

## Casual Hall/Venue Hire, Royal Park, 1101 Warrenheip St, Buninyong

### FREQUENTLY ASKED QUESTIONS...

**\* How many people can the Hall accommodate?**

The hall can easily seat around 100 people for a meeting and around 80 at tables.

**\* Are plates and glasses provided?**

The kitchenette has some cups and plates, but you are advised to bring your own for larger groups.

**\* Are tables and chairs provided?**

There are 12 trestle tables seating 8-10 and plastic chairs for around 60 people. For greater numbers you would need to hire extra chairs.

**\* Are there catering facilities?**

We do not organise food catering. We only hire the space.

The kitchen is modest with a small bar fridge, electric oven and hotplates, microwave and there is a barbecue.

**\* Does the Hall have disabled access?**

Yes, full disabled access is available through the front double doors and we have disabled toilet facilities.

**\* Do you have meeting facilities?**

There is a static whiteboard and white walls suitable for projection. You would need to bring your own equipment.

**\* Do you provide a PA system?**

No, there is no PA system in the building, nor do we have a piano on site.

**\* Can I inspect the Hall?**

Yes, you can initially see photos of the hall on our website

at: [www.friendsofroyalpark.org.au](http://www.friendsofroyalpark.org.au). If necessary, a closer inspection can be arranged by emailing [friendsofroyalpark@gmail.com](mailto:friendsofroyalpark@gmail.com) or calling Sue on 5341 2266 or Joy on 5341 8189.

**\* How much does it cost?**

**Lease fee**

\$40 for a half - from 8am-12noon or 1pm-5pm (4 hours)

\$80 for a full day - from 8am until 5pm (9 hours)

\$80 for an evening - from 6pm until 12midnight (6 hours)

**\* Is there a security bond**

A security bond may be charged. This will become part of the lease agreement.

**\* Do I need Public Liability Insurance?**

Yes. It is a requirement of the Department of Sustainability and Environment that all lessees have Public Liability Insurance of at least \$10million. If you do not have your own please contact us to discuss.

**\* How do I secure a booking and when do I pay?**

First, email [friendsofroyalpark@gmail.com](mailto:friendsofroyalpark@gmail.com) or phone Sue on 5341 2266 to check the availability of dates. Then complete the Lease Agreement Form. You can download the PDF form from [www.friendsofroyalpark.org.au](http://www.friendsofroyalpark.org.au). Return to: PO Box 701, Buninyong, Vic, 3357 and include all fees payable either: as a cheque made payable to 'Friends of Royal Park', or confirmation of EFT payment to 'Friends of Royal Park' BSB 633 000, Account No. 131642639, or cash payment.

**\* When can I gain access for setting up?**

This depends on whether there are existing bookings for the same day. When available, extra time can be booked for setting up as outlined below. The key will be handed over at a mutually convenient time on receipt of the bond.

**\* Can I book extra time so I can set up before my function?**

Yes, if the venue is available. Extra fees may be charged.

**\* When am I required to return the key?**

By 10.00am the next morning unless prior arrangements are made. However, for evening functions, cleaning of the hall is required to be completed that night as others may be using the hall the next morning.

**\* Is the Hall a smoking Venue?**

Smoking is not permitted anywhere on the premises. Furthermore, butts are not to be discarded anywhere on the property – please provide a butt disposal bucket if required and clear before you leave.

**\* Am I allowed to decorate the walls and the structure?**

Yes, provided that all fixings, tapes etc cause no permanent damage and are removed.

**\* Where is the carpark?**

Parking is available around the oval.

**\* How much noise am I allowed to make?**

The venue is located in a local neighbourhood area. Therefore, we do not want hirers who are going to disturb our neighbours. Noise and music are to be kept to moderate levels and contained inside the hall. Hirers are required to be considerate toward our neighbours when returning to their cars or accessing taxis. City of Ballarat noise requirements follow the guidelines of the EPA Victoria see the [‘Annoyed by Noise’ booklet](#) on our website.

**\* Can we use the oval?**

Yes. The open space on the oval is available for use for passive recreation activities after discussing your needs with us. The Community Garden and Orchard must be avoided and protected from any damage.

**\* Can we have an outdoor fire?**

A small outdoor fire may be allowed only after gaining permission from us and it must comply with all Council and Fire Authority regulations. It would your responsibility to notify the authorities and gain all required permits before providing us with copies.

**\* Am I required to clean the hall?**

Yes. For the general hall hire fee you are required to clean the Hall and leave it as found. All balloons, decorations, etc must be removed. Any items used must be washed and stored away in the cupboards provided. Tables or chairs should be restacked. All foodstuffs need to be removed from the kitchen, including from the refrigerator. Floors need to be swept (*and mopped if necessary*), and all kitchen surfaces wiped down. (Brooms, bucket, mop and a cleaner’s sink are provided in the girl’s toilet.) Cleaning extends to any litter or cigarette butts that may have been dropped outside the entrance. Failure to do so will result in a charge being levied against the key deposit (security bond).

**\* Am I required to remove my rubbish?**

Yes, you are required to remove all rubbish from the premises to your own bins as we do not have a rubbish collection at the hall. We recommend you bring a few sturdy garbage bags with you. We promote sustainable practises so please provide Recycling bins as well as normal rubbish.

**\* Where can I get a copy of the Lease Agreement Form?**

You can view and print off a copy of the form at [www.friendsofroyalpark.org.au](http://www.friendsofroyalpark.org.au).