



## Civic Hall hire requirements

Hirer's name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Booking date and time: from \_\_\_\_\_ to \_\_\_\_\_

Event/function date and time: \_\_\_\_\_

Approved entry date and time for set up:

\_\_\_\_\_

**Please note:** *Hirer's **must not** enter the facility prior to the arranged date and time for facility set up. At times, hirers may pick up the key prior to the agreed set up date/time due to customer service open hour, although this is the case, hirers **must not** enter prior. A fee will occur if hirers enter the facility prior to this date and time.*

**Please circle/respond to each question below**

<b>Main Hall - approx. 19.8 x 23.4m</b>	Yes	No
<p>Will you require tables or chairs to be set up and packed up in the main hall by Council staff? <i>Fees apply</i></p> <p>Tables measurements are 2435mm x 765mm by height of 740mm</p>	<p>Yes</p>	<p>No – Hirer will complete own set up and pack up post event.</p> <p><b>Please note:</b> <i>A fee will apply if pack up has not been completed by the hirer post event and within the agreed hire date/times</i></p>

<p>If answered yes to set up by Council staff, please select required diagram or provide a detailed diagram.</p> <p><i>Total number of chairs available 648</i> <i>Total number of tables available 43</i></p> <p>If example <b>A</b> is required, please select</p> <p>One aisle <input type="checkbox"/></p> <p>Two aisles <input type="checkbox"/></p>	<p>Example A <input type="checkbox"/></p> <p>Example B <input type="checkbox"/></p> <p>Example C <input type="checkbox"/></p> <p>Example D <input type="checkbox"/></p> <p>If an example plan has been altered to suit, please ensure it is signed, dated and attached to this document</p>	<p>Number of tables _____</p> <p>Number of chairs _____</p>
<p>Technical equipment required</p>	<p>Microphone Yes No</p>	<p>Projector screen Yes No</p>
<p>Technical equipment required other than microphone or projector.</p> <p><b>Please note:</b> An approved sound and light technician must be employed to control lighting and sound. Equipment must be controlled by a trained operator only.</p>	<p>Yes</p> <p>Name of sound and light technician _____</p>	<p>No</p>
<p>Will external electrical equipment be used? If so, has it been tagged and tested</p>	<p>Yes</p>	<p>No</p>
<p>Portable stairs required front of stage</p>	<p>Yes</p>	<p>No</p>
<p><b>Supper room – approx. 15.6 x 11.4m</b></p>	<p>Yes</p>	<p>No</p>
<p>Will you require tables or chairs to be set up in the supper room by Council staff? Fees apply</p> <p>Tables measurements are 2435mm x 765mm by height of 740mm</p>	<p>Yes</p>	<p>No – Hirer will complete own set up and pack up post event</p> <p><b>Please note:</b> A fee will apply if pack up has not been completed by the hirer post event</p>
<p>If answered yes to set up by Council staff, please select required diagram or provide a detailed diagram.</p>	<p>Example A <input type="checkbox"/></p> <p>Example B <input type="checkbox"/></p> <p>Example C <input type="checkbox"/></p> <p>Example D <input type="checkbox"/></p> <p>If an example plan has been altered to suit, please ensure it is</p>	<p>Number of tables _____</p> <p>Number of chairs _____</p>

	signed, dated and attached to this document	
<b>Stage – approx. 9 x 20.7m</b>	Yes	No
<b>Stage lift</b>	Yes  If the lift is required, an induction must take place, paperwork specific to the lift signed and a Glenelg Shire employee present at the time of use.	No
<b>Dressing rooms</b>	Yes	No
<b>Additional dressing room (long room)</b>	Yes	No
<b>Kitchen</b>	Yes	No
Cook top	Yes	No
Oven	Yes	No
Baine Marie	Yes	No
Under bench fridge	Yes	No
2 door fridge	Yes	No
Cutlery  Total number of each available <b>120 - Knives</b> <b>120 - Forks</b> <b>90 - Dessert spoons</b> <b>120 - Soup spoons</b>	Yes	No
Crockery  Total number of each available <b>270 - Dinner plates</b> <b>280 - Side plates</b> <b>325 - Large Dessert bowls</b> <b>380 - Small Dessert bowls</b> <b>240 - Coffee cups</b> <b>375 - Saucers</b> <b>45 - Saltshakers</b> <b>35 - Pepper shakers</b> <b>40 - Small milk jugs</b> <b>40 - Tongs</b>	Yes  <b>Please note: It is the hirers responsibility to wash what is used pre and post event. A fee will apply if the crockery and cutlery used have not been washed and returned to the cupboards by the hirer post event.</b>	No
<b>Cleaning</b>  The facility will be cleaned prior to and post event. If cleaning is required during the event by Council staff, this can be arranged for an additional fee	Yes  <b>Please note: If cleaning is required during the event by Council staff, this can be arranged for an additional fee</b>	No – Hirer will arrange own cleaning during event.  <b>Please note: Although Glenelg Shire clean post bookings, a fee</b>

		<i>will apply if the hirer has clearly not attempted to clean post event, for example, rubbish left through out the facility, decorations remaining.</i>
<p><b>Alcohol</b></p> <p>Is alcohol being sold or included in as part of the admission price?</p>	<p>Yes</p> <p>Please provide a copy of the Temporary Limited Liquor License from Responsible Alcohol Victoria</p>	<p>No</p>

**Please note:** If the supper room and main hall are both required during the booking, any chairs and/or tables, that are not in use during the event, will not be removed from the facility and will need to remain either in the main hall, foyer or supper room, whilst ensuring emergency exits remain clear.

I have read and agree with the above information.

Name: \_\_\_\_\_

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

---

Office use only:

Form and floor plan forwarded to the Facilities Maintenance