

Lochend Community Hall

Bookings 8366 9255

Lochend Drive, Campbelltown 5074 (next to Lochend House)

www.campbelltown.sa.gov.au/halls

mail@campbelltown.sa.gov.au

2023/2024 HIRE FEES

	Fee GST Inc
Functions (Saturday and Sunday 9.00am-12.00am)	\$432
Meeting Hire per hour (min 2 hours, max 4 hours)	\$58
Bond	\$1,000

These fees do not give access to Lochend House

FREQUENTLY ASKED QUESTIONS

How do I book a hall?

Once you have a date in mind, please submit an online enquiry, email mail@campbelltown.sa.gov.au or call 8366 9255.

Once a booking has been 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.

Note: Tentative bookings will only be held for 14 days.

Can I view the hall?

Yes. Bookings are essential. Please call 8366 9255 to organise a time to view.

What is the latest I can book a hall?

A minimum of 14 days before the date you wish to book.

How much is the hall?

To view our hire and bond fees please refer to Council's Fees and Charges Schedule.

How do I pay?

Payment of both hire and bond is due two weeks prior to the function. Full payment must be received and the hire permit approved before the keys can be collected for the function. The fees are payable on invoice which will be sent out with an approved copy of your hire permit. The invoice can be paid in person at Council Office, by mail via cheque, by EFT or as an online payment.

Can I cancel my booking?

Yes. Cancellations are to be made as soon as possible. If payment has been made, both hire and bond will be refunded. Cancellations can be made in person, via phone or email.

Can I make a regular booking?

Regular bookings for community groups or similar are considered. Acceptance of these bookings depends on hall availability. It must also be noted that 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 Council's Hiring Officer to discuss your requirements.

Where and when do I get the keys?

For weekend hire, keys must be collected on the Friday prior to hire by 5pm from Council's Office at 172 Montacute Road, Rostrevor.

For weekday hire, keys can be collected after 8.45am on the same day of hire. Please note that early collection of keys does not provide early access to the venue.

Note: Full payment and hire permit approval is required before keys can be collected.

When and how do I return the keys?

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

Am I allowed to go in early?

No. The hire fee does not allow for set up the night before. Doing so, may interfere with other hirers and this may affect your bond. If you require early access please contact Council's Hiring Officer to discuss your options.

Can I hire equipment for my function?

Yes. We ask that all hired equipment is removed after the function. If this is not possible, arrangements may be able to be made for collection of equipment (ie juke box or slushie machine etc) the following day. This must be rearranged with Council's Hiring Officer and is dependent upon the use of the venue the next day. Any equipment that needs to be collected must be left in an area that does not inconvenience other users or interfere with cleaning requirements.

Are tables and chairs supplied?

Tables and chairs are 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?

No. If you are considering using professional caterers that intend on cooking from within a vehicle outdoors please contact Council's Hiring Officer.

Can I set up outside the venue?

The fenced garden area forms part of the venue hire. The paved area at the rear of the venue also forms part of the venue, however, care must be taken if you are setting up in this area and any food or drink spills must be cleaned up immediately to avoid staining of the pavers.

Access to Lochend House and its immediate surrounds is strictly prohibited. Under no circumstances are guests allowed to access or interfere with this building. It is not included in the hire of the community hall. This is a Heritage Listed building and approval from Council's Chief Executive Officer is required for its use. Please look after this building and its surrounds.

Is there cutlery or crockery?

No cutlery, crockery or linen is supplied. This will need to be arranged by the hirer.

Does Council provide bar or waiting staff?

Council staff do not work at functions. Bar and waiting staff that are required 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?

Music must be turned off at 12 midnight due to the proximity of neighbouring properties.

Do I need to be aware of any noise restrictions?

Noise must be kept to a minimum outside the venue, including in the car park areas, so please ask guests not to congregate outside.

FREQUENTLY ASKED QUESTIONS

Do we have to clean the floors?

Yes. The venue must be left in a clean and acceptable state, including the floors. Mop, bucket, broom and vacuum cleaner are supplied to ensure that any drink and food spills are cleaned up promptly.

Can we use caterers?

Yes. You are welcome to engage a caterer of your choice.

Can we stick things on the walls?

No. To prevent permanent damage please do not stick decorations on the walls of ceiling. Damage to the walls may affect your bond. Table centrepieces and weighted balloons are a simple alternative.

What do we do with our rubbish?

A kitchen bin is provided with liners and this rubbish is to be placed in the Council bins provided outside the hall. Bottles and cans can be placed in boxes alongside the bins or you can take these with you.

Is there AV/Media equipment?

There is a wall mounted TV with HDMI connections and all cabling is provided.

Can we engage our own cleaner?

As part of the hire agreement, the venue has a time that all functions must cease and the venue must be cleaned prior to leaving. There is no access the next day for cleaning purposes. If you wish to engage a cleaner this is done so at your own expense.

Is there a commercial kitchen?

No. There are basic kitchen facilities such as a fridge, oven, urn and microwave.

Do we have to clean the kitchen?

Yes, the kitchen must be left in a clean and acceptable state. Fridges and freezer must be emptied, rubbish placed in the bins provided, bench tops/sinks wiped down and all personal items removed.

Is there access for all?

Yes. Disabled toilet facility within the venue.

Do we need security guards?

For you and the safety of your guests, and for the protection of our assets, it is advisable, but no compulsory to have security engaged. On the Council website there is a link to SA Police's Party Safe publication which has some sensible suggestions for holding a safe and enjoyable event.

Can I put up a Jumping Castle?

No Jumping Castles are allowed in or around the venue. The garden contains an underground irrigation system. Please discuss your needs with Council's Hiring Officer prior to booking any equipment.

Do we need a liquor licence?

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

Are cleaning products provided?

There is a broom, mop, bucket, dustpan and vacuum cleaner provided.

Cleaning products such as cloths and disinfectants are not provided. These must be supplied by the hirer.

Is there assistance available after hours?

Council has an emergency after hours number that you can contact if there is an issue with electricity, plumbing, water supply, alarm or similar. The after hours number is 7071 3701.

Anything we missed?

If you require further information please contact Council's Hiring Officer on 8366 9255.

FLOORPLAN

