



Town of Cottesloe

# WAR MEMORIAL HALL/LOUNGE PROCEDURES AND INFORMATION



## WAR MEMORIAL HALL/LOUNGE – PROCEDURES AND INFORMATION

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

The War Memorial Hall and Lounge form part of the main Civic Centre building. The heritage listed hall has stunning jarrah wood details for large events. The lounge provides a smaller reception room off the main hall. Both locations are popular for corporate events and workshops.

The War Memorial Hall has a maximum capacity of 156 people.

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

The air conditioning is set to automatically heat or cool the area. It is recommended that the system is turned on as soon as you arrive to allow time for heating and cooling. Once the room is sufficiently heated or cooled the system can be turned off if desired or can be left on until the end of the booking.

The switches are located in the storeroom. To turn on, press down the button until the green light turns on. To turn off, press down the button until the green light turns off.



#### Equipment

Equipment provided as part of the hire fee includes:

- Ten round tables
- Five large wooden trestle tables
- Five small plastic trestle tables
- Approximately 70 cream and pink upholstered plastic chairs
- Four 'A' frame directional signs
- Two round 60L rubbish bins

The items are located in the storeroom. Trolleys are provided to move the chairs and tables from the store room into the hall.

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.

#### Kitchen

A fridge and dishwasher are provided for hirers use. If you choose to use these items please remove all items at the conclusion of your event. Other kitchen items required 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.

## WAR MEMORIAL HALL/LOUNGE – PROCEDURES AND INFORMATION

### Lights

Lighting for the Hall can be adjusted as required. A touch screen is located on the wall near the stage.

Lighting for the Lounge can be turned on or off as required in the three 'sections' of the Lounge. A touch screen is located on the wall towards the northern end of the Lounge.



Light switches for the hallway, kitchen and storeroom are located near the relevant area. The lights for the toilets automatically turn on when entering the area.

### Audio Equipment

Basic audio equipment is available for hirers use in the storeroom. 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.

It is not possible to use the microphone at the same time as playing music or video.

Turn on the system from the top to the bottom. It is not necessary to change any setting or plug in any devices.

1. Press to turn on.



## WAR MEMORIAL HALL/LOUNGE – PROCEDURES AND INFORMATION

Please do not alter; they are set at the recommended level.

2. Switch on.



3. Press to turn on.



5. Switch on.

4. Switch on.



Please do not alter; they are set at the recommended level.

6. Switch on.

7. Switch on.



## WAR MEMORIAL HALL/LOUNGE – PROCEDURES AND INFORMATION

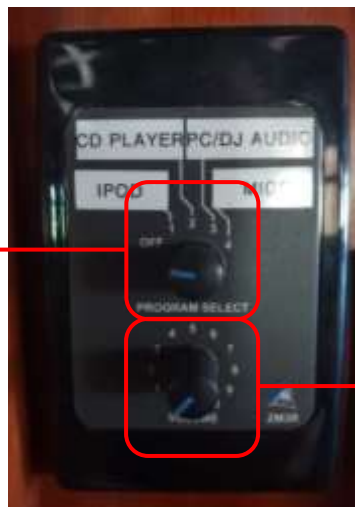
8. Switch on.



9. The various inputs and controls are located in the War Memorial Hall, near the stage. Input the device into the relevant port.



10. Select the appropriate output.



11. Alter the volume. It is recommended to set the volume between level 5 and 6.

The radio mics will amplify through the speakers when turned on and the output selected (number 4 – Mics).

### Projector Screen

A portable projector screen can be requested prior to the event and Town of Cottesloe staff can arrange for the screen to be moved into the hall. Once it is set up, please do not move or alter.

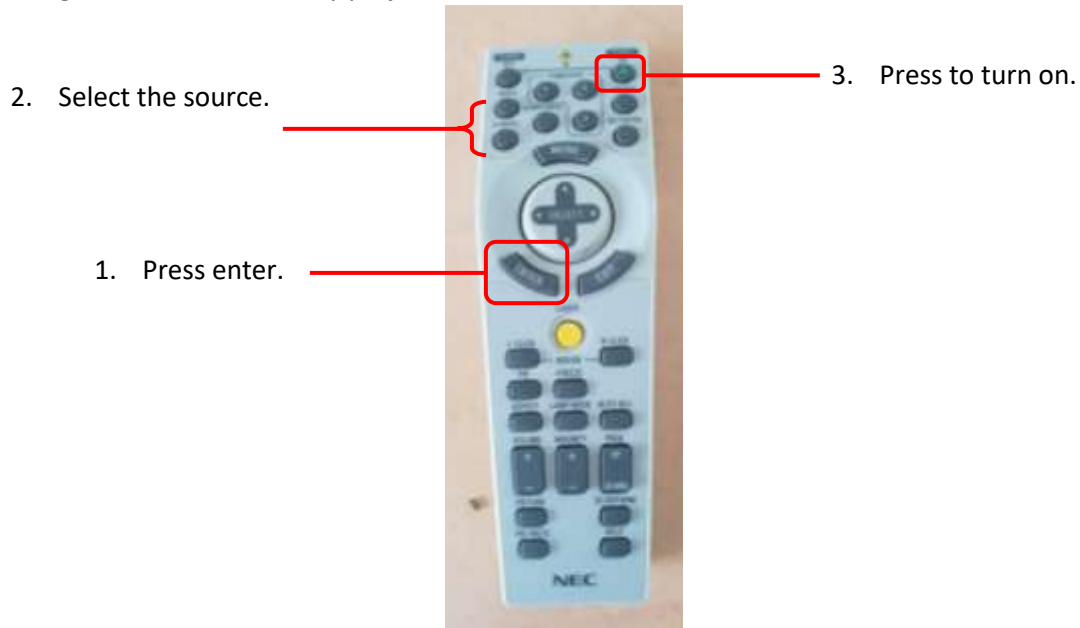
## WAR MEMORIAL HALL/LOUNGE – PROCEDURES AND INFORMATION

### Projector

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

Connect a laptop via HDMI cable to the input near the stage. Turn on the projector using the remote. The remote is located in the storeroom with the cables and microphones. If it is not there, it may have been left on the stage area.

The image should automatically project onto the screen.



To turn off, press the 'OFF' button on the top left and then press enter.

### 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 toilets and a disabled toilet.

### 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/vacuum 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.

## WAR MEMORIAL HALL/LOUNGE – PROCEDURES AND INFORMATION

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

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 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 these use of these items are 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.

Outside of business hours it is the hirer's responsibility to ensure the alarm system is set prior to leaving the building.