

# Henley Town Hall

## 378 Seaview Road, Henley Beach

Charges – please refer to Fees and Charges Register on Council’s website [www.charlessturt.sa.gov.au](http://www.charlessturt.sa.gov.au)

- Bond on application
- All hire prices are GST inclusive

### Capacity of Hall

Theatre style: 150

Cabaret style: 150

Approximately 200 polypropylene chairs

Approximately 30 tables

### Kitchen Facilities

Electric stove, refrigerator, hot water urn, pie and pastie warmer

### Parking

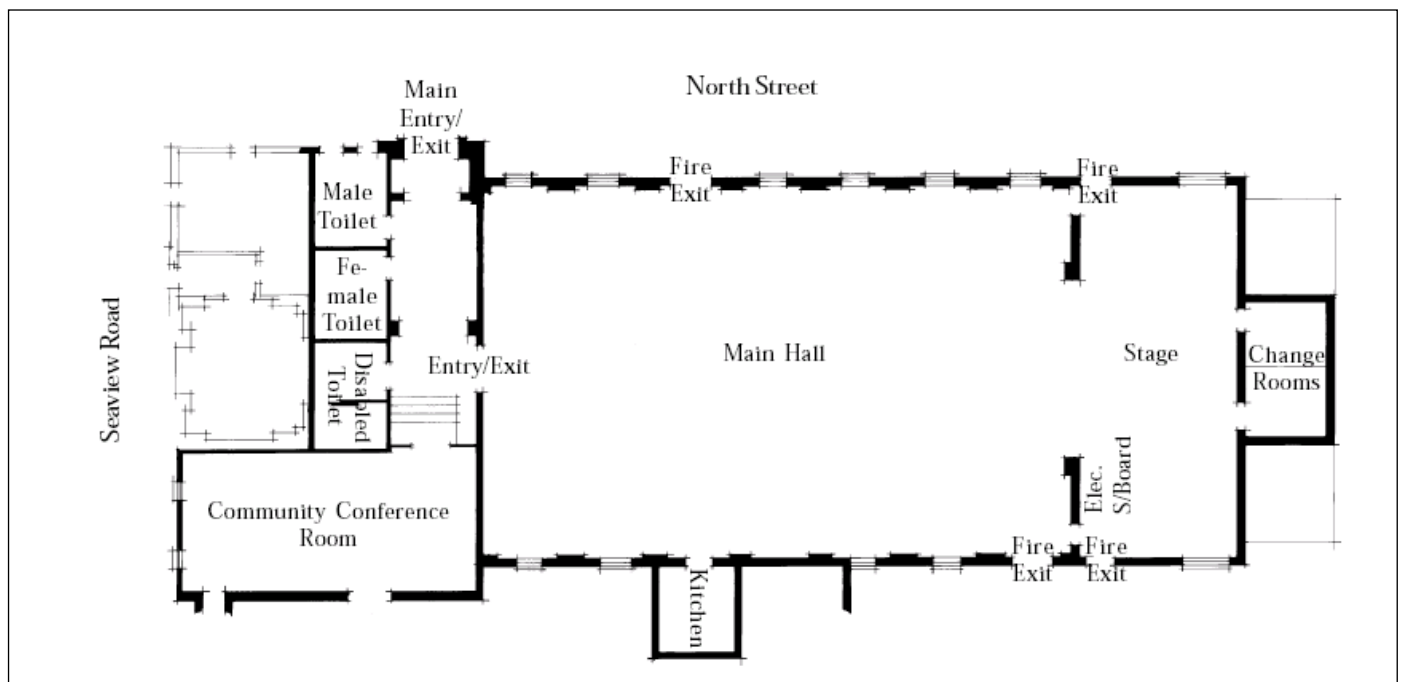
Off street parking is available

### Heating/Cooling

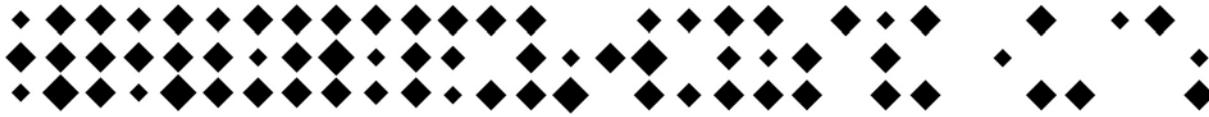
No heating. Ceiling fans available

### Other Facilities

Piano, stage, disabled toilet







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Name of Hirer: \_\_\_\_\_  
 (Mr/Mrs/Ms) (First Name) (Last Name)

Name of Organisation (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile)

### Event Details

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Time of Arrival\*: \_\_\_\_\_ Time of Departure\*: \_\_\_\_\_

Type of Function (e.g. Wedding): \_\_\_\_\_ No of People Attending: \_\_\_\_\_

Start Time of Function: \_\_\_\_\_

**\*To include set-up and clean-up times. Note: the departure time must not exceed 1.30am.**

### Complex Inventory

Below is a list of all furnishings and equipment included in the hire fee. It is the responsibility of the hirer to arrange for the hire of any additional items required.

#### Hall

200 Chairs (beige)  
 30 Folding tables  
 1 Piano  
 Ceiling fans  
 Timber floorboards  
 Stage

#### Kitchen

1 Electric stove  
 1 Drinks fridge  
 1 Hot water urn  
 1 Pie and pastie warmer

I acknowledge having read and understood the Conditions of Hire, for the property and associated facilities indicated above, and agree to abide by the conditions. I hereby certify that I am 18 years of age or older.

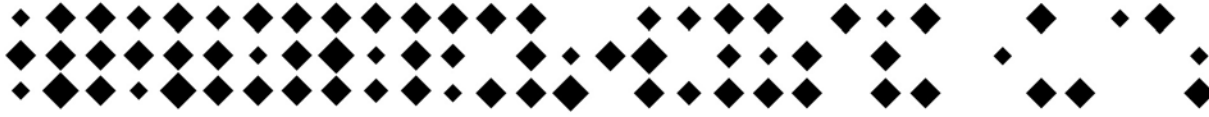
Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### Office Use Only

Invoiced: \_\_\_/\_\_\_/\_\_\_  Deposit: \_\_\_/\_\_\_/\_\_\_  Final Payment: \_\_\_/\_\_\_/\_\_\_

Bond Refunded: \_\_\_\_\_





# Henley Town Hall

## Conditions of Use for Hall Hire

Any breach of these conditions may result in a loss of bond and/or additional costs may be levied against the hirer.

### Enquiries and Bookings

Please contact our office at **72 Woodville Road, Woodville, or phone 8408 1111.**

### Conditions

#### Activities Permitted

- Family or Private function (weddings, engagement and birthday parties)
- Social, Recreation and Service Club meetings
- Non-profit service organisation meetings
- Art Cultural and craft displays and events
- Community group meetings
- Musical events of a non-intrusive manner
- Registered Political Party Meetings

#### Activities Not Permitted

- Political Party rallies
- Activities likely to cause damage to the premises
- Activities likely to cause nuisance to neighbouring residents or commercial properties

#### Payment of Hire Charges

All prices are subject to variation and hire fees will be those current at the time the function is held.

A bond will be required from the hirer of the venue prior to each function and may be varied depending on the type of function held by the hirer. This will be refunded within 14 working days if not required to cover excess cleaning or repair costs.

***A non-refundable deposit of \$55 must be lodged in conjunction with the Hall Reservation Application form to confirm a booking. If the deposit is not received within 10 business days of the initial booking being made, the reservation may be cancelled without further notice. The balance and bond money must be paid at least 14 working days prior to the date of reservation. If your booking is made within 14 days of the required date, payment is required immediately.***

#### Insurance

Depending on the type of function/activity you are conducting on property of the City of Charles Sturt, the hirer may be required to provide the City of Charles Sturt with proof of their Public Liability Insurance, e.g. Certificate of Currency up to \$10 million dollars.

The City of Charles Sturt reserves the right to allow use of the venue by the hirer subject to receipt/proof of Public Liability Insurance, eg Certificate of Currency up to \$10 million dollars. ***Please note that this proof must be provided to the City of Charles Sturt no less than 2 weeks prior to the event.***

***Please seek advice from the City of Charles Sturt if you are uncertain of your responsibilities/obligations prior to paying any monies for your booking.***

**Sub-Letting**

Sub-letting of the halls or any part thereof is prohibited.

**Cancellations**

Cancellations of bookings must be given in writing not less than four weeks prior to the function date, otherwise unpaid fees will still apply.

The City of Charles Sturt reserves the right to refuse an application for a booking or cancel a booking if it is deemed that the activity being undertaken does not adhere to the permitted activities.

**Accessing Premises**

The hirer cannot access the premises earlier than **10.00am** on the day of the function to set up the hall. This allows time for inspection of the hall to occur and any emergency cleaning from the previous night.

**Vacating Premises**

The function must conclude by the time specified on the Hall Reservation Application and not later than **12.30am** in the case of an evening booking. One hour is allowed after this time for cleaning. ***Therefore the hall must be cleaned and vacated by no later than 1.30am in the case of an evening booking.***

Within one hour of the termination of the period of hire, or within such other time as may be approved by the Team Leader Customer Service, the hirer shall remove from the building all materials that are property of the hirer. ***Materials not removed within the stipulated period may be disposed of at the discretion of the City of Charles Sturt.***

**Damages**

Hirers will be required to pay for any property and equipment that is damaged, lost or stolen as a result of your hire and agrees to indemnify the City of Charles Sturt against all proper costs, charges and expenses in respect thereof.

Below is an example list of possible costs deductible from your Bond prior to refund, if damages exceed the bond, you will be liable for any extra costs incurred:

<b>Item</b>	<b>Penalty</b>
Damage to the structure of the building	Cost of repair
Electrical equipment	Fee for report or replacement
Damage to tables, chairs, doors, locks or equipment	Cost of repair and replacement
Extra Cleaning (additional cleaning that may include, but is not limited to leftover rubbish or mess, stained carpets, broken glass, stove/oven/bar area/fridge not clean, counters not wiped)	Cost of additional cleaning services
Doors not secured on vacating premises	Penalties dependant on costs caused by any intruder or security call out

**Advertising**

No advertising is permitted on or in any part of the building and its surrounds without prior approval from City of Charles Sturt.

### **Liquor Permit**

In accordance with the provisions of the Licensing Act 1997, a Limited Licence must be obtained for the supply of liquor at a function where either:

- The cost of liquor is to be recouped by imposing an admission/cover charge on those attending the function or
- Liquor is to be sold or consumed on the premises.

It is the responsibility of the hirer to arrange for the relevant Limited Licence, a copy which must be lodged with the City of Charles Sturt no later than 14 days prior to the function. Limited Licences are available from the Office of the Liquor and Gambling Commissioner, 9th Floor, East Wing Zurich Building, 50 Grenfell Street, Adelaide. The hirer must take the licence to the function.

Please note that you will need approval from the City of Charles Sturt to support your application when submitted.

### **Security**

It may be a requirement for a Council Security/Facilities Officer to be present for the duration of your event. This will incur an additional fee, payable by the hirer.

Additional fees will be charged if the building is left unsecured and/or if a security call-out is registered.

### **Cleaning**

Prior to vacating the building, it is the Hirer's responsibility to ensure:

- Rubbish is removed from internal bins and is to be emptied into external wheelie bins. External wheelie bins are not to be left inside the hall.
- All tables, chairs, kitchen, bench and bar areas to be left clean.
- All tables and chairs to be stacked neatly and against the wall.
- No ladders are permitted to be stored/left at the hall.

Extra Cleaning fees will apply if the following is present: leftover rubbish or mess, stained carpets, broken glass/dangerous goods, stove/oven/bar area/fridge not clean, counters not wiped or similar) that requires additional cleaning.

Cleaning materials and equipment are not provided.

### **Decorations**

The hirer may affix decorations only to the wall and ceilings at the places provided. Adhesive tape must not be used on the walls. Decorations must be removed before vacating the premises.

### **What You Need to Provide**

Hirers are advised that it is their responsibility to arrange for the supply of crockery, cutlery, glasses, tea towels, napery and all consumable materials including the dish detergent. Hirers must also provide their own cleaning materials and equipment.

Hirers are advised that it is their responsibility to arrange for the supply of power boards and extension cords, should these be required.

### **Noise**

The volume of music must be controlled in the interests of the nearby residents and must cease no later than 12.30am in the case of an evening booking. The volume of music played shall be no greater than that which would conform to the provisions of the Environmental Protection Act. Excessive noise will result in the loss of bond money.

**Keys/Security Access Card**

Keys and a security access card are available on the day of the function or, in the case of a weekend booking, on the Friday immediately prior. A \$50 cash deposit is required to be paid by the hirer at the time of collecting the keys. It is the responsibility of the hirer to ensure any keys are collected during office hours from the Council Offices located at 72 Woodville Road, Woodville. A fee will apply if the premises are required to be opened outside the City of Charles Sturt's normal opening hours. Keys must be returned the first working day after the function, during normal office hours.

Keys are available for viewing the venues during normal Council opening hours, 8.30am – 5pm, and are subject to a \$50 cash deposit, which is refunded immediately upon return of the key.

**Fire Extinguishers and Exits**

Fire extinguishers are provided for use in emergency situations only and are regularly tested and tagged. If any fire extinguisher has been released or tags broken or removed, the hirer will be charged for the cost of refilling, retesting and tagging the units.

Fire exits are to be used for emergencies only and not for a thoroughfare. The misuse may result in a security fee callout which will be charged to the hirer.

**Smoking**

Smoking is not permitted in any City of Charles Sturt building. This is in accordance with City of Charles Sturt's Occupational Health and Safety Policy. Fire extinguishers are provided for use in emergency situations only.

Cigarette butts must not be left on the floor or on surrounding footpaths of the building. Failure to clean up may result in additional fees being charged.

**Smoke Machines**

Smoke machines are not permitted in any of the City of Charles Sturt buildings.

**Ancillary Equipment**

Any ancillary equipment used at your function (eg bain-maries, projectors, additional lighting, etc) will need to be tested and tagged by a qualified electrician. Any subsequent damage caused by non-tested equipment will incur cost to the hirer.

**Barbecues**

No food is to be cooked on a barbecue or any kind of open cooking device either inside or outside of the building, including the landscaped areas with prior approval from the City of Charles Sturt.

The consumption of food or beverages and the provision and playing of music or entertainment shall be restricted to inside the building.

**Set Up of Hall for Concerts**

Setting up and putting away of chairs into a theatre style will be the responsibility of the hirer. The City of Charles Sturt is no longer able to provide this service.

**Special Conditions**

The City of Charles Sturt may at any time impose special conditions on the hirer in addition to the standard Conditions of Hire. In this instance, the hirer shall be notified in writing prior to the function.