



## TOWN HALL HIRE FREQUENTLY ASKED QUESTIONS

---

The following information is also covered in the Conditions of Hire document. **If these conditions are not met bond monies may be retained.**

### **What is included as part of my hire?**

We provide tables and chairs and we can set these up for you in advance if you submit a floor plan. We can provide a lectern with an inbuilt microphone and small inbuilt speakers, a screen and a hot-water urn free of charge. You can hire PA equipment and a projector for a fee. We do not provide the following: table cloths, chair covers, cutlery, crockery, glassware, cooking utensils, laptop computers, tea & coffee. There is no internet connection/wifi in the Town Halls. Please contact the booking officer for more information.

### **Can we get a discount?**

If you are an official not for profit organisation or community group you are eligible for a 20% discount on hall hire costs (not including the bond or public liability insurance charge.) If you are an incorporated organisation with an ABN who is based in the City of Yarra you can apply for a further discount once every financial year-please contact the booking officer for an application form. Unfortunately no discounts are given for local residents, regular hirers or Council staff members.

### **Why do I need security?**

It is Council's policy that all external events require one licensed security guard per 100 guests or part thereof. If you have 150 guests you will require two guards. We require these guards to be on duty from the moment your guests arrive until the time your function finishes. We recommend you hire the guards until 30 minutes after the advertised finish-time. If you have less than 50 guests and there is no alcohol at your event the Co-ordinator may waive the need for security.

### **Can I use the balcony?**

At Fitzroy Town Hall the balcony is not accessible as the balustrade height is not a safe legal height. You will not be allowed access to hang decorations.

### **What is not allowed to be brought into the venue?**

The following items are not allowed inside the venue under any circumstances: candles or naked flames of any kind, smoke or haze machines, loose glitter, talcum powder, confetti, animals (with the exception of guide dogs,) bouncy castles, helium balloons or BBQs.

### **What is allowed in terms of decorations?**

As the Town Halls are heritage listed buildings we need to be careful when decorating them as the slightest damage can potentially be very expensive to fix. Sticky tape and blue-tack are not allowed on any painted area. If you are covering the panels/book cases in the Reading Room please take extreme care and ensure everything is placed back in the correct position at the end of your function. You cannot cover any emergency exit/fire extinguisher signs. Heritage tables or benches are not to be moved/used without prior approval as they are delicate and valuable. Venue Officers will do a walkthrough at the end of the function and advise you of any damage caused.

### **What is a Partysafe form and do I need one?**

Partysafe is a Victoria Police initiative designed to assist hirers holding potential risky functions. If you are holding a function where alcohol is to be consumed and you do not have a liquor license, please go to your local police station the week prior to the event and ask if you can submit a Partysafe form. We can also send you a blank copy on request. You need to fill in the form, get it stamped at a Police station

and ask them to send a copy to Fitzroy or Richmond Police station. Keep the original form and forward it to Council.

**What is public liability insurance and do I need it?**

All functions held in Town Halls need to be covered by a public liability insurance policy to the value of \$10 million. If you already have this insurance please forward a copy of your certificate of currency- your insurer will be able to provide a copy. If you do not have this insurance you may be eligible to use Council's policy for a fee. We do not cover sporting activities, high-risk events or commercial organisations.

**Are there any noise restrictions?**

Yes. The Fitzroy Town Hall is in a residential area and there is a public library located below the hall. The local residents are very tolerant but they will not tolerate extremely loud music (audible from the street/+55 decibels above background noise) particularly after 11pm. They do not appreciate intoxicated guests lingering on the street outside late at night or loud trucks/vans on Napier St. Please direct your security guards to move on guests after the event and keep the doors facing Napier St closed as much as possible. Please direct all trucks/vans to the rear courtyard for any pick-ups after your event. Richmond Town Hall is not in a residential area but you still need to adhere to local laws and any music/sound should not be heard from the street.

**What is parking like in the area?**

Our Town Halls are located in inner-city Melbourne and parking can sometimes be a rare commodity! We provide three parking permits per function which will allow you to park in a 1 hour space for the duration of your function. We do not reserve car spaces under any circumstances. There are designated areas for loading and unloading equipment for events-ask the Venue Officers to show you these areas. If in doubt follow the relevant parking signs in the area- parking inspectors do operate in the area and they will not withdraw parking fines relating to events in the Town Hall. A map of the local area with public transport options can be provided on request- please ask the booking officer.

**Why do I need a Venue Officer/Can't I just have a key to the venue?**

It is council policy that a City of Yarra representative is in attendance at all events at the town halls. As the venues are heritage listed buildings we require a Council Venue Officer present at all times to ensure that the conditions of hire are followed.

**What do the Venue Officers do on the day?**

The Venue Officer will provide you with information regarding the facility, ensure that the doors are locked properly, safety procedures are observed and the asset is preserved. They are not provided as staff to clean, set up furniture or to act as a waiter, security guard or bartender. If there was an emergency, the Venue Officer is familiar with all exits to the venue and will be able to evacuate the building if necessary.

**What instructions/directions will we receive on the day?**

Prior to the commencement of your function and again at the conclusion, the Venue Officer will go through a briefing sheet with you. This is to ensure that you have all of the information that is required to ensure your event runs smoothly and that at the end, both you and the Venue Officer are satisfied that all requirements have been addressed. You must make sure to go through the debrief at the end of the night to ensure your full bond is returned.

**What if I won't be present on the day?**

It is part of the conditions of hire that the person responsible for signing the conditions of hire is present at the event from start to finish to ensure their guests abide by the conditions of hire.

If you have signed the conditions of hire and you know in advance that you will not be present all day, please ensure that another copy is read and signed by someone who **will** be present all day. This is also important for wedding receptions as often the bridal party do not want to be the main contact on the day- please nominate a friend, relative or wedding planner who will not be intoxicated and who is happy to act as the main contact for our Venue Officer.

If you have signed the conditions of hire and need to leave the event for whatever reason, you need to organise a person who will act as second in charge in your absence. The Venue Officer will be able to provide a copy of the conditions of hire for them if necessary. If everyone is leaving (and returning later on) please call your Venue Officer to let them know.

**What do we do with our rubbish during/after the event?**

It is the responsibility of the hirer to correctly dispose of all their rubbish in the bins and garbage bags provided. All garbage particularly food scraps should be placed in bags and tied off. All recycling must be placed in the correct bin and the cardboard flattened. No rubbish is to be left in the venue, on the ground near the bin or overflowing from the bin. Bins must be prepared ready for collection. You must ask the Venue Officer to check that the bins are properly organised.

**What do I need to pack up after the event?**

The hall hirer must pack up their belongings, dispose of all rubbish correctly, and take down any signs, decorations or banners. There is no need to pack-up furniture as the cleaners will do that.

**How should I clean the kitchen after I use it?**

All surfaces must be wiped; all crumbs and food scraps must be cleared. Floors mopped, stove and oven cleaned if you used them. Please also rinse out the mop, wring as dry as possible and hang. Rinse the bucket also. Do not leave the mop in water even clean water.

**Can I store anything at the venue after the event?**

If you need to leave anything behind in the venue you must pre-arrange this with the Venues & Events Co-ordinator. There may be a cost associated with this. There is extremely limited storage space at the town halls and it is often unavailable. Emergency exits and public areas need to be kept clear at all times. Do not dump stuff that you do not want ie. Empty beer kegs, decorations etc.

**What happens if my event runs overtime?**

Be as accurate about your lock-up time as possible. Each additional hour will cost \$75.00 before 2am and \$220.00 thereafter.

For further information, please contact the Venues & Events Unit on 9205 5220 or 9205 5446.