

BALAKLAVA TOWN HALL

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HIRE TERMS & CONDITIONS General Hire

The Balaklava Town Hall is a Not for Profit Organisation committed to providing quality Facilities for the use of the Wakefield Plains Community and the wider Community.

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The Balaklava Town Hall facilities are hired on the understanding that the Hirer is responsible for :

- setup, care and pack away of equipment as required
- ensuring the facility is left in a clean and tidy state following hire as per this document
- any breakage or damage - which is to be reported to the Manager
- the facility to be left secure following hire
- carpet cleaning in the event of excessive staining

**The following is a list of facilities and equipment within the Balaklava Town Hall together with instructions for use and pack away following use. You are asked to ensure your workers are aware of these guidelines and conditions. Signing and returning the Booking Form indicates your consent.**

### 1. Air Conditioning :

#### Cooling :

Evaporative Air Conditioner – Hall : the controls are situated on stage on the southern wall through the stage door – alongside the meter box; turn the cooling on first for approx. 10 minutes before turning on the air. It can appear noisy if you have quiet moments in your programme, you may want to have someone on standby to turn it off. If you are using the retractable seating those seated in the higher rows feel the cold air more than those seated lower down.

Evaporative Air Conditioner – Lounge : the controls are situated in the Storeroom behind the door to your left. Turn them on ensuring the cool button is activated, you can control the flow of air by the up and down arrow.

**Heating** 3000w Infrared overhead heaters in both areas, switched separately.

**Main Hall** : switch is in the switch box near the front doors. A neon light shows to the left of the switch box when the heaters are on.

**Lounge** : switch is in the store room behind the door (through the bar). Neon shows near the side entry door when the heaters are on.

**Please assist us in keeping electricity costs to a minimum by only turning the heaters on 15-20 minutes prior to use.**

**NB** : It is advisable to have someone on standby to turn them off if it gets too warm.

Please ensure external doors are kept closed to keep warm air inside.

Those sitting on the retractable seating will feel the heat more than those on the floor of the Hall.

**Please ensure heaters are turned off (neons off) prior to your exit. Failure to do so will incur extra charges.**

### 2. Bar / Small Kitchen :

The bar has a 3 door glass fridge; microwave; pie warmer; 2x coffee urns; 1x s/s urn; 1x kambrook urn; 4x thermal jugs; glass washer; double sink and hand basin. A BBQ is available for use at a minimum charge to cover gas. Please leave it in a clean condition after use.

If you are planning a licensed event you need to apply for a Liquor License. Please see separate item in this document.

### 3. Car Park Access :

Access to the rear of the Hall must be kept clear **AT ALL TIMES**. This is a security and safety issue.

### 4. Cleaning : Please see separate Schedule

### 5. Damage :

If there is any damage to any part of the facility – walls, floors, carpets, equipment etc – repairs will be attended to and the charged to the hirer at the time of damage.

### 6. Data Projector : please see manager

### 7. Dimensions :

**Hall** approximately 80 x 40 ft less retractable seating approx 2m ; does not include stage)  
**Lounge** approximately 8.3w x 20m (approx half carpeted, half lino)

### 8. Emergency Exits :

Please ensure that all emergency exits are kept clear **AT ALL TIMES**. There should be no seating, screens, prams, video cameras, wheel chairs, or any other item/s placed in front of or near the exit doors while your event is in operation. In the event of an emergency all of your patrons must be able to exit the building quickly and safely without negotiating obstacles in exit areas. **This is a safety issue.**

### 9. Entrance :

The entrance into the main Hall is via steps into the foyer. The entrance into the Lounge is sloping and gives easy access for elderly or disabled persons. Please be aware that there may be people attending your event who may need access via the Lounge doors. If access is required via these doors you will need to ensure they are unlocked and if necessary that the entrance is lit. If this entry is used during your hire, please ensure the doors are locked prior to your exit.

### 10. Excess Electricity

The daily allowance for electricity is 60kw (averaged out over your hiring period). Any usage above this is charged at 22.5c per kw, plus a 15% handling fee.

#### Extension Leads and Power Boards

Good stock holding of extension leads; 1,2,4,6 and 10 metre : available upon request

### 11. Flag

The Town Hall has 2 flag poles out in front of the facility. We hold an Australian Flag. If you wish to fly the Australian flag and your own flag during the day of your function you are very welcome to do so. It is kept in the Storeroom through the Bar.

### 12. Holding Fee

**IF** the BTH facilities are not booked for the night prior to your event, you may hire the facilities **from 6.00 pm** the previous night for **setting up** your event at the reduced charge of \$40.

**IF** a booking request is received for the facility at normal charges, that booking will take precedence over your Holding Booking.

**IF** you wish to enter the facilities earlier than 6.00 pm to set up for your event, you will be charged at the full hire rate for that day.

### 13. Insurance

BTH insurance does not cover events organised and run by Hirers. It is the hirers responsibility to have insurance to cover their own event. Please ensure you hold appropriate insurance for your event especially Public Liability insurance.

### 14. Kitchen

Please contact the Manager if you wish to hire the Kitchen : this is a secure area and a separate charge applies. Please note that the Bar/Small Kitchen area has large fridge space, microwave, pie warmer, urns, filtered water, sinks etc and may be sufficient for your kitchen needs.

### 15. Licences

If you are intending to play pre recorded music and/or video clips during your event a PPCA Tariff may need to be paid. This Tariff covers the playing of protected sound recordings and/or music video clips in our Facility. PPCA may require us to provide your contact details in relation to your use of this medium. Please discuss your requirements with the Manager.

If you are serving alcohol at your event, please ensure you have the appropriate Liquor Licence. See web address : <http://www.olgc.sa.gov.au/splash.shtml>.

## 16. Music Stands with lights

Music stands including a Conductors stand are available upon request.

## 17. PA / Microphone and DVD Player

Single microphones and DVD Player are available on request at no extra charge. These are heard through the speakers on the side walls in the Hall. Additional sound equipment is available on request. Microphone/s and limited sound equipment can be set up in the Lounge if required - upon request.

## 18. Pianos

The pianos are tuned once a year approx. late July. If an extra tuning is required a fee may be charged.

1 Grand Piano : onstage : **available upon request**

1 Upright piano : in lounge

## 19. Projection Screens : available upon request

\* A 7x 3m wide Projection Screen is available for use. However this must **not be used** by unauthorised persons. If you require the screen it will be put down and up for you. It must remain down for the duration of your event. Please talk to the Manager if you wish to use the screen.

\* There is 1 portable screen available for use.

## 20. Rain Water

There is no rain water available within the Town Hall facility. There is a water filter attached to the mains in the Bar/Small Kitchen and main Kitchen areas.

## 21. Scaffold

An Instaloc tube aluminium scaffold is available. Qualified rigging the scaffold, care is to be taken in the assembly and disassembly of the equipment to comply with OH&S requirements. (This equipment is available for local hire at a charge of \$44.00 per day.) Please discuss use with Manager.

## 22. Seating

### Retractable Tiered Seating : (available on request)

The Retractable Tiered Seating has a seating capacity of 191 people. Only **qualified, trained staff** shall operate the Retractable Tiered Seating. (OH&S) The unit must **NOT** be operated with the general public in the vicinity. There is no climbing permitted on the Seating in its stored position. (OH&S).

**Please Note : Your ticket office/sellers and Ushers** should be aware that the retractable seating does not have handrails and that some people may have difficulty going up and down the stairs. They may also have difficulty getting in and out of rows of seating : the backs of the seats can not be used as a handrail because they fold down. Please encourage people to sit on the floor of the hall if this is an issue for them.

**People are NOT permitted to climb on the units in the stored position as damage may be caused to the cantilever arms. There should not be anything adhered to the walls of the Retractable Seating when it is stored away as it marks the walls.**

### Single Seats (set up and pack away is hirers responsibility)

There are approximately 300 single seats available for use either singly or clipped together. These are Stacked 10high and stored immediately in front of the retractable seating in the Lounge.

The seats must be moved with the seat trolleys and **NOT** dragged over the polished floors.

**Please ensure** those packing seats away are aware of storage requirements.

## 23. Security :

Please ensure all external doors and windows are locked prior to your exit.

## 24. Stage :

Stage width including wings 13.70m

Stage depth (Cyc wall to front curtain) 4.80m

## 25. Storeroom :

Brooms, mops, buckets, cleaning equipment and fluids are available from the storeroom through the Bar. If using the static mops, please ensure you clean them after use (take outside and brush them free of debris).

**26. Tables (set up and pack away is hirers responsibility)**

8 square tables : 740 x 740 : stored backstage  
34 rectangular tables : 1200 x 740 : stored backstage  
20 trestle inserts 1200 x 740 : stored backstage (trestles clip between 2 tables)  
9 metal trestle tables, folding legs : 1.8 x 704 : stored backstage  
22 folding tables on trolleys stored in Lounge

Tables stored backstage must be stacked with rectangular tables one upturned on the other along backstage wall.

Folding tables on trolleys to be stored 11 to a trolley (stand on ends on trolleys) on the southern wall near the side entry door to the car park. Tables must be wiped down after use.

**Please ensure** those packing tables away are aware of storage requirements.

**27. Toilets :**

There are male and female toilet facilities in the Hall near the front door and in the Lounge near the Kitchen. Both facilities include a disabled accessible toilet.

Toilets are on a septic sewage system : do not put any foreign objects down the system including paper towels, sanitary tampons, condoms, any sort of wipes, anything plastic or similar non-biodegradables including food items down the drain. Overuse of toilet paper may also cause a blockage resulting in the toilets being unusable until the pipes are cleared.

**28. Walls and Surfaces including Lounge carpet**

There must not be anything adhered to the walls of the Town Hall facilities. There is a picture board running around the walls of the Hall and items can be affixed to that board, however any staples, tape etc must be removed at the conclusion of your event. Any graffiti or damage to any walls or surfaces will be cleaned, repaired, or painted and the cost will be passed on to the hirer.

**NOTE** If you have concerns about any area of the Hall facility on entry, please contact the Committee on 0497770971.

**Hirers please note - SMOKING is NOT permitted in any area of the Balaklava Town Hall**