



Halls For Hire

FREQUENTLY ASKED QUESTIONS

How do I book a hall?

Once you have a date in mind please enquire about making a booking by completing a hall booking enquiry form online <http://www.campbelltown.sa.gov.au/halls>, emailing mail@campbelltown.com.au or by calling the Hiring Officer on 8366 9255. Once a booking has been made and confirmed, you will be issued with a hire permit containing all the information needed with regards to payment, collection of keys and conditions of hire.

Please note that tentative bookings will only be held for 14 days.

Can I view the hall?

For the majority of our halls, viewing can be done during business hours by coming into Council with identification and the keys will be handed over but must be returned the same day. It is necessary that you contact the Hiring Officer before doing this as our halls are used regularly during the day and its best to view the halls when they are empty. To view Hectorville Community Centre and the Campbelltown Function Centre an appointment will need to be made. Please ensure an appointment is made for these venues to avoid disappointment.

What is the latest I can book a hall?

Halls can be booked months in advance right into the following year but we do require a minimum of 14 days before the date you wish to book.

How much is the hall?

Each venue offers something different, therefore, the fees and charges vary between each venue. The fees and charges also vary between a one off hirer for a large function and a small community group using the venue regularly. Please check our Halls for Hire booklet or Council's Schedule of Fees and Charges.

How do I pay?

Payment of both hire and bond is due five weeks prior to the function. This will obviously be dependent on the amount of time between the booking and the function. Full payment must be received and the hire permit approved before the keys can be collected for the function. Payment can be made in person at Council Office or over the phone with credit card but please ensure that your permit has been approved and that you have it with you when you make payment.

Can I cancel my booking?

Cancellations are to be made as soon as possible to the date of hire. If payment has been made, both hire and bond will be refunded. Cancellations can be made in person over the

phone or email.

Can I make a regular booking?

Regular bookings for community groups or similar are accepted in the halls but there are a few things that you need to know including; some venues are heavily booked and depending on your times and days, may not be available, all regular hirers must be incorporated bodies and be able to provide Council with proof of public liability insurance for \$10million, a key bond is payable and an application for hire, hire permit and key bond form must be completed and approved. Please contact the Hiring Officer to discuss your requirements.

Where and when do I get the keys?

For a weekend hire, keys must be collected the Friday before hire by 4.00pm from Council at 172 Montacute Road, Rostrevor. The hire permit must have been approved and payment of both bond hire before keys can be collected. Early collection of keys, however, does not give early access to the venue. You will be advised of your access times and any special conditions.

If you have a weekday booking the keys can be collected after 8.45am on the same day of hire.

When and how do I return the keys?

An after hours chute is located by the front doors of Council at 172 Montacute Road, Rostrevor and keys can be deposited in there after your function. All keys must be returned to Council by Monday morning after weekend hire.

Am I allowed to go in early?

The hire fee does not allow set up the night before or returning the next day. Doing so may interfere with other hirers or disrupt cleaning staff. This may then affect your bond. If you require setting up the previous evening please arrange this with the Hiring Officer to see if it is possible to do so.

There is no access the following day for cleaning. This must be done before vacating the hall the previous day.

Can I hire equipment for my function?

If you have hired equipment such as a Juke Box or Slushie Machine, arrangements can be made for collection of this the following day if necessary. This must be prearranged with the Hiring Officer. Any equipment to be collected must be left in an area so as not to inconvenience other hall users. It is ideal if any hired equipment can be removed after the function.

Are tables and chairs supplied?

Tables and chairs are supplied with all our venues. Please check each individual hall information for amount and type supplied.

Table linen is not supplied.

Tables and chairs must be wiped down after your function and returned to the appropriate storage areas.

Can I cook outside?

Cooking is not permitted outside the venues, however, is allowable at Foxfield Oval Hall only under the BBQ shelter at the rear of the hall.

No cooking can occur outside of the kitchen unless using the BBQ shelter provided next to the Hall. Foxfield Oval Hall is in the Mount Lofty Ranges Fire Ban District, therefore, when a total fire ban is declared both gas and electric appliances must not be used.

If you are considering using professional caterers that require cooking from within a vehicle outdoors please contact the Hiring Officer.

Important information in relation to the Foxfield Oval Hall BBQ Area under the provisions of the Fire and Emergency Services Regulations

34—Special provisions relating to gas and electric cooking appliances

(1) For the purposes of section 79(2) of the Act, a person may operate a gas fire or electric element for cooking purposes in the open air during the fire danger season, provided that—

- (a) the space immediately around and above the gas fire or electric element is cleared of all flammable material to a distance of at least 4 metres; and
- (b) a person who is able to control the gas fire or electric element is present at all times while it is lighted or charged; and
- (c) an appropriate agent adequate to extinguish a fire is at hand

(2) For the purposes of section 80(4)(a) of the Act, a person may operate a gas fire or electric element for cooking purposes in the open air contrary to the terms of a total fire ban, provided that—

- (a) the gas fire or electric element is used within 15 metres of domestic premises, or on the foreshore; and
- (b) the space immediately around and above the gas fire or electric element is cleared of all flammable material to a distance of at least 4 metres; and
- (c) a person who is able to control the gas fire or electric element is present at all times while it is lighted or charged; and
- (d) an appropriate agent adequate to extinguish a fire is at hand.

A suitable fire extinguisher must be supplied by the hirer and be on hand at all times.

Is there cutlery or crockery?

No cutlery or crockery is supplied. Also, there is no linen supplied such as tea towels or table cloths. This will need to be arranged by the hirer.

Does Council provide bar or waiting staff?

Council staff do not work at functions. Bar or waiting staff that are required will need to be arranged by the hirer at their expense.

Do we have to supply toilet paper and soap?

Toilet paper will be supplied in all toilets and all hand soap dispensers will be filled.

What time do I have to have the music off?

Our venues have a curfew of music off at 12.00 midnight, however, Campbelltown Memorial Oval Hall is 1.00am. This is due to the proximity of neighbouring properties.

Athelstone Community Hall, Campbelltown Function Centre and Magill Senior Citizens Hall have been fitted with Noise Control Devices to ensure that sound is kept to reasonable levels within the facility.

Noise must also be kept to a minimum outside of all our venues including car park areas. Please do not encourage guests to congregate outside.

Do we have to mop the floors?

As per the hire permit, the halls must be left in a clean and acceptable state, including the floors. Mop, bucket and broom are supplied in all halls to ensure that any drink spills or food spills are cleaned up promptly. Do not use cleaning products on the parquet floor, warm water is sufficient.

Can we use caterers?

Yes, you are welcome to engage any caterer you wish.

Can we stick things on the walls?

Whilst we understand that party just isn't a party without some decorations, we must consider avoiding permanent damage to our halls by asking that decorations are limited to the tables and that nothing is stuck on the walls or attached to the ceiling. Where possible, you may use hooks or similar that already exist in the hall to attach balloons or banners but blutac, pins or tape is not permitted. Table centrepieces and weighted balloons are a simple alternative. Damage caused to walls may affect your bond.

What do we do with our rubbish?

Kitchen bins are provided with liners and this rubbish is to be placed in the Council bins provided outside the halls. Bottles and cans can be placed in boxes alongside the bins or you can take these with you.

Is there AV/Media equipment?

Audio visual/media equipment is available in Campbelltown Function Centre and Hectorville Community Centre. Equipment in Campbelltown Function Centre is an additional charge.

Can we engage our own cleaner?

As part of the hire agreement, the venues have times that the functions must cease and the venues must be cleaned prior to leaving. There is no access the next day for cleaning purposes. If you can arrange for somebody to clean the venue prior to you leaving then that is acceptable.

Is there a commercial kitchen?

Hectorville Community Centre and Campbelltown Function Centre both have commercial kitchens with larger equipment and cool rooms. All our other venues have the necessary basic kitchen facilities for your function such as fridge, oven, urn, pie warmer, microwave. Please check individual hall information on our website to see what is on offer at each venue.

Do we have to clean the kitchen?

Yes, as part of the hire agreement, the kitchen must be left in a clean and acceptable state. Fridges/freezers emptied, rubbish in the bins provided, bench tops/sinks wiped down and all personal items removed.

Is there access for all?

The majority of our venues have access for all with disabled toilets, signage for the vision impaired, railings and tactiles. The Campbelltown Function Centre has a wheelchair access lift to the stage, disabled toilet and a parenting room with change table. For the hearing impaired, there is an induction loop hearing augmentation system.

Do we need security guards?

For you and the safety of your guests, and for the protection of our assets, it is advisable to have security engaged for functions in our halls. On the Council website there is a link to SA Police's Party Safe publication which has some sensible suggestions for a holding a safe and enjoyable event.

Can I put up a Jumping Castle?

Jumping Castles are allowed outside the Magill Senior Citizens Hall in the fenced garden area. Also on the oval at Foxfield Oval, however, the Oval must also be hired at the time of hiring the Hall at an extra cost. Our staff will be required to mark out the safe area so as to not cause damage to the irrigation system. Jumping Castles are not allowed inside any of the venues or carparks.

Do we need a liquor licence?

If you are supplying alcohol to your guests are they are bringing their own, there is no need for a liquor licence. If, however, you are selling alcohol you must apply for a liquor licence through Consumer and Business Services on 131 882 or www.cbs@sa.gov.au (Limited Licence) Liquor.

Are cleaning products provided?

All our venues have a broom, mop, bucket and dustpan for cleaning. There are no cleaning products available such as cloths and disinfectant etc, these must be supplied by the hirer but please do not use harsh chemicals on the timber flooring.

Is there assistance available after hours?

Council has an emergency after hours number to contact should there be an issue with electricity, plumbing, water supply, alarms or similar maintenance problem which arise outside of normal business hours. Please call 1300 554 965.

Anything we missed?

If you require further information, please contact Council's Hiring Officer on 8366 9255 or mail@campbelltown.sa.gov.au.