



BALAKLAVA TOWN HALL

P. O. Box 183
BALAKLAVA SA 5461

TEL 1300 655224
FAX : 08 88622250

BALAKLAVA TOWN HALL BOOKING FORM

These Hire fees are at a discounted rate for **Community/Not for Profit** use.
This discounted rate is on the understanding that Groups attend to setup/pack away themselves, and also to general care and cleaning of the BTH facility as per the Cleaning Schedule. Please read in conjunction with the Hire Terms & Conditions document.

DATE/S REQUIRED _____

Entry required from : Time _____ Anticipated Exit Time _____
(Entry time is the first time you enter the facility for set up; Exit time is the last time you exit after pack up and clear away)

Venue Booked by : _____

Group : _____

Postal Address : _____

Telephone No.: _____ Email : _____

GENERAL FACILITY HIRE	Fee per day	Tick required option
Full Facility (excluding Kitchen)	\$250.00	
Main Hall only	\$165.00	
Lounge only	\$100.00	
Kitchen	\$100.00	
Dressing/Meeting Rooms only	\$ 25.00	
Holding fee for night prior to event	\$ 40.00	
Discos : restricted to Main Hall, Lounge, Bar Minimum Base Rate	\$ 1.50 pp OR \$180.00per event	
Dinner and Tea Set	\$ 1.65 pp	
Tea Set Only	\$.45 pp	
Glassware	\$.45 pp	
Table cloths : white linen		
1350 x135 suit single tables (x10)	\$12.00 ea	
2300 x 135 suit 2 tables together (x12)	\$17.00 ea	
BBQ : (must be left clean)	\$20.00	
Casual Labour : for setup / pack away	\$25.00 perhour	

THEATRE FACILITY HIRE

Hirers are Responsible for all Technicians Time

	Fee per day	Tick required option
Rehearsal Rates : Under working lights		
No Access to Technical Equipment/facilities		
- Up to 8 Hours	\$165.00	
- Up to 14 Hours	\$248.00	
With Equipment/facilities		
- Up to 8 Hours	\$210.00	
- Up to 14 Hours	\$325.00	
Performance Rates :		
Single Performance Day : up to 6 Hours	\$346.00	
Two Performance Day : up to 14 Hours (or 1 performance, 1 rehearsal)	\$525.00	
Dark Days : hired on hold / not in use	\$165.00	

Experience the flexibility of a facility which will... **Excite** the senses as you... **Enjoy** a vast array of experiences
In this iconic community Facility



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	Fee per day	Tick required option
Casual Labour : for setup / pack away	\$25.00 per hour	
Technician/s to supervise and operate sound, lighting and video for event	\$30.00 per hour	

Hire Conditions : (Please refer to Hire Terms & Conditions for detailed explanation of these items)

GENERAL FACILITY HIRE

Area	Conditions	Hirer Acknowledgement
Kitchen	A Qualified Person must be in charge of the kitchen at all times	
	Crockery, cutlery, glassware are not to be removed or brought into the premises at any time	
Licensed Bar	If serving alcohol you must have an appropriate license and a qualified person in charge of the Bar	
PPCA License	Will you be playing pre recorded music at your event	
	Will you be exhibiting music video clips at your event	
	Will you be using a DJ at your event	
Public Liability	You are responsible for Public Liability Insurance for your event	
Theatre	Qualified Technicians must be in charge of the Theatre equipment at all times	
Loss/Breakage/Damage	Will be charged for at replacement / repair cost	

QUALIFIED PERSONS : There must be a qualified person in charge of these Secure areas at all times. Please contact the Manager if you need assistance in appointing a qualified person.

Kitchen - Supervisor		
Community Group Catering		
Lighting – Technician in Charge		
Sound – Technician in Charge		

WILL YOU REQUIRE THE FOLLOWING ;

Retractable Tiered Seating	Sound Equipment :	Projection Screen
Grand Piano	- Microphones (how many)	Ticket Office
Lighting (other than normal)	-DVD/CD Player	Australian Flag
Music Stands	Conductors Stand	Lecturn
Gas 4 burner BBQ with hood	Percolated Coffee Urnsx2	
Would you like your event to be included on our Events Calendar : www.bth.org.au : Events		
Would you like to display a poster of your event at the BTH		
Would you like the Grand Piano to be moved to the Hall Floor for your event		

An invoice will be forwarded to you following your hire and payment is expected within 7 days. Payment can be made by cheque, or by deposit into the BTH bank account : BSB 015 525; A/C No : 4138 74347; A/C Name : Balaklava Town Hall.

I acknowledge having read and understood the Hire Terms and Conditions for the facility and equipment and agree to abide by the conditions.

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Signed.....

Date.....

All bookings will be given a maximum of 10 working days to confirm their booking by return of this Booking Form or the booking will lapse.

Please return to Town Hall Manager PO Box 183 Balaklava 5461 as soon as possible. Thankyou

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