

Mount Barker Town Hall Frequently Asked Questions

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

A: The maximum seating capacity of the Town Hall is approximately 118 people. There are 118 green plastic chairs, 12 round tables and 7 trestle tables to accommodate this. The total square meterage of the dance floor is 140m². Additional chairs provided by Hirer will enable the Hall to reach a maximum capacity of 140 people.

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. The gas heaters on the wall are non-functional.

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 available on Council's website which lists all cutlery, plates, etc.

Q: How large is the stage area?

A: The stage area is approximately 80m². It is also fully curtained.

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

A: There are 6x 58W fluoro fittings and 2 dichroic down lights 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. At full capacity, a total of 32 amps per phase can be drawn from the re-locatable 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. The ladies toilets have a spacious changing area for stage purposes. All toilets have soap, air freshener 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.

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

A: Unless you are a regular hirer of the Town Hall, the refundable \$500 Bond will apply.

Q: How is my Bond returned to me?

A: The paperwork will be processed by Council as soon as possible thereafter, however because the refund is by way of Electronic Funds Transfer it can take anywhere from one day to 2 weeks for the transaction to be completed by our Finance Department.

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. Further information can be sourced from a copy of the Hire Agreement available on Council's website. If the proposed event is an adhoc 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 adhoc 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: As per the Hire Agreement, no alcohol is to be consumed or sold on the Premises, *unless* a copy of any applicable Liquor License 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 Applicant.

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

A: No. As per the Hire Agreement, 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 the Terms of the Hire Agreement and/or Statutory Requirements.

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

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

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

A: No. As per the Hire Agreement, the parties agree that the Applicant will not be entitled to a refund of the Hire Fee in circumstances where the Applicant 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 Customer Service on 8391 7200, who will arrange a time to have a Council staff member permit access and supervise your inspection. Inspection terms and arrangements are at the discretion of Council.

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

A: Bookings for the Town Hall can be made at Customer Service or by ringing 8391 7200. It is generally advised that bookings take place in person at the Council offices at 6 Dutton Road, Mount Barker (no appointment is required). A copy of the Hire Agreement Form can be located on the Council's website.

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

A: If hiring the Town Hall on a Saturday, the Applicant should attend the Council offices at 6 Dutton Road, *the day before*, to pick up the key. If hiring the Town Hall on a Sunday, the Applicant should attend the Council offices on *the Friday before*, to pick up the key.

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: The Australian Copyright Council stipulates that in order to play recorded music in public, an appropriate license from the Australasian Performing Right Association or the Phonographic Performance Company of Australia may be required. Weddings and parties which are closed to the public and have invited guests only are examples of events which may not require a license. For more information on the playing of recorded music in public before a hire, it is highly recommended that the Applicant consult www.copyright.org.au

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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 Applicant 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 as per the Conditions of the Hire Agreement.

Q: Is it okay to hold a Fringe Event / Gentlemen's Night (strip show)?

A: Yes. As per the Hire Agreement, the Applicant 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 an Applicant causes any damage during the period of hire, the Applicant has 7 days to return the Town Hall to the condition in which it was, prior to the Hire Agreement. If the Applicant 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 Applicant shall at its own cost, return the Town Hall to its condition prior to the Hire Agreement being granted. If the Applicant does not, to the reasonable satisfaction of Council comply with this directive, Council may recover any costs incurred from the Applicant and the Applicant may forfeit any bond paid. Any structure that the Applicant 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.