

A photograph of the Fitzroy Pavilion building, a modern structure with a large glass entrance and a wide overhanging roof. The building is situated on a paved area with some greenery in the background.

FITZROY PAVILION

Hire Conditions and Enquiry Form

September 2026

Contact Us

For more information and/or to receive an
obligation free quotation:

Phone: (02) 6205 5230
(Monday- Friday, 9:00am-5:00pm)

Email: infoepic@act.gov.au

About the Fitzroy Pavilion

The Fitzroy Pavilion is the third largest venue within the Exhibition Park in Canberra (EPIC) precinct. The Venue has the capacity to host up to 1,000 people in a banquet style function, well suited to large multicultural community and not-for profit-events. There are amenities located in the foyer and a small commercial grade kitchen area to cater for your guests. The kitchen includes two combination ovens, shallow oil fryer, cooktop and a glass washer.

Booking Process

- Hirers are required to request availability of the Venue and may request a tentative hold be placed.
- Dates are tentatively held for 10 days. Within this period, a completed Enquiry Form must be submitted for review.
- Subject to availability and where the booking request meets EPIC's requirements, a Venue Hire Agreement (VHA) will be issued by the EPIC Team for the Hirer's review.
- The client is required to sign and return the VHA via email to infoepic@act.gov.au for processing.
- An invoice will be issued to the client for the Security Deposit. Once payment is received, the booking is confirmed. Should an Enquiry Form not be received within the 10-day hold period, the dates will be released.

Venue Inspections

Venue inspections can be pre-arranged on business days, between 9:00am – 5:00pm providing the venue is not otherwise in use. Please note the Booking Office is closed on weekends, public holidays and during ACT Government shutdown periods.

Venue Occupancy

**Please note final occupancy figures are subject to review and with consideration to any added equipment/infrastructure.*

Theatre	Cocktail	Banquet
		
1,575	1,752	1,000

Fee Schedule

2026 Commercial and Not-for-Profit/Community Rates (conditions apply).

Category	Day	Event Day Fee (Inc. GST)	Bump In/Out Fee (Inc. GST)
Commercial Rate	Monday - Thursday	\$3,903.00	\$1,170.90
	Friday - Sunday	\$4,108.00	\$1,232.40
Not For Profit/ Community Rate	Monday - Thursday	\$2,341.80	\$702.50
	Friday - Sunday	\$2,464.80	\$739.40

Event Services

*May incur
additional fees

A quotation for the following venue and event services can be provided for the Hirers if requested:

- security
- emergency management services
- car park coordination & traffic management
- first aid
- cleaning services

Costs in relation to the Event Services are payable by the Hirer to the Territory on receipt of invoicing generated by the venue, post event.

EPIC Staff Costs

- Venue staff between the hours of 7:00am – 7:00pm Monday to Thursday and 7:00am – 5:00pm on Friday incur no additional fee.
 - Up to two staff may be required at all other times that the Hirer is on-site; this is to include all bump in/bump out and event time activity. The requirement for venue staff will be at the ultimate discretion of the Territory.
 - Estimated staff costs per hour are:
 - Friday- \$60.00
 - Saturday and Sunday- \$90.00
 - Public Holidays -\$105.00
- *all venue staff costs are + GST)*

Additional Cleaning

TBA

The Hirer is responsible to return the Venue in the same condition as received. Due to the nature of concurrent events, the Venue reserves the right to book and bill cleaners to the Hirers post event if not returned in the condition hired. Consumables are included in these fees.

Service fees

Utility service fees (gas, electricity and water) relating to the Event period.

Equipment

The listed venue hire fees include use of the following equipment in the Fitzroy Pavilion:

Item	Quantity Available
Trestle tables (183 x 76 x 74cm)	120
Banquet round tables (180 x 74 cm)	150
Cocktail round tables (80cm)	20
Banquet chairs	1,000
TV monitors (65")	4
House audio system and wireless presentation system	1

Hirers are expected to:

- set up and pack down the equipment. Should the Hirer require EPIC to set up or pack down the equipment for the event then staffing charges will apply.
- supply their own HDMI cable and laptop for use with EPIC TVs. Apple products may not be compatible.
- bring in approved equipment that has a current compliance test/tag.

Hire Charges

- Charges are current until 31 December and subject to change 1 January each year.
- Hire fees applicable are dictated by the event date, not the booking date.
- All fees listed are GST inclusive except the refundable deposit bond.
- Where bookings are placed within six weeks of the hire date; the venue hire fee and bond must be paid immediately. The bond is refundable subject to any damages, cleaning, overstay of hire period, theft, misuse, vandalism of property or event incurred expenses, such as additional equipment hire, cleaning, utilities or venue staff etc. The Territory may retain the Bond for a period of 30 days after the end of the Hire Period for the purpose of checking for any outstanding costs or damages under these terms, following which the Territory will return any remaining portion of the Bond

Payment Method

- Once a VHA has been agreed to and signed, payment can be made by:
 - electronic funds transfer
 - credit card online or
 - credit card in person at the EPIC Camping and Administration Office.
- Cash facilities are not available. AMEX is also not accepted.
- Total outstanding balances must be paid no later than two weeks prior to the booking date.
- Unless the final invoice is paid on time, EPIC reserves the right to cancel the booking. Access to the venue will not be provided until the balance is paid.

Community Groups

To be entitled to the community rate, the Hirer must produce a copy of their ACT Certificate of Incorporation or not for profit registration at the time of placing the booking.

Cleaning

- The hirer may self-clean the venue on bump-out.
- A cleaning and waste management plan may be required to assure the hirer has the planning and capability to effectively manage the cleaning of the venue and removal of all waste from the venue post event.

Safety

Fire Safety

- Doors and fire services must be free of blockages and exit doors must not be locked.
- Travel paths throughout the Venue shall be at least two metres wide.
- Highly flammable materials are not permitted within the premises.
- No gas heaters, lamps, fires or use of fireworks is permitted either in the Venue or its grounds or the surrounding public open space. Use of fireworks will result in immediate shut down of the event and the forfeit of all bond monies and possible prosecution.
- Cooking shall be limited to the kitchen only. Penalties apply for cooking set up elsewhere in the building.
- Smoke machines, sparklers or any other smoke producing item may not be used in the building under any circumstances without prior approval of EPIC.
- In the instance where ACT Fire and Rescue attend due to a false alarm deemed to be fault of the Hirer, the Hirer will be required to pay any attendance fee.

Smoking and Vaping

- In accordance with ACT Government regulations, smoking and vaping is not permitted within 15 metres of the Venue. Hirers who breach this regulation will forfeit the bond paid.

Police

- EPIC may provide the Australian Federal Police/ ACT Policing with information on events being held in our facilities. Information may include the name and contact details of event organisers.

First Aid

- It is the responsibility of the Hirer to ensure the provision of adequate first aid is available during the period of hire.

Additional Hire Conditions

EPIC has total discretion to accept or decline any booking requests.

- VHAs will contain information for Hirers relating to:

- Permission to use
- Good neighbour policy
- Good order
- Theft, damage and making good on damages
- Indemnity and Insurance
- Risk management and security
- Relevant licences that may be applicable (ie: alcohol)
- Fire Safety
- Service Faults
- Instruction and Access
- Other key information.

Failure to meet any conditions within the Venue Hire Agreement, either before or during a booking, will result in immediate cancellation of a booking.

FITZROY PAVILION ENQUIRY FORM

Thank you for your enquiry to hold an event at the Fitzroy Pavilion! Please complete this form and return it to infoepic@act.gov.au and our team will be in touch shortly.

Organisation	
ABN/ACN	
Contact Phone	
Contact Email	
Postal Address	
Date of proposed event	
Timings of event day (access site from, event time, departing site time)	
Do you have a Not-for-Profit registration? If so, please supply documentation	
Is date flexible?	
Name of event	
Type of event (eg. Trade Show)	
Set up/pack down days (do you require any bump in and bump out)	
Estimated number of attendees	
Preferred venue/s incl. indoor/outdoor (if known)	
Estimated floor (sqm) required	
Room configuration (Theatre Style, Banquet Style etc.	
Does music form part of your programme? If so, are our sound limits workable for your programme. That being: 7am-10pm - 45 db(A) and 35 db(A) hereafter	
On site catering required (EPIC has a Master Caterer, which can discuss any arrange your catering requirements)	
Will alcohol form part of the program?	
Will the event be ticketed? if so: - Will multiple sessions be available or a single programme? - Ticketing structure (single, family?) - Ticket pricing?	
Proposed Event Program (E.g. <u>Day 1</u> : Bump in 7am - 5pm, <u>Day 2</u> : Event period: 10am - 4pm, <u>Day 3</u> : Bump out 7am - 5pm)	