

MOUNT BARKER TOWN HALL

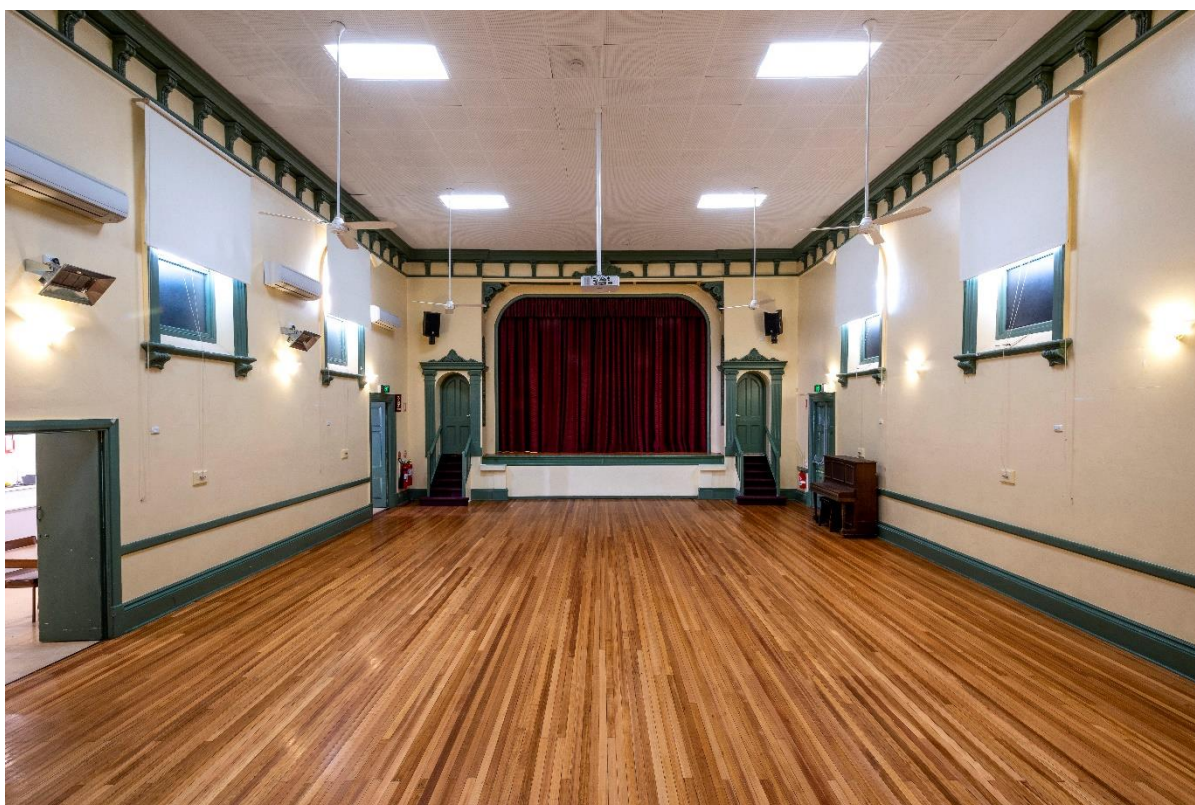
INFORMATION FOR HIRERS

This facility can only be booked via Council's online booking system:

<https://www.spacetoco.com/host/mount-barker-district-council>

The Mount Barker Town Hall is located at 34-38 Gawler Street, Mount Barker.
This detailed information booklet should answer all of your queries relating to your hire booking.

Please contact Council's After Hours Service on 8391 7200 in the case of an emergency.



With your help we can ensure we deliver excellent community outcomes.

Please assist us by providing feedback following your hire through the SpacetoCo's message section.

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HIRE COSTS

Hall hire per hour	\$25.00
Kitchen – flat fee	\$35.00
Bond	\$750.00
Bond – High Risk	\$1500.00
Optional cleaning fee	\$150.00

You may be entitled to a discount on your booking – this will be confirmed at the time of booking on the SpacetoCo site.

FACILITY OVERVIEW

Located in the main street of Mount Barker, Council's Town Hall offers the following:

- Capacity for 140 people - accommodates 118 seated patrons, with additional staging capacity if necessary
Given the pace at which the world continues to adapt, please note that it is the responsibility of the customer to check the latest COVID-19 restrictions;
- Main hall with beautiful wooden floors
- Foyer area separate to main hall
- Stage
- Piano
- Air conditioned / heating
- Kitchen - 2 fridges, 2 ovens, 1 microwave, hot water boiler, crockery and cutlery
- Men's, women's & disabled toilets
- AV System (with drop down screen from stage)
- Free Wi-Fi

Equipment is available free for use which includes:

- AV system (projector, playing from a laptop, DVD's (Blu-Ray), iPod & microphone
- 12 round tables
- 9 long trestle tables
- 10 rectangle tables on castors
- 3 whiteboards on castors
- 113 green plastic chairs & 29 black cushioned chairs
- 6 art display frames on castors
- 5 dark grey wall dividers
- 2 tier wooden tea trolley
- Crockery & cutlery
- First aid kit
- Defibrillator
- Vacuum cleaner, mop & bucket

COVID INFORMATION

COVID-19 is a fast-changing situation and the South Australian Government put in place various Directions depending on the situation here and neighbouring states. Please make sure you are aware of the latest Directions and restrictions that may be in place at the time of booking and hiring the facility. Restrictions can also affect capacity numbers, either that of the building or the number of people at an activity.

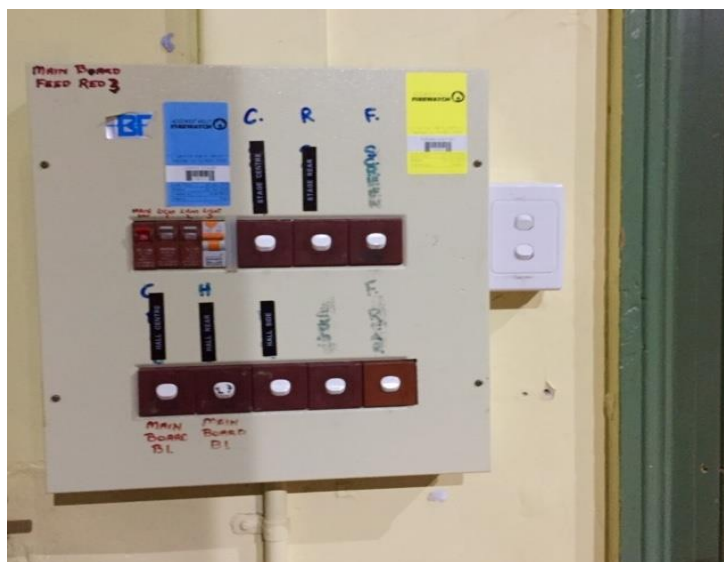
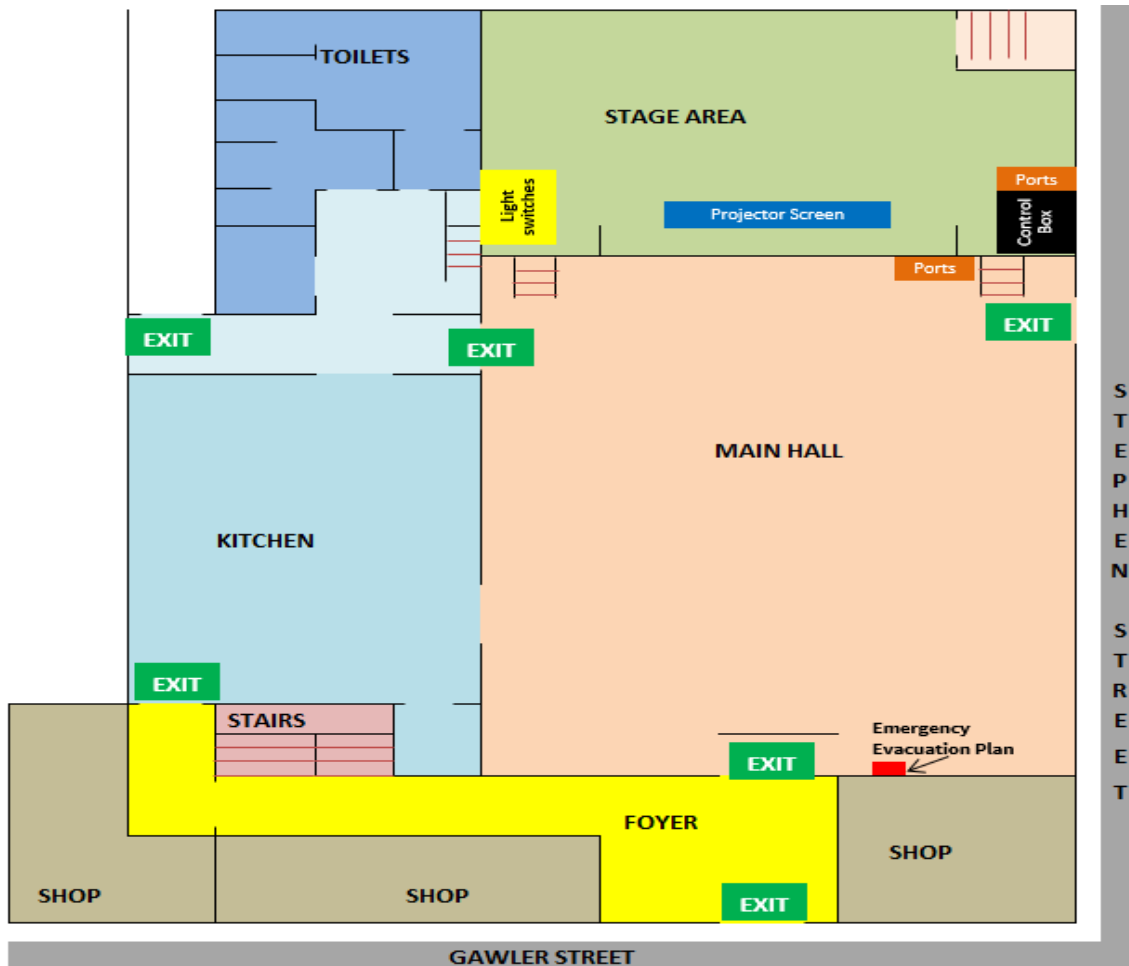
For the latest information, please visit:

<https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Conditions/Infectious+diseases/COVID-19>

ENTERING THE MOUNT BARKER TOWN HALL

Please note that when you enter the Mount Barker Town Hall, the foyer lights are located by the doors on the right side (when entering). To access the lights to the Main Hall, Stage Area, Kitchen & Toilets you will need to go straight up the stairs, left onto the Stage Area.

The light switch is on the wall which is next to the door on the left hand side (next to the main switchboard as pictured below).



Light switches are located on Stage Area, left hand side of the stage next to main switchboard

RULES

Please remember:

- Please book enough time to allow you to set up before your event and enough time to clean toilets, wash/dry dishes, vacuum/mop floors and remove all items and rubbish after your event. All furniture and equipment must be returned to where you found it;
- The Mount Barker Town Hall's kitchen and toilet facilities are shared with retail tenants, therefore please consider others when undertaking your activity;
- No alcohol is to be sold on the Premises, unless a copy of any applicable Liquor Licence is provided to Council before any such event, and consent has been granted;
- Please note that if Council deems the activity proposed to require security, all costs associated will be at the expense of the hirer;
- No smoking is allowed;
- Parking is at the rear of the Mount Barker Town Hall near the Public Toilets on Stephen Street;
- Please read the Emergency Evacuation Plan located on **the next page** prior to your booking and note that the Evacuation Assembly Point is outside of the Foyer, on Gawler Street. Fully detailed copies of the Emergency Evacuation Plans are located in the Main Hall, Stage Area and Kitchen;
- The hirer must provide a public risk insurance policy from a reputable insurer, however if the hirer intends to use the Mount Barker Town Hall for a one-off ad hoc event, public risk insurance may be covered under Council's Hall Hirer's Insurance Policy. Please see clause 3.1.4 of the Terms and Conditions on page 8 or the FAQ's on page 16;
- Should the hirer neglect to collect a key to the Mount Barker Town Hall during the working week, thereby requiring Council staff to attend and unlock the Mount Barker Town Hall out of hours, the costs associated with the call out will be borne by the hirer.

EMERGENCY EVACUATION PLAN



Please read this Emergency Evacuation Plan prior to your booking and note that the Evacuation Assembly Point is outside of the Foyer, on Gawler Street. Fully detailed copies of the Emergency Evacuation Plans are also located in the Main Hall, Stage Area and Kitchen.

TERMS AND CONDITIONS

1. Permits, certificates, licences, authorisations etc.

The hirer must provide to the Council prior to using the Mount Barker Town Hall or commencing the activity a copy of all permits, certificates and any other authorisations which may be required from the Council or some other governmental, civic, or municipal authority to undertake the activity.

- a) serve, sell or provide to persons; or
- b) consume or allow persons to consume;

alcohol or alcoholic beverages in the Mount Barker Town Hall without the Council's prior approval and if legally required a liquor licence for the sale and /or consumption of alcohol a copy of which must be provided to the Council prior to using the Mount Barker Town Hall or commencing the activity. The hirer should seek individual advice regarding liquor licence requirements from Consumer & Business Services <https://www.sa.gov.au/topics/business-and-trade/liquor/apply> Please note, however, if your event has no entry fee, no charge for liquor, for food, entertainment or door charge, gold coin donation of any kind, if it is a private event with no sale of liquor but consumption only, then a liquor licence is not required for this venue.

2. Indemnity & Release

The hirer indemnifies the Council from and against all actions, costs, claims and damages, which may be brought or claimed against the Council arising out of or in relation to the activity. The hirer releases the Council from any liability or claim resulting directly or indirectly from any accident, damage, loss or injury occurring or arising from the activity or the use of the Mount Barker Town Hall except where any action, cost claim or damage is caused by the negligence or default of the Council its officers, employees or its agents.

3. Public Risk Insurance

3.1. The hirer must effect and maintain a public risk insurance policy from a reputable insurer in the name of the hirer and noting the interests of the Council as owner of the Mount Barker Town Hall for the minimum amount of \$20million per claim or such other amount as the Council may reasonably require from time to time and such policy must;

3.1.1. bear an endorsement from the insurer indicating the insurer accepts the indemnity given by the hirer to the Council under clause 2; and

3.1.2. cover the injury, loss or damage to persons or property arising directly or indirectly from;

- (a) the activity; or
- (b) the use of the Mount Barker Town Hall.

3.1.3. The hirer must not commence the activity until the hirer has provided to the Council a copy of the public risk insurance policy specified in clause 3.1.

3.1.4. If the hirer intends to use the Mount Barker Town Hall for a one-off ad hoc event, public risk insurance may be covered under Council's Hall Hirer's Insurance Policy.

4. Compliance with Statutory Requirements

The hirer must at its own cost and expense comply with any Statutory Requirements relating to the activity and the use of the Mount Barker Town Hall including but not limited to the installation and use of any structure.

5. Authorised Use

5.1. The hirer must not undertake any activity or allow the Mount Barker Town Hall to be used other than in accordance with the activity named in this booking including but not limited to permitting any unlawful activity to take place in the Mount Barker Town Hall.

5.1.1. The hirer acknowledges that the following are not permitted in the Mount Barker Town Hall at any time without the Council's prior written consent:

5.1.1.1. Vehicles;

5.1.1.2. Horses (and similar animals); and

5.1.1.3. Fireworks.

5.2. The hirer must not install or erect a structure without the Council's prior approval.

5.3. The hirer must not affix any signs on in or to the Mount Barker Town Hall without the Council's prior approval.

6. Maintain condition of main hall

6.1. The hirer must at its own cost and expense during the time of use keep the Mount Barker Town Hall in a good, safe and clean condition to the Council's satisfaction and comply with all reasonable requests of the Council in relation to the Mount Barker Town Hall.

6.2. If the hirer does not maintain the Mount Barker Town Hall in accordance with its obligations under clause 6.1 the Council may carry out any such maintenance and the Council shall be entitled to recover any costs incurred in doing so from the hirer.

7. Damage

- 7.1. The hirer must when;
 - 7.1.1. undertaking the activity; and
 - 7.1.2. using the Mount Barker Town Hall;
- 7.2. Take all reasonable precautions to avoid damage to the Mount Barker Town Hall or any land or buildings in the immediate vicinity of the Mount Barker Town Hall and must notify the Council of any damage or potential hazards within a reasonable time of the hirer becoming aware of them.
- 7.3. Should the hirer cause activation of the security alarm and/or fire protection system where a security patrol is dispatched, the costs associated with the call out will be borne by the hirer.
- 7.4. If the hirer causes any damage to the Mount Barker Town Hall or any of the Council's property as a result of the activity or the hirer's use or misuse of the Mount Barker Town Hall, or fails to repair damage, the Council will undertake the rectification and repairs and any costs incurred in doing so must be reimbursed by the hirer upon request and the hirer may forfeit any security bond paid and submits to the drawing of funds as per SpacetoCo's [Terms and Conditions](#).

8. High Risk Events

Any event that is deemed high risk, such as a 18th or 21st Birthday party, Hens or Buck night, Council has the right to require a bond of \$1500 be secured prior to the booking, unless the hirer is willing to engage security for the event.

9. Security

If Council deems your event to require security the hirer must at the hirer's cost ensure that sufficient security staff is present at all times during the times of use to secure the Mount Barker Town Hall. The hirer must comply with the direction of Council to lock the front doors after entering and when exiting the building. Council has the right to inspect to ensure this has been adhered to.

10. Fire precautions

- 10.1. The hirer must comply with all requirements and directives of the Council with regard to fire safety systems and procedures including fire evacuation drills and other procedures.
- 10.2. Steam machines must be used instead of smoke machines to avoid setting off fire alarms.
- 10.3. Should the hirer cause activation of the fire protection system where a security patrol and/or fire service is dispatched, the costs associated with the call out will be borne by the hirer.

12. Music / Noise

- 12.1. The facility is licenced with OneMusic Australia for music which may include: live, recorded or performance music.
- 12.2. The facility consists of separate areas for hire and noise levels may impact on your group. Consideration should be given to other hirers. Please advise your guests accordingly.
- 12.3. Hirers are to respect the rights of nearby tenancies at all times.

13. Booking Hire Not Transferable

The hirer's booking is not transferable.

14. Warranty

- 14.1. The hirer warrants that it has inspected the Mount Barker Town Hall and the facility is safe and fit for the activity and the hirer's use.
- 14.2. The Council does not warrant that the Mount Barker Town Hall will be suitable (structurally or otherwise) for the activity or the hirer's use.

15. Contractual rights only

The hirer's booking does not confer on the hirer any exclusive right, entitlement or proprietary interest in the Mount Barker Town Hall.

16. Council's right to enter

- 16.1. The Council may (except in the case of emergency when no notice will be required) enter the Mount Barker Town Hall at any time upon providing reasonable notice to the hirer to do anything the Council must do under any Statutory Requirements.
- 16.2. In an emergency the Council may:
 - 16.2.1. close the Mount Barker Town Hall; and
 - 16.2.2. prevent the hirer from entering the Mount Barker Town Hall.

17. Obligations on expiry of hirer's booking

- 17.1. Upon the expiration or earlier termination of the hire booking the hirer shall at its own cost and expense return the Mount Barker Town Hall to its condition prior to the hire booking being granted including but not limited to:
 - A) removing the structure (if any);
 - B) ensuring the Mount Barker Town Hall is clean and tidy and that any rubbish resulting from the activity or the hirer's use of the Mount Barker Town Hall is removed and disposed of;
 - C) returning all furniture and equipment to its original position;

- D) ensuring any doors and windows are securely fastened and any lights and power are switched off before leaving the Mount Barker Town Hall; and
- E) returning the key to Council as set out in the signed Key Custodian Form which will be supplied when you collect the key from Council.

17.2. If the hirer does not comply with clause 15.1 to the Council's reasonable satisfaction the Council may undertake the work itself and any costs incurred by the Council in doing so must be reimbursed by the hirer upon request and the hirer may forfeit any security bond paid and submits to the drawing of funds as per SpacetoCo's [Terms and Conditions](#).

18. Breach

If the hirer breaches a provision of these terms and conditions and fails to remedy the breach within a reasonable time of being directed by the Council to do so the hirer's booking will be terminated, effective immediately.

19. Costs

The hirer is responsible for all costs incurred by the Council as a consequence of any actual or threatened breach of the hire booking by the hirer.

20. No Refund

The parties agree that the hirer will not be entitled to a refund of the hire fee in circumstances where the hirer has failed to use the Mount Barker Town Hall during the time of use.

21. Type of Activity

Council has the right to refuse or cancel bookings believed to be unsuitable or inappropriate to the Mount Barker Town Hall.

22. Bookings

22.1. The Mount Barker Town Hall can only be hired by a person over the age of 18 years of age is not transferable.

22.2. Hirers must book for the total time required for their activity. This includes all setting up, packing away and cleaning times. Hirers must strictly adhere to their booked times as:

22.2.1. Council reserves the right to accept booking requests from other hirers immediately prior and at the conclusion of bookings; and

22.2.2. The hirer will be held responsible for all costs incurred as a result of exceeding booking times.

23. Not-for-profit organisations

The hirer is responsible for providing evidence of their status as a not-for-profit organisation. The fee for not-for-profit organisations will only be reduced or waived for activities directly linked to their not-for-profit status. Evidence of community benefit will be required to secure the relevant discount.

24. Safe environment

Council is committed to providing a safe environment for children and other vulnerable people. Hirers are required to comply with Council's Child Safe Environments Policy. Failure to do so may result in the hirer being excluded from future hiring of Council facilities. A copy of the Child Safe Environments Policy is available on Council's website www.mountbarker.sa.gov.au/policiesandby-laws

25. Food safety and catering

25.1. Organisers of events involving the preparation and sale of food should ensure they adhere to requirements and the Food Safety Standards. For further information and registration forms visit

www.mountbarker.sa.gov.au/foodsafety and www.foodstandards.gov.au .

25.2. Any cooking oil must be disposed of away from the Mount Barker Town Hall and not poured down any internal or external drains, sinks or toilets.

25.3. All cooking must be done in the kitchen. No cooking is to be done in the halls/rooms or passageways.

26. Not included in hire

26.1. Setting up of seating, tables or hire equipment before or after an activity.

26.2. Refreshments, milk and garbage bags are not provided. Dishwashing liquid, cleaning products are available. For large bookings, hirers may wish to consider supplying tablecloths, additional bins/boxes for rubbish collection.

27. Key Collection

Should the hirer neglect to collect a key to the Mount Barker Town Hall during the working week, thereby requiring Council staff to attend and unlock the Mount Barker Town Hall out of hours, the costs associated with the call out will be borne by the hirer.

INVENTORY

Kitchen:

- Approx. 36 sqm in floor area
- 12 Round Tables
- 9 Rectangle Trestle Tables
- 10 Rectangle Tables on castors
- 15 power outlets for 10 amp single phase appliances
- 8x 36 watt fluoros
- Daikin digital cassette style air conditioner (controls on wall near door to toilets)
- 3 exhaust fans
- 4 plate electric cooktop
- 2x ovens – (2 door 6.2kW)
- 524L Westinghouse fridge freezer
- Approx. 400 Litre fridge freezer
- Rheem Econoboil – approx. 20 cups per hour
- 1 Kambrook 8 litre urn
- Panasonic microwave
- Standard kettle
- Stainless steel sinks with hot water and filtered cold water mixer tap
- Large assortment of cutlery & utensils (enough for event preparation, however bring your own for catering purposes)
- Cups and saucers to cater for up to 120 people
- Other crockery including many trays for food (enough for event preparation, however bring your own for catering purposes)
- Tea towels
- 1 large size trolley for moving items
- 3 step step-ladder
- Mop, bucket, broom, dustpan & vacuum cleaner (located in large cupboard)
- Toilet consumables
- First aid kit
- Defibrillator

Stage Area:

- Approx. 80 sqm
- 6x 58w Fluoros
- 2 Dichroic down lights aimed at riggers gear
- Full stage curtains
- Relocatable switchboard for extra power needs (located under Main Switchboard of Stage Area)
- AV System Control Box (right side of stage)
- 5 bean bags

Hall Area:

- Approx. 140 sqm
- 2 Spotlights aimed at stage
- 3 split system air conditioners (remote controls on left side of stage)
- Up lighting approx. 6 lights
- 113 green plastic chairs
- 29 black cushioned chairs
- 2 whiteboards on castors (bring your own whiteboard markers and remover)
- 6 ceiling fans
- 6 2x36W “Troffer” style fluoros
- 6 single gang gpo’s
- 1x Faust up-right Piano

Toilets:

- Ladies; 2 Toilets
- Mens; 2 Toilets with Urinal
- Disabled; 1 Toilet
- All toilets provisioned with toilet paper, liquid soap, paper towels and air freshener

FREQUENTLY ASKED QUESTIONS

Q: How many people can be seated in the Town Hall?

A: The maximum seating capacity of the Town Hall is 118 people with a maximum occupancy rate of 140 persons, with additional staging capacity if necessary. There are 110 green plastic chairs, 29 black cushioned chairs 12 round tables, 10 rectangle tables on castors and 9 trestle tables to accommodate this. The Stage Area is approximately 80sqm.

Q: What air conditioning does the Town Hall have?

A: The kitchen has a large cassette style refrigerated air conditioner and the main hall has 3 split system refrigerated air conditioners. The main hall also has 6 ceiling fans.

Q: What kind of kitchen facilities does the Town Hall have? i.e. fridges, cooktops

A: The Town Hall currently has a 4 plate electric range with 2 large fridges (524L and approx. 400L), an instantaneous water boiler for small user groups (good for around 20 cups per hour) and a 6.2kW 2-door oven. There is also a Panasonic microwave, along with a filtered cold water mixer tap and stainless steel sink. Please see the Inventory on page 9 which lists all equipment and furniture.

Q: How large is the stage area?

A: The Stage Area is approximately 80m². It is also fully curtained.

Q: What lights are above the stage area? Are they dimmable? What lights are there above the main Town Hall area?

A: On the Stage Area are 6x 58W fluoro fittings and 2 dichroic downlights aimed at the riggers gear. The current light setup does not support stage light dimming. There are 6 2x36W fluoro fittings, with 6 up-lights and two spotlights in the Main Hall area.

Q: What capacity of power are we able to draw from the current electrical supply?

A: In the Main Hall area there are a total of 6 single gang power points, with a further 15 points in the kitchen. Should more power points be required there is a portable power board that plugs into the 3 phase outlet in the Stage Area situated under the Main Switchboard (see page 5). At full capacity, a total of 32 amps per phase can be drawn from the relocatable switchboard alone with each other power circuit capable of delivering up to 16 amps.

Q: What toilet facilities does the Town Hall have?

A: The Town Hall has men and women toilets, together with a disabled toilet. All toilets have soap wash, air freshener, toilet paper, paper towel and/or air dryer and are professionally cleaned on a regular basis.

Q: What parking is available to invited guests at our function?

A: Parking is at the rear of the Town Hall near the Public Toilets on Stephen Street.

Q: Do I have to pay the \$500 Bond?

A: Yes, unless you are a regular hirer. The hirer agrees to the drawing of funds for the bond as per SpacetoCo's [Terms and Conditions](#) if damage or loss has occurred as a result of the hirer's booking.

Q: Does our hire of the Town Hall come under Council's Public Risk Insurance cover?

A: Depending on the type of hire, you may need to obtain Public Risk Insurance cover from a reputable insurer. If the proposed event is an ad hoc event (one off), such as a birthday party, Council's Hall Hirer's insurance may cover the user. Any hire/r of more than 10 times per year is not considered an ad hoc hire/r, e.g. if a group was holding a monthly fair they would need to source their own insurance coverage

The Hall Hirer Insurance is not intended to provide coverage for any businesses, stallholders, individuals hiring the Town Hall for financial gain, Incorporated Associations and / or groups who are not incorporated but operate their business / activities on a regular basis that should have their own Public & Products Liability Insurance cover. It is not intended to provide indemnity to a hirer of the Town Hall to run school holiday programs. Quotations for Hirers outside this definition are available from Local Community Insurance Services at:
www.localcommunityinsurance.com.au .

Q: Can I have a 16th, 18th, 21st, 80th Party – can we have alcohol?

A: If your party is deemed as high risk, Council may require a person over the age of 30 years to make this booking. No alcohol is to be consumed and sold on the Premises, *unless* a copy of any applicable Liquor Licence is provided to Council before any such event, and consent has been granted. The hirer should seek individual advice regarding liquor licence requirements from Consumer & Business Services <https://www.sa.gov.au/topics/business-and-trade/liquor/apply> . Please note, however, if your event has no entry fee, no charge for liquor, for food, entertainment or door charge, gold coin donation of any kind, if it is a private event with no sale of liquor but consumption only, then a liquor licence is not required for this venue. Please note that if Council deems the activity proposed to require security, all costs associated will be at the expense of the hirer.

Q: If we have security during our hire, can we bar Council from entering the Town Hall during our Time of Use?

A: No. Council may enter the Town Hall at any time provided reasonable notice has been given (except in an emergency, no notice will be given), to do anything the Council must or may do, to honor any Statutory Requirement.

Q: After my event who is responsible for cleaning up?

A: Any material of any kind which is owned by the hirer, or has been generated by the hirer must be removed from the Town Hall before the expiration of the time of use. Council reserves the right to recover any costs incurred as a result of the hirer's failure to do so.

Q: If I hire the Town Hall but don't use it, can I obtain a refund?

A: No. The parties agree that the hirer will not be entitled to a refund of the booking fee in circumstances where the hirer has failed to use the Town Hall during the time of use.

Q: A family member has a wheelchair. Can the Town Hall accommodate this?

A: Yes. The entry to the Town Hall is wheelchair friendly, along with a wheelchair friendly emergency exit. There is also a dedicated disabled toilet.

Q: Can I inspect the Town Hall prior to booking?

A: Yes. Inspections of the Town Hall can be made prior to booking. Please ring the Venue Coordinator on 8391 7283, who will arrange a time to access and supervise your inspection. Inspection terms and arrangements are at the discretion of Council. The video tour of the facility loaded on the SpacetoCo site should provide the hirer with enough information regarding the Mount Barker Town Hall.

Q: Where do I go to book the Town Hall?

A: All bookings are made via <https://www.spacetoco.com/host/mount-barker-district-council>

Q: When do I get issued with a key for the Town Hall?

A: If hiring the Town Hall the keys can be collected from the Council office, Level 1, 6 Dutton Road, Mount Barker during office hours on the business day before your hire and then returned the next business day after your hire (office hours are 9am-5pm Monday to Friday).

Q: While setting up for our party, we want to put signs in the Town Hall directing people to certain areas. Can we do this?

A: Yes, however Council permission must be obtained prior to affixing any signage to or in the Town Hall.

Q: If I want to hire the Town Hall for a purpose which includes playing recorded music, is this okay?

A: Yes. The Town Hall is licenced with OneMusic Australia for music which may include: live, recorded or performance music. The Town Hall consists of separate areas for hire and noise levels may impact on your group. Consideration should be given to other hirers. Please advise your guests accordingly. Hirers are to respect the rights of nearby tenancies at all times.

Q: Does the Town Hall have a piano? What brand is it?

A: Yes. The Town Hall has a vintage Faust upright piano, which has been professionally tuned and is suitable for acceptable use during a hire. The piano is on castor wheels which will enable it to be relocated with ease. It is mandatory that upon cleaning up after a hire that the hirer ensure the piano and all other furniture is placed in its original location (for the piano - on the right hand side of the Stephen Street Fire Doors).

Q: I want to hold a dog show. Is that okay?

A: Unless for the Aid of Visually Impaired Person/s, no animals are allowed in the Town Hall.

Q: Is it okay to hold a Fringe Event?

A: Yes. The hirer must ensure any activity that takes place in the Town Hall, is lawful and fulfills all applicable Statutory Requirements. Further, any activity proposed to take place at the Town Hall, is subject to the approval of Council.

Q: Can I teach tap dancing in the Town Hall? It may damage the floor over time, will that be an issue?

A: Any activity that may cause short term or long term damage to the Town Hall in anyway, is not permitted. If a hirer causes any damage during the period of hire, the hirer has 7 days to return the Town Hall to the condition in which it was, prior to the hire booking. If the hirer fails to do so, costs incurred may be recovered by Council.

Q: Can I smoke inside the Town Hall?

A: No. As with all Council sites, smoking of any kind is prohibited.

Q: I want to stage a performance for family and friends at the Town Hall. If I have props that need to be fixed to a part of the Town Hall, is this okay?

A: Yes; however any structure that is fixed to or in the Town Hall must be completely removed before the expiration of the time of use. The hirer shall at its own cost, return the Town Hall to its condition prior to the hire booking being granted. If the hirer does not, to the reasonable satisfaction of Council comply with this directive, Council may recover any costs incurred from the hirer and the hirer may forfeit any bond paid. Any structure that the hirer wishes to be fixed to the Town Hall must be done so, only after the granting of consent from Council. This includes any signage.

Q: Can we open the Stephen Street Fire Doors to allow guests in or out, during our hire?

A: No. Due to security concerns, hirers of the Town Hall are not permitted to leave this fire safety door open or unlocked during a hire.

AV SYSTEM GUIDE

The AV system can be used for the following:

- **Projector**
- **Playing from a laptop**
- **Playing DVD's (Blu-Ray)**
- **Playing iPod**
- **Microphone**

Please remember to give yourself 10 minutes to set up.

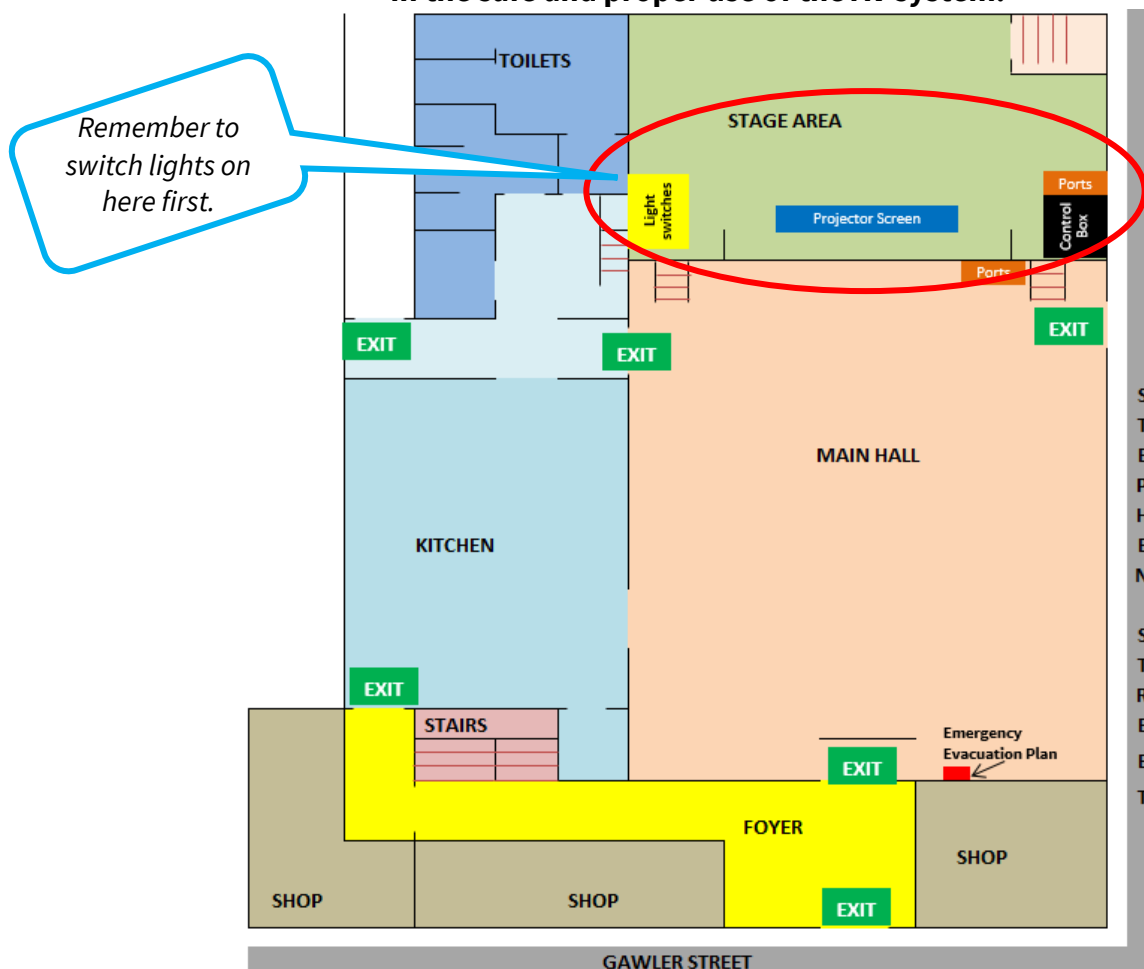
Please respect the equipment by:

- Using the system in a manner or purpose for which it is intended.
- Not touching or damaging the projector screen.
- Not allowing children or minors to alter, manipulate or otherwise interfere with the infrastructure, settings or controls. The master volume dials are the only dials you will need to use.

Please be aware that:

- Reimbursement for damages to this system incurred during the hire period will be met by the Hirer.
- Mount Barker District Council accepts no liability for any damage to the users' equipment.

Mount Barker District Council thanks you in advance for your cooperation in the safe and proper use of the AV system.





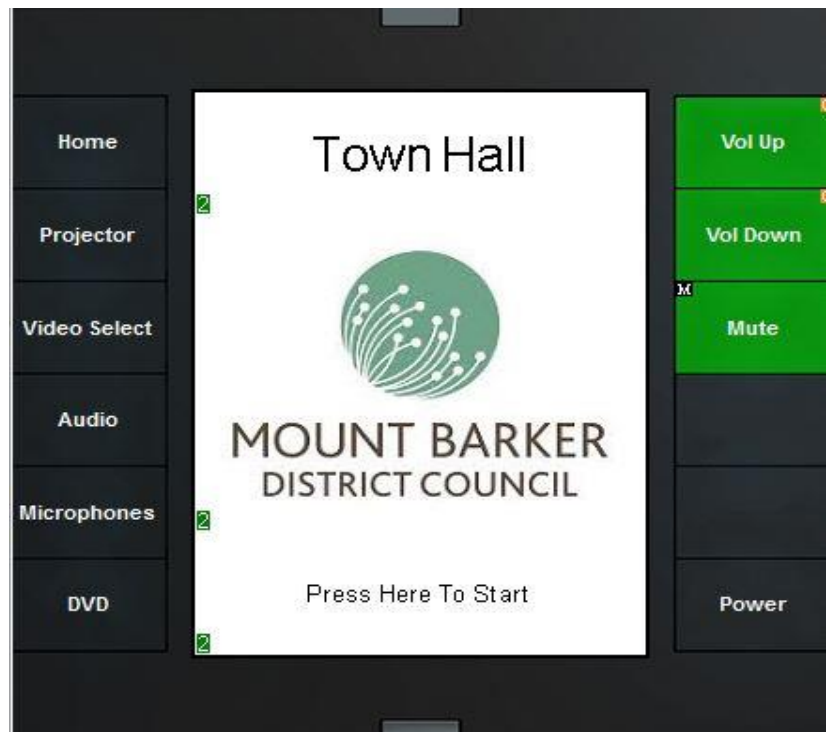
Projector

For safety please ensure that no one is present on the stage when the screen rolls down and retracts. Please do not touch the screen.

1. To unlock the door to the control box use the code 345



2. The display with the Mount Barker District Council logo is a touch screen. Tap on the logo to activate.



3. Tap on **Confirm** to turn the AV system on. Please wait for 10 seconds to initialize.



4. The Home Page will now appear. Tap on **Projector**



5. The following screen will appear. Tap on **Proj On** to make the motorized screen roll down. The projector will automatically turn on. Allow 4-5 minutes for the projector to warm up before connecting your device to the input ports, to do this, refer to the laptop, blu-ray or microphone sections. To return to the **Home** screen tap on the **Home** button.



6. Once you have finished your presentation, tap on **Proj Off** to retract the screen.

Please note if curtains are closed the curtain opening winch is located near the light switches.



Laptop

You will require either a HDMI or VGA output on your laptop and your own cord.

1. There are two locations where your laptop can be connected. There are ports located on the left hand side of the control box or at the front of the stage.

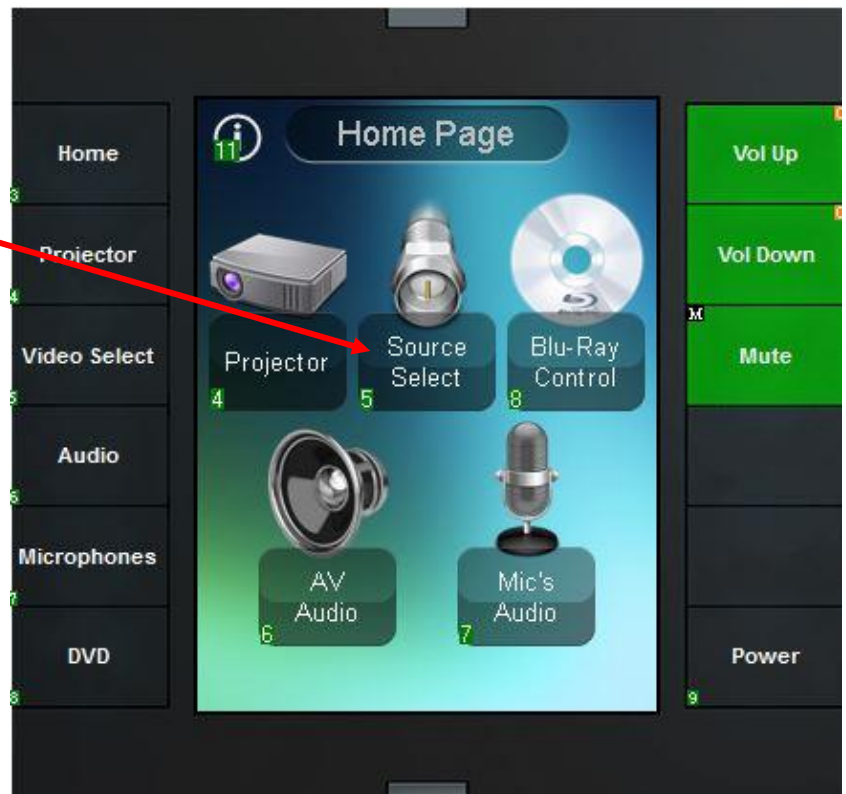


Rack HDMI and Rack VGA

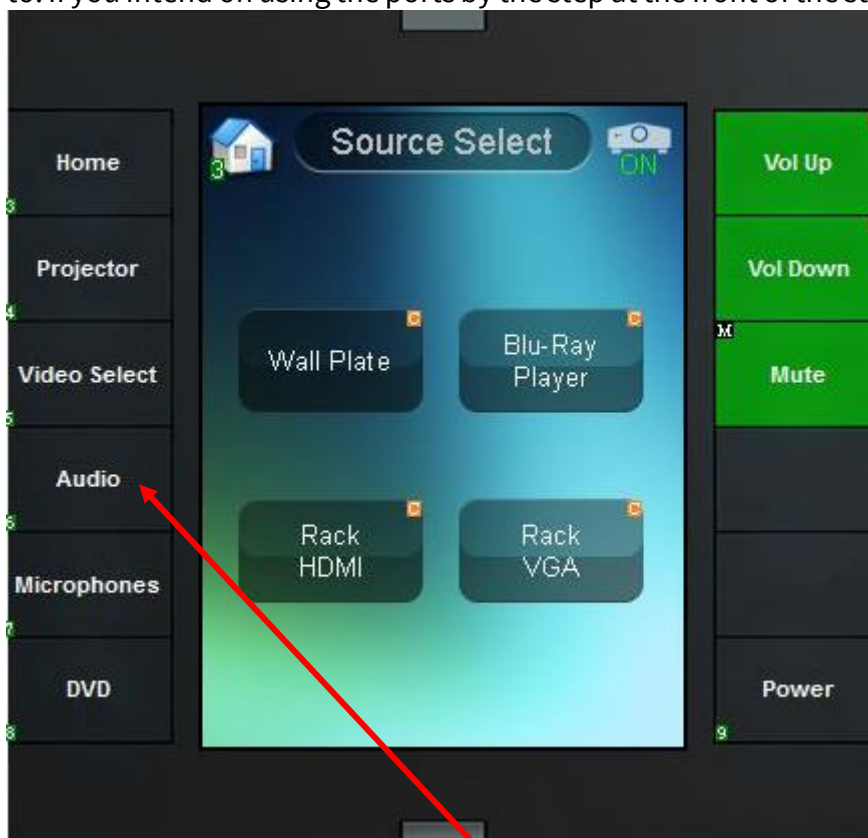


Wall Plate

2. Once your laptop is connected, in the control box on the touch screen display Home Page tap on **Source Select**.



3. The following screen will appear. If you intend to connect your device from one of the side ports, tap on **Rack HDMI** or **Rack VGA** according to which port you have connected to. If you intend on using the ports by the step at the front of the stage, tap on **Wall Plate**.

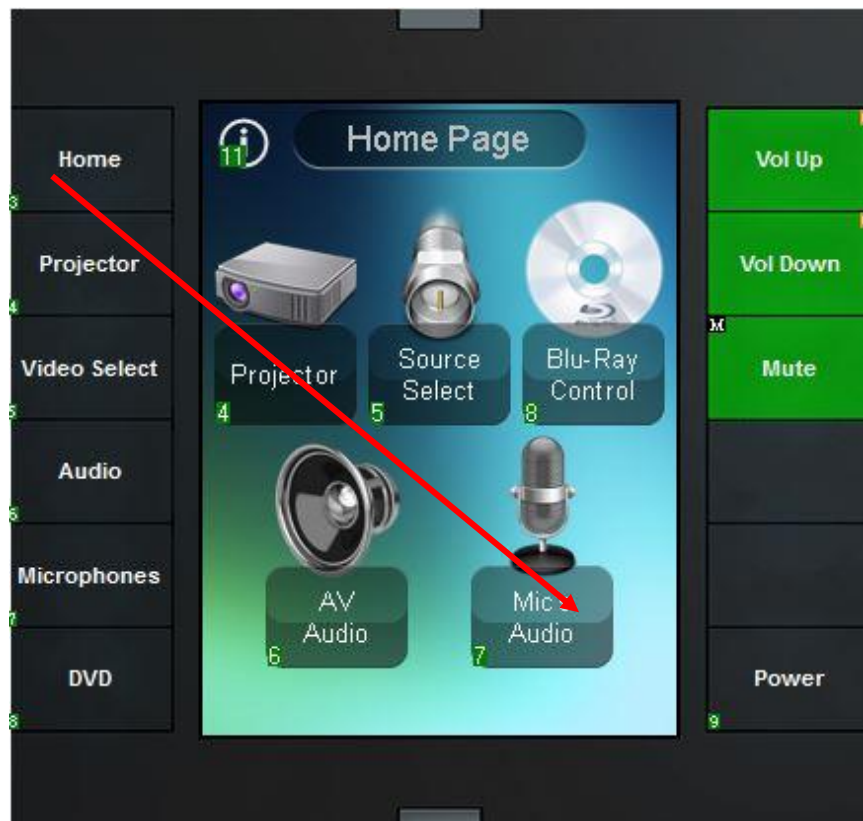


4. Adjust settings on your device to suit.
5. If your presentation has sound, tap on **AV Audio**. The system is automatically set to mute. Tap on the **Mute** button to turn the sound on. Here you can also adjust the levels of volume for your device. The volume is capped at 80% capacity and will not go any higher. Please be considerate of the tenants using the Town Hall during the day as per clause 3.11 of the Hire Agreement. Please keep volume to presentation level only.
6. When finished, unplug your device and tap on the **Home** button

Microphone

There are two microphones which are located at the bottom on the inside of the Control box.

1. In the Control Box, on the touch screen display Home Page, tap on **Mic's Audio**.



2. All audio is muted by default. To unmute, tap on **Mute** on the screen.



3. Each microphone has its own switch, now turn the switch on the microphone(s) you wish to use. A green light will appear above the switch.
4. Here you can also adjust the levels of volume for your device or alternatively via the controls towards the bottom of the control box.



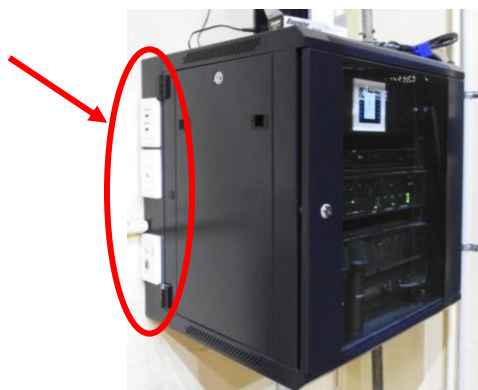
The volume is capped at 80% capacity and will not go any higher. Please be considerate of the tenants using the Town Hall during the day.

5. **Microphone not working?** It may have a flat battery. Spare batteries are located in a box on top of the Control Box. To change the battery unscrew the bottom section of the microphone to expose the battery compartment. Remove battery and replaced with a new one. The flat battery can be disposed of accordingly.
6. When finished please ensure the microphones are switched off. The green light will go off on the microphone.



Playing iPod

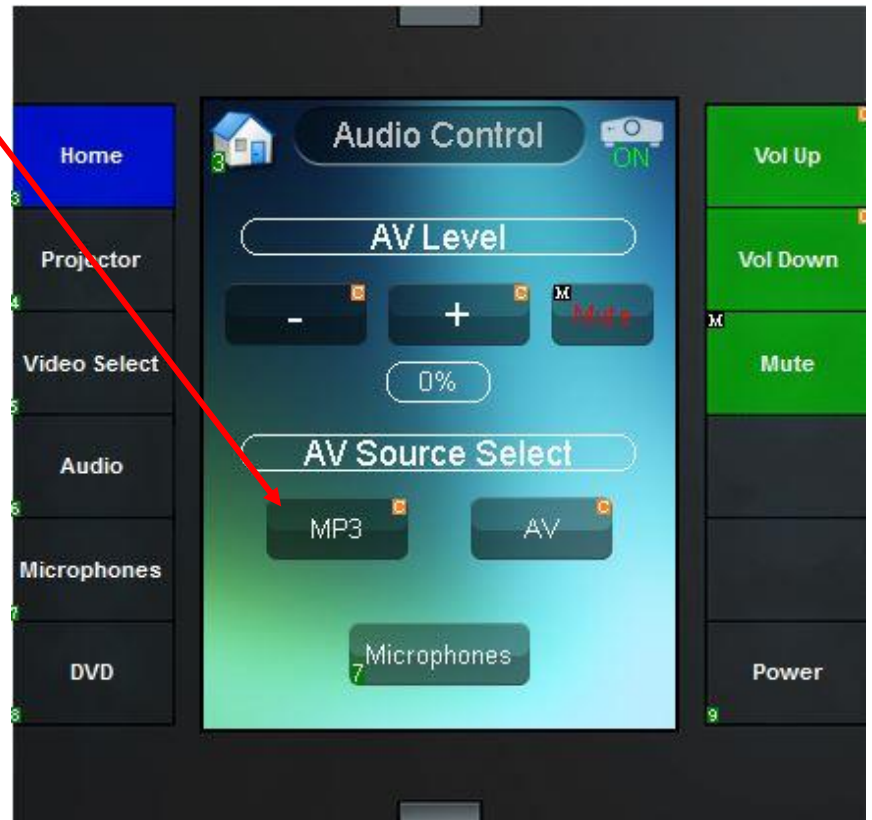
1. Connect your iPod into the 3.5mm headphones input either on the side of the control box or at the front of the stage, and adjust the source select (refer page 24).



2. In the Control Box, on the touch screen display Home Page, tap on **AV Audio**.



3. The following screen will appear. Tap on **MP3**.



4. The system is automatically set to mute. Tap on the **Mute** button to turn the sound on. Here you can also adjust the levels of volume for your device or alternatively via the controls towards the bottom of the control box.



The volume is capped at 80% capacity and will not go any higher. Please be considerate of the tenants using the Town Hall during the day.

5. Control the music from the iPod.

Blu-Ray Player

Ensure the projector has been turned on first.



1. Insert your disc into the Blu-Ray player



2. On the touch screen display Home Page, tap on the **Blu-Ray Control** icon to activate.



3. The following screen will appear. Press the play button on the screen.



Turning the System Off

1. Ensure the projector screen has been retracted via the **Projector** button on the Home Page of the touch screen display (refer page 4).



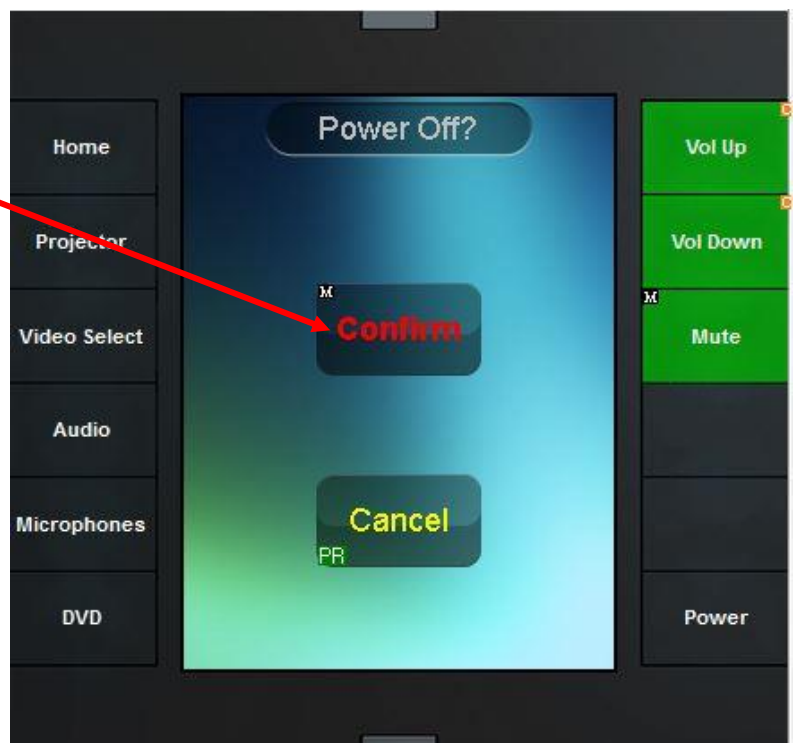
2. Turn off the microphones using the switch on the actual microphone. The green light on the microphone will go off.



3. On the touch screen display tap on **Power**



4. The following screen will appear to confirm power off. Tap on **Confirm**.



Wi-Fi

Hirers are able to connect to the Wi-Fi via the guest wireless network

Username: Town Hall Guest

Password will be provided prior to your booking