



Town of Cottesloe

LESSER HALL PROCEDURES AND INFORMATION



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Thank you for booking the Lesser Hall for your event! This pack provides information about procedures and frequently asked questions.

The hall provides a modern facility for a variety of bookings, predominantly for community groups, fitness classes and family events. The Lesser Hall has a capacity of 70 people seated and 100 people standing. Please look after the Lesser Hall so it is kept at a high standard for future hirers.

Please ensure that you read and understand the facility information including the terms and conditions of hire and the procedures prior to your event.

Town of Cottesloe staff endeavour to keep the facilities stocked, however, if items are missing from the inventory please contact the Town of Cottesloe administration staff.

Cleaners regularly clean the hall, however, if it is not to standard please contact the Town of Cottesloe administration staff.

Please inform Town of Cottesloe staff if you or one of your guests break any equipment stored within the hall.

For any queries or to provide feedback to the Town of Cottesloe, please contact the Town during business hours on 9285 5000.

FACILITIES

Air-conditioning

There are three air-conditioning units to heat or cool the hall. The optimum temperature is 24 degrees celcius. Ensure that the air-conditioning is turned off when not in use and when leaving the hall.

- 1. If necessary alter the temperature using the '+' or '-' buttons.



- 2. Press to turn the unit on or off.

Blinds

Motorised blinds have been installed for your convenience. Please ensure that they are only maneuvered using the remote. Any damage sustained from people using the blinds incorrectly may be deducted for the bond. Town of Cottesloe staff can only assist during business hours. For instructions please see below.

The remote is stored in the 'AV Cupboard' affixed to the interior of the right wall.

- 2. Press the arrowed button to raise the blinds.

- 1. Press the arrowed button to lower the blinds.



- 2. Press the 'ALL' button to raise or lower all the blinds in the hall.

Equipment

Six trestle tables and 70 plastic chairs are provided as part of the hire fee. It is the responsibility of the applicant to set up, pack down and wipe clean tables, chairs and any other equipment. Please ensure items are not dragged across the floor but placed into position.

Furniture and equipment required other than that provided within the location must be supplied by the applicant, at the applicant's expense and shall be the liability of the applicant. The hall must be cleared of equipment brought in by the applicant by the time specified on the confirmation letter and the Town does not take responsibility for any equipment left behind.

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Kitchen

Basic kitchen items are provided for hirers use. Please return clean items to the same location they were found. If you choose to use the dishwasher please empty the dishwasher at the conclusion of your event.

The oven is available for reheating purposes only. When using the kitchen facilities, please turn on the range hood/exhaust fan for ventilation purposes.

Lights

Light switches for the hall are located at the centre of the rear wall next to the 'AV Cupboard'. Lights for the kitchen are located on the left as you enter the kitchen.

Partition Doors

The partition doors at the centre of the room must always be left open. If you require the partition to be closed, please make prior arrangements when booking the hall. The partition may only be opened or closed by Town of Cottesloe staff.

PA Equipment

Basic sound equipment is available for hirers use and is stored in the 'AV Cupboard'. For any events requiring high quality sound equipment or for use at high volume, it is recommended that the hirer organise an external company to hire a system that suits the event requirements.

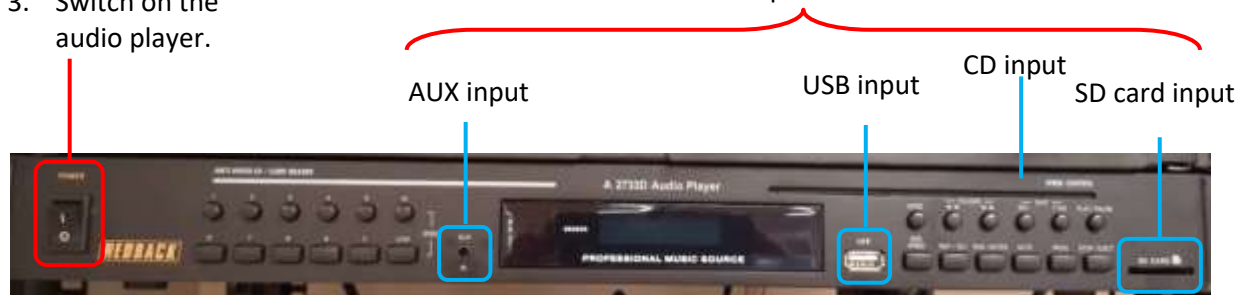
The audio player is compatible for use with CDs, SD cards, USBs and with an auxiliary cable. A corded microphone is plugged in to be used as the PA. There is also a radio microphone that can be amplified through the hall. Town of Cottesloe staff can only assist during business hours.

1. Adjust volume to desired level.



3. Switch on the audio player.

4. Put in preferred audio.



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Projector

A projector is affixed to the ceiling for hirer's use. Town of Cottesloe staff can only assist during business hours. For instructions please see below.

The remote is stored in the 'AV Cupboard'.

2. Press to turn on.



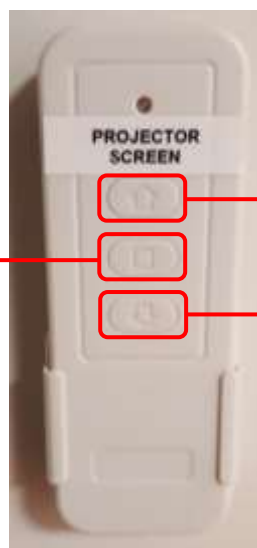
1. Select the source.

Projector Screen

A projector screen can be lowered when required. If an event requires the use of the projector and projector screen it is suggested that the stage curtains are closed to cover the mirrors. This must be requested prior to the event as only Town of Cottesloe staff can move the stage curtains. The projector screen is positioned in line with the projector for ease of use.

The remote is stored in the 'AV Cupboard' affixed to the interior of the right wall

Press to stop the screen at the desired height.



2. Press the arrowed button to raise the screen.

1. Press the arrowed button to lower the screen.

Stage Curtains

The stage curtains can be closed to cover the mirrors. If you require the curtains to be closed, please make prior arrangements when booking the hall. The curtains may only be opened or closed by Town of Cottesloe staff.

Storage

Hirers may not store any items within the Hall outside the time of the booking. The storage area must only be used for Town of Cottesloe items such as tables, chairs and bins.

Should the area be required to store items, the hourly rate will be charged for the duration of the storage period. Requests must be submitted early to ensure availability.

Toilets

Toilet facilities are to the rear of the hall. There are male and female ambulant toilets. The disabled toilet has a baby change table and shower for the use of the hirer.

HIRER'S RESPONSIBILITY

In addition to the information below, Hirer's are required to read and acknowledge the Facility Conditions of Use when submitting an application.

Cleaning

Basic cleaning equipment is provided as part of the hire fee. Please use the broom provided to sweep the floorboards in the main section of the hall at the end of your booking. Any sweepings are to be collected and swept up with the dustpan and brush provided and deposited into the bin. The kitchen is to be tidied with all items to be put away. Any dishes used are to be washed, dried and placed away. If the dishwasher is used it must be emptied. Please wipe all surfaces with cleaning items provided. All rubbish associated with the event is to be removed and placed in the kitchen bin or large black bins lined with a rubbish bag located in the storage room.

Cleaning must be completed by the time specified on the booking confirmation. Under no circumstance is cleaning to be left to the following day. If cleaning is required as a result of the booking, a separate charge or forfeiture of the bond may occur.

Displaying Information/Decorations

The notice board is for Town of Cottesloe use only. Regular users may request Town of Cottesloe staff to display one A4 document with a timetable or class information. Items are displayed at Officer discretion.

No items may be attached to the wall in any manner. No internal or external decorations are to be erected without prior approval from the Town of Cottesloe. Decorations shall not be hung from any infrastructure including lights or the ceiling and the driving of nails, tack, screws etc into any part of the building or the use of adhesive tape or blutac is prohibited. The use may incur a fee deducted from the bond.

The use of balloons is not permitted in the Towns venues. Failure to comply could result in the bond being withheld or an infringement being issued.

Keys

Keys must be collected prior to the function in office hours from 8:30am to 4:30pm, Monday to Friday at 109 Broome Street, Cottesloe. A fee may be deducted from the bond for the replacement

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of any lost keys and a security call out fee will be charged if Town of Cottesloe staff are called to lock/unlock or to arm/disarm the room.

Regular users may apply to hold their own key. The hirer is responsible for possession of the key.

It is the hirer's responsibility to ensure that all areas are secured prior to leaving the premises. The hirer may be held accountable for any insurance claim if found to have been negligent.

Smoke Alarms

The Cottesloe Civic Centre is fitted with a very sensitive fire system. The use of smoke machines, incense, candles or other smoke emitting items is strictly prohibited. Failure to comply may result in a fine for a false fire alarm or damage to the property.

It is the responsibility of the hirer to inform the attendees or contractors that the use of these items is not permitted in the facility.

The Town of Cottesloe and the Fire and Emergency Services Authority of Western Australia (FESA) reserve the right to instigate legal action against any hirer who uses a smoke machine or similar. The hirer may be charged part or full cost of a FESA callout if it is determined to be a false alarm.

On Departure

At the conclusion of hire, the facility must be left clean ready for the next hirer.

Please ensure that the floor has been swept, all equipment is stored in the appropriate areas, the air-conditioning, PA equipment and projector is turned off, the windows and doors are shut and locked and the blinds are lowered. It is the hirer's responsibility to ensure the entrance door and the outdoor access toilet door are both locked.