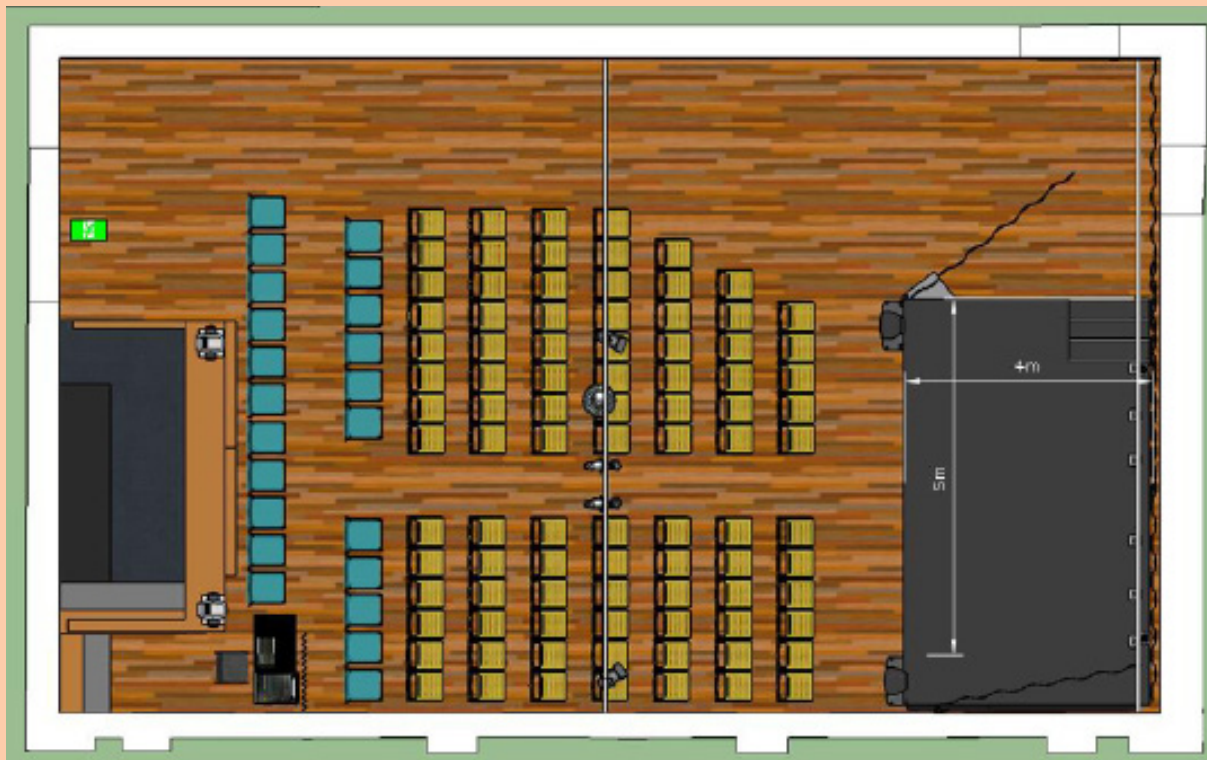
### BONUS: FREE GREEN ROOM:

Porque no los dos? For most events in the Ballroom, the Lounge can be used as a break-out area or backstage green room offering a combined total capacity of 250 at **no extra cost**.

<b>Combined Capacity</b>	<ul style="list-style-type: none"> <li>▪ 250 people</li> </ul>
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Across both spaces there are 8x cabaret tables, 6x high bar tables and stools and 120 theatre seats available to use.

## FLOOR PLAN: THE BALLROOM





The Ballroom showing heritage features and professional stage  
Photo: Duncographic

## THE BALLROOM



The Ballroom set for a 114-seat theatre show  
Photo: Duncographic



The Ballroom bar area and dance floor  
Photo: Duncographic

## THE LOUNGE



The Lounge with flexible seating options and intimate atmosphere  
Photo: Duncographic



The Lounge ready for rehearsals or meetings  
Photo: Duncographic

## WHAT'S INCLUDED

**We include professional-grade tech in every booking.** That means no additional AV or equipment hire fee on top of your venue hire fee.

Instead of organising multiple suppliers, Fringe Common Rooms comes ready with the core gear most events need: sound system and microphones, lighting suitable for parties and presentations, DJ playback setup, and standard backline and DI boxes. This means fewer moving parts to manage, a clearer budget up front, and a smoother experience for you and your guests.

## TECH SPECS (INCLUDED IN EVERY HIRE)

### Lighting & AV Equipment

All our lights are LED, super energy efficient and are guaranteed to make you look fantastic.

#	Lighting Equipment	But what is it?
8x	Pluto 800 wash moving head (LED) 6 mounted on rear bar	Colours and movement!
2x	LED Fresnel 50 - Nitec	Wash and Fill
1x	Pharos Jnr - Compact LED Profile with integrated zoom (19-36 degree)	Spotlights with adjustable angles
1x	LSC Manta lite DMX Lighting Console	A multi-channel lighting control desk
1x	LSC Mantra Lite Wing Additional Fixture, Playback Faders DMX Universe And DMX Output Connector	Expansion wing that gives you more channels and more creative control over your lights
2x	Comet 6 Way Single Phase Dimmer Pluto 350 moving head spot (LED)	Large moving head spots on top of the bar. For all the colours and fancy room looks you could ever want.
1x	Epson EB-L615U 5k Laser Projector	If you need AV, we got you covered
1x	Antari Haze Machine	Soft atmospheric haze that makes your lights pop, glow, and generally show off

## Audio Equipment

We have a rockin' sound system to bring the house down, that will make everything from your comedy line-up show to your 14-piece brass band sound A+.

#	Audio Equipment	But what is it?
2x	d&b V10P 3-way passive point source loudspeaker	Top of the range loudspeakers, perfect for live music
2x	d&b B6 Sub (omni directional)	Boom boom, these are top of the range subwoofers
6x	dbTechnologies Opera 12 foldback speakers	Foldback speakers: 2 left on stage with options to add the other 4
1x	Allen & Heath SQ-5 19" 48 channel mixer 96KHz digital mixer	Audio console for making sound come out of the speakers
1x	Full microphone pack	6 vocal mics, 4 multi-purpose mics, 4 instrument mics & all the bells and whistles
4x	BSS ARR-133 DIs	Direct input boxes for connecting keyboards, bass guitars, and acoustic instruments to the sound system



The Ballroom's professional LED lighting rig in action during a live DJ set  
Photo: William Hamilton-Coates

## DJ Gear & Backline

Whether you're spinning tracks behind the decks or rocking out with a guitar, we've got the gear to make your gig great.

#	Audio Equipment	But what is it?
2x	Denon SC5000	Our top of the range DJ decks - people who know their stuff call these "a real paradigm shift in DJ technology"
1x	Pioneer All-in-one XDJ-RX3	Flash new all-in-one DJ decks that make everything you play sound crisp, polished, and party-ready.
1x	Allen & Heath XOne:96	Professional DJ mixer with legendary filters and silky-smooth crossfades
2x	Reloop RP8000 Direct Drive Turntables	For those wanting a more -authentic-vinyl experience
1x	Yamaha Tour Custom Fusion Shell Pack & Drum Mat	Professional 5pc drum kit, perfect for live music and your classic comedy rim shot
1x	Fender Mustang GT200 200W 2X12 Combo Amp	Plug your guitar in and shred 'til your heart's content
1x	Yamaha Upright Piano	Her name is Tina Tinkles

## TECHNICIANS

Our venue duty managers can handle basics (party lights, background music). For anything more complex (live music, theatrical lighting, DJ mixing) you'll need a technician.

We have expert technicians available:

<b>Base rate</b>	\$55/hour (inc. GST)
<b>Extended hours (8+ hours)</b>	\$90/hour (inc. GST)
<b>Late night (12am-7am)</b>	\$90/hour (inc. GST)
<b>Sundays &amp; Public Holidays</b>	\$90/hour (inc. GST)

Alternatively, you can arrange your own technician (just let us know).

## PRICING

We offer two pricing models to support different types of events. Our Venue Sales & Events Coordinator will work with you to find the best option.

### Model 1: Minimum Bar Spend

#### How it works:

You commit to a minimum spend at the bar. If your guests meet or exceed that minimum, you pay \$0 for venue hire. If bar sales fall short, you pay the difference.

### Model 2: Flat Venue Hire

#### How it works:

You pay a set fee for the venue, plus any applicable labour costs. The rate varies based on day of week, hire duration, and whether the bar is open.

## TICKETING FEES

Ticketed events can opt to use Melbourne Fringe's ticketing system. There's a scaled inside charge per ticket to cover the platform cost:

Ticket price	Inside fee
Less than \$10	\$1.50
\$10-\$14.99	\$2.50
\$15-\$24.99	\$3.50
\$25-\$39.99	\$4.00
\$40+	\$4.50

GST is not applicable to inside charges.

### IMPORTANT NOTE: EVENTS WITH MINORS

Common Rooms is a licensed venue. All minors (under 18) must be accompanied by a parent or guardian. Underage or youth events restricted to a specific age group (under 18 or under 25) may be permitted in certain circumstances where there is no bar service. If you're planning an underage or youth event, contact us well in advance to discuss.

## HOW TO HIRE FRINGE COMMON ROOMS

### The Booking Process

#### Step 1: Submit expression of interest

Fill out our [Expression of Interest form](#) and tell us about your event:

- What type of event (gig, comedy, party, etc.)
- Proposed dates and times
- Expected guest count
- Brief description of your vision

#### Step 2: Our team reviews and responds

If your event is a good fit:

- We'll email you to discuss details
- We'll provide a custom quote based on your specific needs
- We'll answer any remaining questions about the space, tech, or logistics

#### Step 3: Venue tour (optional but recommended)

We offer free venue tours Monday–Friday so you can:

- See the spaces in person
- Meet our team
- Check out the tech equipment
- Ask technical questions
- Get a feel for the vibe

Our Venue Sales & Event Coordinator can help you book your obligation-free venue tour once you've submitted your enquiry form.

#### Step 4: Confirm your booking

Once everything is sorted:

- We'll send you a booking agreement
- You'll pay a deposit to lock in your date
- We'll add you to the calendar
- You'll work with our team on event details

#### Step 5: Event planning & set-up

Leading up to your event:

- Technical planning session (discuss your specific tech needs)
- Finalize run sheet and logistics
- Coordinate load-in times
- Brief our team on your vision and any changes

#### Step 6: Your event happens

On the day:

- Our venue duty manager will be on-site
- Y/our technician runs the show
- Your event goes off without a hitch
- We handle bar service (if applicable)

#### Step 7: Settle up and pack down

After your event:

- Load-out and venue return to original state
- Final payment based on bar sales (if minimum spend model)
- We'll follow up for feedback

**Let's make your event happen. Ready to book?**

**ENQUIRE NOW**

#### Have questions?

Our team is here to help.

Email: [commonrooms@melbournefringe.com.au](mailto:commonrooms@melbournefringe.com.au)

Phone: (03) 9660 9600

Office hours: Monday–Friday, 10am–5pm