

Albany Town Hall Theatre ABN: 94 717 875 167

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Albany Town Hall Meeting Room & Lesser Hall Booking

<u>Hirer Details</u>			
Hirer			
Event Title			
Contact Person			
Address			
Telephone		Fax	
Email			
<u>Event Details</u>			
Meeting Room <input type="checkbox"/>	Lesser Hall <input type="checkbox"/>	Both <input type="checkbox"/>	
Dates (including any set-up / take-down days)			
From:		To:	
Opening Night Date / Time / Details (if applicable)			
Do you require kitchen access?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please provide details			
<u>Room Setup and Requirements (refer to facilities list)</u>			
Please clearly advise your requirement including any particular room setup required (attach diagrams if necessary).			

Hire Fees (incl. GST)

- Community rates are subject to approval by the Manager, and must be a minimum of 3 days.
- A session is defined as the period between 9:00am to 5:00pm, or 5:00pm to 9:00pm.

Meeting Room

Community Rate – \$40 per session Weekdays & Saturdays, \$80 per session Sundays & Public Holidays

Commercial Rate – \$80 per session, \$160 per session Sundays & Public Holidays

Lesser Hall

Community Rate – \$60 per session Weekdays & Saturdays, \$120 per day Sundays & Public Holidays

Commercial Rate – \$100 per session, \$200 per session Sundays & Public Holidays

Cleaning – \$35 per hour (minimum one hour clean on weekdays)

Cleaning – \$55 per hour weekends (minimum two hour call out for weekends)

Labour – (lighting, room setting etc) – \$35 per hour

Kitchen Hire – \$15 per hour

York Street Bandstand

Power only – \$35

Canopy (including power) – \$100

Conditions of Hire – Meeting Room and Lesser Hall

1. Strictly no posting of bills, labels, stickers, posters, or signage on any surface in the building.
2. No signage is to be placed outside the building without permission from the Manager.
3. The maximum weight permitted to hang from the picture rails in the Meeting Room is 7kg per ladder/11kg per lineal metre.
4. Hirers are advised that there is a sign available at the Theatre for advertising exhibitions, which is available for use outside of the main doors.
5. Bookings for the Meeting Room and Lesser Hall will not be confirmed until the booking form has been returned and a non-refundable, non-transferable deposit of \$100 has been paid.
6. There will be a charge of \$35 per hour for all work required to be performed by Town Hall Staff. Weekend opening and closing of the venue is rated at a minimum 1 hour per call-out.
7. It is essential that Hirers inform the Manager at least one month in advance if staff will be required.
8. Opening and closing times on Weekends are set at 9:00am to 5:00pm.

9. Due to security issues, it is a requirement that Lesser Hall Hirers on Weekends and Public Holidays also hire the Meeting Room and maintain a presence in it.
10. It is the responsibility of the Hirer to ensure that, if food and drink is served, the carpet is left reasonably clean. It will be at the discretion of the Theatre Manager to determine if the carpets need to be shampooed and this charge will be added to the rental of the room/s.
11. The Town Hall has a commercial kitchen available for hire for catering of opening nights and functions. The hire fee is for the use of the ovens, fridge, and work spaces, but does not include the use of any cutlery, crockery, or consumables. The kitchen must be left in a clean and tidy condition to avoid cleaning fees.
12. Unruly behavior is not tolerated and Management reserves the right to remove persons from the venue.
13. It is acknowledged that Council cannot accept any claims, which may arise if, for any reason, it is not practicable to confirm a booking for the date/s, required.
14. Failure to comply with the above Terms and Conditions may result in the termination of an event.

Facilities List – Lesser Hall & Meeting Room

These items are included in the price of room hire except where additional costs items are indicated.

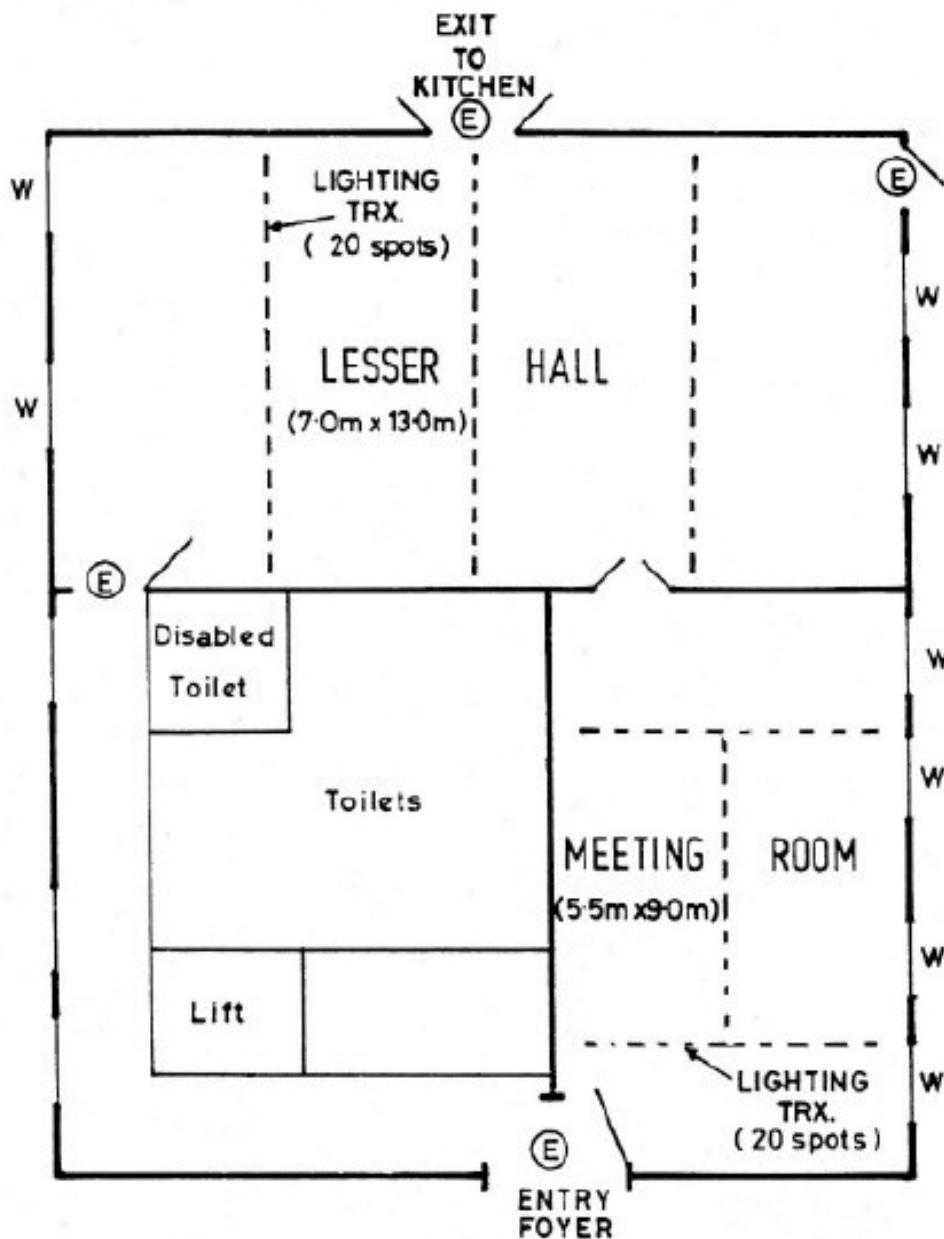
- 50 Hanging Lines and 100 Hooks
- 4 Carpeted Display Boards 1.2m x 1.8m (Velcro hooks work best - no pins please)
- 1 Overhead Projector and Screen
- 1 Whiteboard (please supply your own whiteboard markers)
- 1 Exhibition Sign for outside use
- 1.8m x 0.8m Trestle Tables (6 available)
- 60 Padded Chairs
- 1 x 20 litre Urn (please supply own cutlery, crockery & consumables)
- Extension cables and powerboards as required
- Public Address system (Additional cost \$70.00)

PLEASE NOTE: When holding displays or exhibitions, one of the conference tables must remain in one of the rooms at all times due to a lack of storage space.

PLEASE NOTE: The Albany Town Hall is a heritage building and does not have any heating or cooling in the Meeting Room and Lesser Hall. Please bring fans/portable heaters if required.

OFFICE USE ONLY						
Deposit Paid	\$	Date Received				
Method of Payment	Cash <input type="checkbox"/>	Chq <input type="checkbox"/>	Eftpos <input type="checkbox"/>	C/Card <input type="checkbox"/>	Invoice <input type="checkbox"/>	D/Dep <input type="checkbox"/>
Receipt Issued	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Receipt No.			
Booking taken by:			Entered into Town Hall Diary <input type="checkbox"/>			

Floor Plan – Meeting Room & Lesser Hall



RELEVANT DETAILS

PICTURE RAILS - M.R. - 20 m
L.H. - 24 m

SEATING CAPACITY - M.R. - 45
L.H. - 70

MAXIMUM CAPACITY - M.R. - 50
L.H. - 100

SECURITY ALARM SYSTEM

FULL KITCHEN FACILITIES

LEGEND

W - Windows (blanked out)
E - Emergency exits

ALBANY TOWN HALL THEATRE

MEETING ROOM and LESSER HALL
for
EXHIBITIONS and SEMINARS

Drawn : K.LOFTS

Date : MAR. 2000

Scale : 1:100

Dwng. No. : 8