

## PREPARATION

The hirer is responsible for setting up the area in regard to equipment, crockery and furniture.

## STAGE EQUIPMENT

Included in the hire of the hall are 2 stage spotlights, 1 lighting bar behind the proscenium arch, 3 phase power and 15 amp power points. Extra 15 amp power points are available in the storage area at the rear of the stage. Lighting and curtain controls are situated on the northern side of the stage behind the proscenium arch. A electronic piano is available for use at request from the Council office.

## BARS & RIGGING LIGHTING

The lighting bars and rigging at the front of the main hall are set on a standard setting. If any changes to this are required please contact the Caretaker, Jen Chestnut 0457 050 108 in the first instance or David Bond 0418 858 319. Prior notice of at least 7 days would be required if changes are needed. All electrical equipment **must be** tag and tested before using on the premises.

## "NO PARKING" SIGNS

If "No Parking" signs are required for an event please make a request to Council.



**Please note: If booking the Function Room another function may be taking place in the Town Hall at the same time.**

# Clare Town Hall & Barbara J Long Function Room 2019 FEES



229 Main North Rd, CLARE SA 5453

For Bookings:  
Phone 08 8842 6400



CLARE & GILBERT  
VALLEYS COUNCIL

## CLARE TOWN HALL & BARBARA J LONG FUNCTION ROOM HIRE

For further information, or bookings, contact Clare & Gilbert Valleys Council  
Kathy Alty – Bookings Officer Phone: (08) 8842 6400

Town Hall Whole Day	\$280.00
Town Hall Half Day <4 hrs	\$160.00
Town Hall Bond	\$250.00
Barbara J Long Function Room Whole Day	\$150.00
Barbara J Long Function Room < 4 hrs	\$110.00
Barbara J Long Function Room Whole Day - Community use	\$85.00
Barbara J Long Function Room < 4 hrs - Community use	\$60.00
Barbara J Long Function Room Bond	\$250.00
Whole Facility Whole Day	\$400.00
Whole Facility < 4 hrs	\$200.00
Whole Facility - events with full bar & licence	\$600.00
Whole Facility Bond	\$500.00
Meeting Rooms, Stan Scott or Clerks Office < 4hrs	\$50.00
Meeting Rooms, Stan Scott or Clerks Office Whole Day	\$70.00
Meeting Rooms, Stan Scott or Clerks Office - Community use	\$0.00
Cancellation Fee	\$70.00
Market (Hall & Ennis Park)	\$110.00

\*20% discount applies to events of 3 days or more duration

\*\*Fees recommended by the Clare Town Hall Committee

*Fees are reviewed June each year.*

A Whole Facility Package is available for hirers utilizing the Town Hall & Function Room for 3 or more days at 20% lesser cost.

The Permit Holder must supply Public Risk Insurance of \$10 M, unless a non-profit or unincorporated group.

### BOOKINGS

Bookings are not confirmed until the completed permit form is returned to the Council office. Payment (including the bond) must be made prior to the event. ***When booking please ensure all time required for setting up etc is taken into consideration.***

### CANCELLATIONS

A cancellation fee of \$70 will be charged if less than 14 days notice is given.

### KEYS

Keys will be made available immediately prior to hire. If keys cannot be picked up during office hours 8.30am - 5pm, Monday to Friday, please call prior to function so alternative arrangements can be made. If a key can't be returned during office hours please return to Library return chute on Old North Road. (Please remember to lock the facility when leaving).

### HEATING AND COOLING

The main hall has six gas heaters which are individually controlled. Fans are also located on the wall for cooling. The Function Room has reverse cycle air conditioning. The control switch is on eastern end wall of the bar. Please turn all heating/cooling off prior to leaving.

### KITCHEN PROVISIONS

The following items are included in the hire of the Barbara J Long Function Room: 100 each of cups/saucers, side plates, dinner plates, bowls and cutlery, 70 mugs; 8 sugar bowls, 20 milk/sauce jugs; tea-towels, tablecloths, urns, pie warmer; microwave, fridge/freezer; upright freezer; commercial fridge; Combi-oven, six-burner commercial gas stove and commercial dishwasher. You will need to provide your own coffee, tea, sugar, milk. Equipment is to be returned to its original location.

***When the whole facility is booked there is an additional 100 crockery and cutlery settings available from the pantry cupboard and some other kitchen supplies available.***

### BARBARA J LONG FUNCTION ROOM PROVISIONS

8 small trestles (183cm x 76cm), each seating 8 people, 90 single chairs, small table, overhead projector & screen, lectern, crockery etc are available. The **FUNCTION ROOM** can accommodate up to 90 people for sit down dinner or conferences.

### BAR PROVISIONS

Included in the hire of the function room is the bar which has a small commercial glass washer, 2 sinks, 300 glass tumblers, 300 wine glasses, 160 champagne glasses, 24 wine carafes and 15 glass jugs. Alcohol is only to be served from the bar, and no licensed discos are permitted.

### TOWN HALL PROVISIONS

There are toilets for male and female and disabled within the hall. There are 20 round tables and there are also 18 steel framed trestles measuring 2.4m x 0.9m, 125 single chairs and 250 chairs in sets of 4.