



Lesser Hall Hirer Guide



Town of Cottesloe

This guide provides useful information when hiring the Lesser Hall.

Please ensure that you read and understand the Town of Cottesloe Conditions of Hire prior to your event.

The Lesser Hall has a capacity of 60 people seated and 80 people standing.

Please inform the Town if any equipment breakages or damage occurs during your booking.

FACILITIES

Air-conditioning

There are three air-conditioning units to heat or cool the hall. The optimum temperature is 24 degrees celsius. Ensure that the air-conditioning is turned off when not in use and when leaving the hall.



Blinds

Motorised blinds are installed. Please ensure that they are only operated using the remote. Any damage sustained where the blinds have been incorrectly used may be deducted from the bond. For instructions please see below.

The remote is stored in the 'AV Cupboard' affixed to the right wall.

2. Press the arrowed button to raise the blinds.

1. Press the arrowed button to lower the blinds.



2. Press the 'ALL' button to raise or lower all the blinds in the hall.

Equipment

Six trestle tables and 60 plastic chairs are provided. It is the responsibility of the applicant to set up, pack down and wipe clean tables, chairs and any other equipment. Please ensure items are not dragged across the floor but placed into position.

Furniture and equipment required other than that provided must be supplied by the hirer and shall be the liability of the hirer. The venue must be cleared of equipment brought in by the hirer by the time specified on the confirmation letter. The Town does not take responsibility for any equipment left behind.

Kitchen

Basic kitchen items are provided for use by hirers. Please return cleaned items to the same location they were found. If you choose to use the dishwasher please empty the dishwasher at the conclusion of your event.

The oven is available for reheating purposes only. When using the kitchen facilities, please turn on the range hood/exhaust fan for ventilation purposes.

Lights

Light switches for the hall are located at the centre of the rear wall next to the 'AV Cupboard'. Lights for the kitchen are located on the left as you enter the kitchen.

Partition Doors

The partition doors at the centre of the room must always be left open. If you require the partition to be closed, please make prior arrangements when booking the hall. Note that the partition may only be opened or closed by Town of Cottesloe staff.

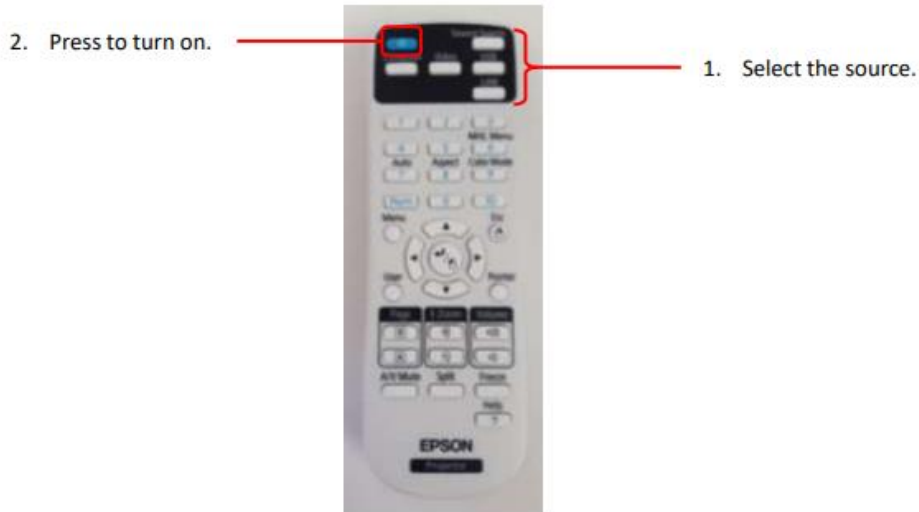
Stage Curtains

The stage curtains can be closed to cover the mirrors. If you require the curtains to be closed, please make prior arrangements when booking the hall as only Town of Cottesloe staff are permitted to do this task.

Projector

A projector is affixed to the ceiling for use by hirers. For instructions please see below.

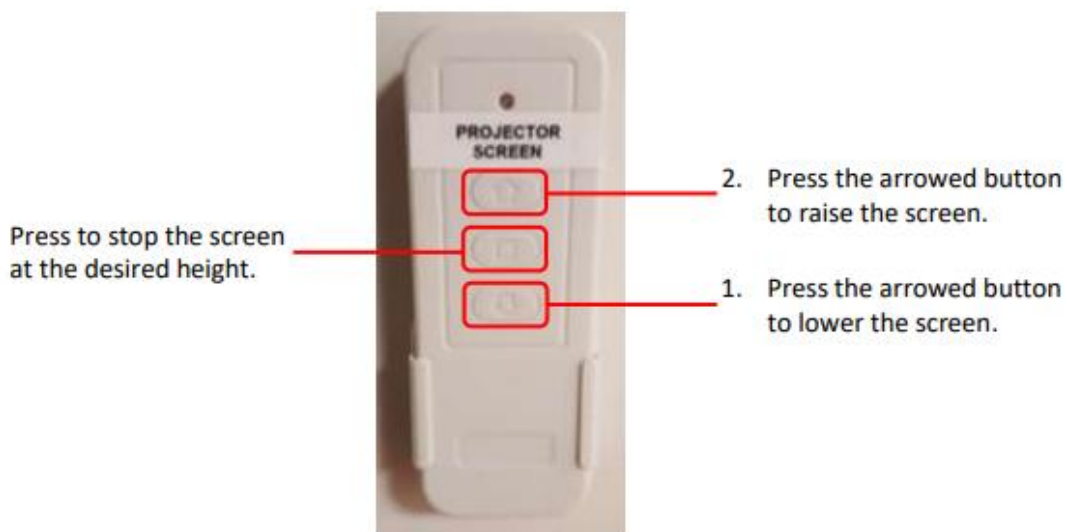
The remote is stored in the “AV Cupboard”.



Projector Screen

The projector screen can be lowered when required. If an event requires the use of the projector and projector screen it is suggested that the curtains are closed to cover the mirrors. **This can only be done by Town of Cottesloe Staff as per our ‘Stage Curtains’ section.**

The remote is stored in the “AV Cupboard” affixed to the interior of the right wall.



Storage

Hirers may not store any items within the Hall outside the time of the booking. The storage area must only be used for Town of Cottesloe items such as tables, chairs and bins.

Should the area be required to store items, the hourly rate will be charged for the duration of the storage period. Requests must be submitted early to ensure availability.

Toilets

Toilet facilities are at the western end of the hall. There are male and female ambulant toilets. The accessible toilet has a baby change table and shower.

HIRER'S RESPONSIBILITY

In addition to the information below, Hirer's are required to read the Facility Conditions of Use prior to their booking.

Cleaning

Basic cleaning equipment is provided as part of the hire fee. Please use the broom to sweep the floorboards in the main section of the hall at the end of your booking. Any sweepings are to be collected and swept up with the dustpan and brush provided and deposited into the bin. The kitchen is to be tidied with all items put away. Any dishes used are to be washed, dried and put away. If the dishwasher is used it must be emptied. Please wipe all surfaces with cleaning items provided. All rubbish associated with the event is to be removed and placed in the kitchen bin or large black bins lined with a rubbish bag located in the storage room.

Cleaning must be completed by the time specified on the booking confirmation. Under no circumstance is cleaning to be left to the following day. If cleaning is required as a result of the booking, a separate charge or forfeiture of the bond will occur.

Displaying Information/Decorations

The notice board is for Town of Cottesloe use only. Regular users may request permission to display one A4 document with a timetable or class information, noting Items are displayed at the discretion of the Town.

No items may be attached to the wall in any manner. No internal or external decorations are to be erected without prior approval from the Town of Cottesloe. Decorations shall not be hung from any infrastructure including lights or the ceiling and the driving of nails, tacks, screws etc into any part of the building or the use of adhesive tape or blutac is prohibited. If they are used, this may incur a fee deducted from the bond.

The use of balloons and glitter is not permitted in any of the Towns venues. Failure to comply may result in the bond being withheld.

Keys/Security

Keys must be collected prior to the booking during office hours from 8:30am to 4:30pm, Monday to Friday at 109 Broome Street, Cottesloe. A fee will be deducted from the bond for the replacement of any lost keys and a security call out fee will be charged if Town of Cottesloe staff are called to lock/unlock or to arm/disarm the room. **The hirer is responsible for the key at all times.**

Regular users may apply to the Town for permission to hold their own key.

It is the hirer's responsibility to ensure that all areas are secured prior to leaving the premises. The hirer may be held accountable for any insurance claim if found to have been negligent.

Smoke Detectors

The use of smoke machines, incense, candles or other smoke emitting items is strictly prohibited. Failure to comply may result in the bond being withheld or additional charges being payable.

It is the responsibility of the hirer to inform the attendees or contractors that the use of these items is not permitted.

The Town of Cottesloe and the Fire and Emergency Services Authority of Western Australia (FESA) reserve the right to instigate legal action against any hirer who uses a smoke machine or similar. The hirer may be charged part or full cost of a FESA callout if it is determined to be a false alarm.

Noise

Please ensure noise is kept to a minimum during functions and when entering and leaving the venue as a courtesy to nearby residents. The Town's Noise Restriction Policy requires that all sound and audio volumes must be reduced by 10pm and completed switched off by 11pm, as noise after this hour is considered unacceptable.

On Departure

At the conclusion of the booking, the facility must be left clean and ready for the next hirer.

Please ensure that the floor has been swept, all equipment is stored in the appropriate areas, air-conditioning is off, windows and doors are shut and locked and the blinds are lowered. It is the hirer's responsibility to ensure the entrance door and the outdoor access toilet door are both locked.