



DISTRICT COUNCIL of TUMBY BAY

Hall Hire Charges

ALL PRICES ARE GST INCLUSIVE

From 1st July 2023

ALL HALLS - includes everything in Hall, Kitchen and Function Room

Ball / Cabaret / Wedding / Film / Concert / Entertainment / Out of District Organisation (\$50 deposit for cabarets and licensed balls)	\$200.00
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Films / Concerts / Entertainment for Charitable Purposes	\$120.00
Downstairs only for this	\$100.00

HALL ONLY

Non-Charitable Purposes - Downstairs only	\$120.00
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Private Functions not included above Hire Rate + \$4 per hour after 6pm (hall to be swept)	\$100.00
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Performance Practices (Stage only)	\$30.00
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OTHER

Preparation (day or night before)	\$30.00
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KITCHEN

Kitchen Only	\$80.00
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Preparation (day or night before)	\$30.00
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Outside Vendors (for any of above)	\$190.00
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COMMITTEE – FUNCTION ROOM

Meetings only	\$40.00
Meetings – Plus kitchen facilities	\$120.00

DISCOUNT

All fees are subject to 25% discount if hired for more than six nights within six months by one organisation.

SUNDRIES HIRE

Crockery	No charge (not to be used outside the hall) (around 18 dozen settings) 201 Dinner plates 165 Bread & Butter plates 200 soup/dessert bowls
Cutlery	\$3.80 per dozen (per tray) (around 9 dozen settings) \$2.50 per dozen knives, etc
Trays	No charge (\$10 deposit to be lodged at office)
PA System	\$160 (different speakers for indoor and outdoor purposes)
Piano	\$76 plus \$50 deposit
Chairs	\$1.10 each
Trestles	\$5.40 (each trestle is individually numbered – measurements listed below in mm)
Tablecloths	\$17 each – 20 black round tablecloths (320cm diameter)
Table Runners	\$10 each – 20 silver runners and 20 gold runners -35cm W x 275 cm L

1. 890 x 2950	12. 870 x 2730
2. 910 x 2930	13. 890 x 2500
3. 790 x 2370	14. 880 x 2420
4. 840 x 2390	15. 890 x 2950
5. 790 x 2350	16. 890 x 2920
6. 790 x 2390	17. 880 x 2420
7. 790 x 2370	18. 890 x 2730
8. 920 x 2430	19. 890 x 2420
9. 900 x 2440	20. 890 x 1500
10. 890 x 2740	21. 890 x 1500
11. 890 x 2750	22. 890 x 1500

Flower Arrangements	Bookings & payments to be done direct through the Floral Art Group. Cynthia Fulton 8688 1800 or Rosemary Lawrie 8688 2186
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SEATING / CAPACITY

Hall is licensed to hold 998 / 251 seats in the upstairs gallery

The hall comprises a floor area of 24 metres x 17 metres. The stage is 11 metres wide at the front and 6 metres wide at the rear.

Changerooms, public toilets and bar facilities are also available.

**THE CEO HAS DISCRETIONARY POWERS IN FIXING CHARGES
FOR FUNCTIONS WHICH ARE NOT LISTED**

HALL HIRE PROCEDURES

1. When Hall or Committee / Function Room booking is made a ***“Permit for Occasional Hire of Council Facility”*** form **MUST** be filled out and **signed by both permit holder and Council employee.**
2. When hirer picks up key to Hall or Committee / Function Room, Council employee and hirer to inspect the facility and complete ***“Hall or Committee / Function Room/Kitchen Checklist”*** form. **Both parties to sign form.**
3. When hirer returns key – Council employee and hirer to inspect the facility and complete ***“Hall or Committee / Function Room/Kitchen Checklist”*** form. **Both parties to sign form.**