

Hall Hire FAQs

Q: What is the cost of hire?

A: Our rates are:

- Saturday (all day) and Friday evenings: \$400
- Casual Hire (during week): \$40/hr + \$30 admin fee
- Permanent hire: \$30/hr - must hire each week
- Bond - \$200

Q: What other items can I hire, and what does it cost:

A: We have a number of items which must be booked in advance.

- Dry (standing) bar tables available for \$15 each, or \$10 if you supply your own covers. Must have covers.
- Lycra white chair covers available for hire at \$1 each self wash or \$2 each if we wash.
- White cotton table cloths available for \$4 each self wash or \$8 each if we wash.
- Fuel gels for use with food warmers (bain maries) available for \$3 each. Bain marie will not work without fuel cell for heat.
- Stage 2.4m x 2.4m or 1.2m x 4.8m with stairs and skirting available setup for \$75.
- Pipe band available for your function upon request (pending availability).

Q: What's included in the hire?

A: The hall is a "dry hire" so there is no decoration or setup included. But you get access to the following equipment:

- Tables and chairs for 100.
- AV equipment - TV, speakers, bluetooth connection, microphones
- Aircon
- Cutlery and crockery
- Oven, pie warmer, microwave
- Toilet supplies

Q: What is the size and capacity?

A: Our hall is 13m x 11m with an adjoining 12m x 2.5m deck.

- 100 people seated at tables. We can provide a suggested seating arrangement. It is 10 to a table and doesn't leave room for a dance floor.
- 150 people standing, including using the deck
- 125 theatre seating, although we only have 100 chairs

Q: What other rooms and sheds are available?

A: You may access the main hall, kitchen, small teaching room, and bathrooms. You may NOT access the bar or either shed. During the period of your hire the Eastern shed may be occupied for the purposes of teaching music. The shed is well sound insulated and should not impact on the enjoyment of the hire.

Q: What hours do I need to book? What about on Saturdays?

A: You need to book the time you will enter until the time you leave, including any time for setup. There is no additional charge for more hours hired on Saturdays but you only are allocated use during the time you specify for hire.

Q: Can I get access on the Friday for my Saturday hire?

A: Yes, from 4.30pm onwards. A fee of \$40/hour applies, with a minimum of 3 hours.

Q: When do I need to pay?

A: Full payment by the invoice due date is required in order to secure your booking. If you do not make payment by this date we may cancel your booking and allow that date to be booked by someone else.

Q: What is the cancellation policy?

A: Our cancellation policy is:

- Full refund of hiring charges and bond when canceling with more than 3 months notice.
- 75% refund with at least 2 months notice.
- 50% refund with at least 1 months notice.
- 25% refund with at least 2 weeks notice.
- No refund if less than 2 weeks notice.

Q: Do you allow events such as 18th and 21st birthday parties?

A: Yes, however we may require our nominated security personnel to be onsite, at your cost. If you intend to have an event that is ticketed then you must seek permission for this.

Q: Can we bring our own alcohol? What about soft drinks?

A: Our hall has a liquor licence and you cannot consume alcohol brought from outside. In limited circumstances we can provide requested drinks (i.e. champagne). If our bar is opened to serve alcohol then soft drinks may not be brought in. If the bar is not open because no alcohol is being consumed then you may bring your own soft drinks.

Q: How late can we go?

A: All Friday and Saturday events must be finished by 11pm. You may continue cleaning and packing up after this time. You cannot return the next day to clean or collect items.

Q: Are there noise limits?

A: Noise generated from the premises must not exceed: 75dB(A) until 10:00pm; and 65dB(A) between 10:00pm and 11:00pm. Any amplified music requires notifying us of use when completing the booking form. Where amplified music is used, all doors and windows must remain closed.

Q: How do I get access to the hall?

A: You will be given a code to enter the hall normally 48 hours before your booking. There are no keys. Using the keypad on the door, enter the unique numerical code then push the bottom right hand button and the door will unlock. To lock the door, simply repeat the process. You will hear the door lock and unlock.

Q: What do I need to do at the end of my hire?

A: An end of hire form is located on the fridge in the kitchen for you to complete. Once this is completed you can leave and lock the door.

Q: Can I put up decorations?

A: Our preference is that any decorations are erected onto the existing hooks located throughout the hall. If you wish to erect additional decorations to the walls they must not damage walls, ceilings, floors, furniture, or fixtures. Tape is not to be used. Blue-tac is the preference where hooks are insufficient and is to be removed with your decorations.

Decorations must not be attached to the ceiling except for the existing hooks. Any peeling of the walls or ceiling is to be reported.

Q: Do you have any decorator who can help me?

A: You can use any decorator you like. We recommend Kate from The WOW Factor (0431868825)

Q: Can we leave items here?

A: No, even for permanent hirers we do not allow you to leave any equipment at our hall or in our sheds.