

Campbelltown Memorial Oval Hall

Bookings 8366 9255

Corner Darley and Lower North East Roads, Paradise (Ground Level)

www.campbelltown.sa.gov.au/halls

mail@campbelltown.sa.gov.au

2023/2024 HIRE FEES

	Fee GST Inc
Functions (Saturday or Sunday 9.00am-1.00am)	\$562
Bond – Payable only on weekend day time hires	\$1,000
Wednesday Half Day Hire (9.00am-1.00pm or 1.00pm-5.00pm)	\$250

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 & Charges Schedule.

How do I pay?

Payment of both hire (including security) and bond (if payable) 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 (including security) and bond (if payable) will be refunded. Cancellations can be made in person, via phone or email.

Where and when do I get the key?

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

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

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

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 of the facility.

It is important to note that, as this venue is primarily a sporting facility, sporting activities may be being undertaken within the facility and oval at any particular time so this must be taken into account when considering the booking of the hall and whether this may interfere with your event.

Can I hire equipment for my function?

Yes, however, all hired equipment must be removed immediately after the function. Please take this into consideration when booking for any event. There is no access the next day for removal of items and equipment cannot be left in the venue until the next business day due to other users.

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 intends on cooking from within a vehicle outdoors please contact Council's Hiring Officer.

Can I set up outside the venue?

No, given the layout of the venue and the potential for other users to be in the building, the event must remain within the hall.

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.

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.

Do we have to clean the floors?

Yes. The venue must be left in a clean and acceptable state, including the floors. Mop, bucket and broom 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.

FREQUENTLY ASKED QUESTIONS

Can we stick things on the walls?

No. To prevent permanent damage please do not stick decorations on the walls, ceiling or glass. Damage to the walls or glass décor may occur and this will be at a cost to you. Table centrepieces and weighted balloons are a simple alternative.

What do we do with our rubbish?

A kitchen bin is provided with liner 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 are two wall mounted TV's with HDMI connections and all cabling is provided. There are also two cordless microphones and two lapel microphones. The system also offers a head set for the hearing impaired.

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 and must be undertaken immediately after your function.

Is there a commercial kitchen?

No. There are basic kitchen facilities which includes a fridge, oven/cooktop, urn and microwave, dishwasher and preparation space.

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. There are fully accessible facilities within the venue including and adult change area and also Parents Room.

Do we need security guards?

For you and the safety of your guests, and for the protection of our assets, it is advisable, but not compulsory to have security engaged.

Can I put up a Jumping Castle?

No Jumping Castles are allowed in or around the venue. Given the location and other potential hires within the venue, no outdoor entertainment is permitted.

Is there ample carparking?

There is plenty of carparking at this venue, both alongside the hall, across the oval and the other side of the building, however, if there are sporting groups in attendance, particularly over weekends, carparking may become an issue. Extra parking can be found at surrounding locations adjacent to the venue.

Can I access the upstairs area?

No, there is strictly no access to the upstairs area. The upstairs area does not form part of the venue for hire and is separately operated and leased.

The same rules apply for the upstairs users of the facility. They are not permitted to come downstairs and interrupt any functions being held in the hall space.

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.

Council Staff understand that the restrictions placed on this venue are many, however, it is necessary due to the nature of the facility and the need to work closely together with other community groups and sporting clubs.

FLOORPLAN

