



# War Memorial Hall and Lounge Hirer Guide



Town of Cottesloe

This guide provides useful information when hiring the War Memorial Hall and Lounge.

Please ensure that you read and understand the terms and conditions of hire prior to your event.

The War Memorial Hall has a maximum capacity of 80 people and the Lounge has a capacity of 30 people.

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

Please note that the War Memorial Hall and the Lounge are heritage buildings and can therefore be easily damaged. Please take care when using the facilities, as any damage may result in your bond being fully or partially retained.

## FACILITIES

### Air-conditioning

The air conditioning is set to automatically heat or cool the area. It is recommended that the system is turned on as soon as you arrive and once the room reaches ambient temperature, the system can be turned off or left on until the end of the booking.

The switches are located in the storeroom. To turn on, press the button until the green light turns on. To turn off, press the button until the green light turns off.



### Equipment

Tables, chairs and other equipment are located in the storeroom and should be returned as found after use. Trolleys are provided to move the chairs and tables from the store room into the hall and lounge.

It is the responsibility of the hirer to set up, pack down and wipe clean tables, chairs and any other equipment used. 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 hall must be cleared of equipment brought in by the hirer by the time specified on the confirmation letter, and the Town does not take responsibility for any equipment left behind.

### Kitchen

A fridge and dishwasher are provided for use by hirers. If you use these items please ensure you empty them at the conclusion of your event.

## Lights

Lighting for the War Memorial Hall can be adjusted as required. A touch screen is located on the wall near the stage.

Lighting for the Lounge can be turned on or off as required in the three 'sections' of the Lounge. A touch screen is located on the wall towards the northern end of the Lounge.



Light switches for the hallway, kitchen and storeroom are located near the relevant area. The lights for the toilets automatically turn on when entering the area.

## Storage

Hirers may not store any items within the venue outside of 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 to the rear of the lounge. There are male and female toilets and an accessible toilet.

## HIRER'S RESPONSIBILITY

In addition to the information in this guide, Hirer's are required to read the Town of Cottesloe Conditions of Hire prior to their booking.

## Cleaning

Basic cleaning equipment is provided as part of the hire fee. Please use the broom provided 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 to be put away as found. 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 additional cleaning is required as a result of the booking, a separate charge or forfeiture of the bond may occur.

### Displaying Information/Decorations

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 Town's venues. Failure to comply may result in the bond (or part of) being withheld.

### Piano

The use of the piano in the War Memorial is free, however a bond must be paid and a piano key collected. Hirer's must ensure the piano is suitable for their needs prior to booking. The piano is regularly tuned, however if tuning is required for the booking, the hirer must make arrangements with the Town to have it tuned at the hirer's cost. Please note that the piano may not be moved by the hirer and must remain in place.

### Keys

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 venue. **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 venue. The hirer may be held accountable for any insurance claim if found to have been negligent.

### Smoke Detectors

The War Memorial Hall/Lounge is fitted with a very sensitive fire system. 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 paid.



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 time is considered unacceptable.

### **On Departure**

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

Please ensure that the floors has been swept and all equipment is stored in the appropriate areas as they were found, the air-conditioning is off, the windows and doors are shut and locked and the curtains are drawn.

Within business hours, the alarm does not need to be set. However, outside of office hours, it is the hirer's responsibility to ensure the alarm system is set prior to leaving the building. Failure to do so may result in the loss of your bond.