

Frequently Asked Questions

Bacchus Marsh Public Hall Hire

Q. Is there parking available?

A. Parking is available on the west side of the Hall and behind the RSL building.

Q. Where do we pick up the keys?

A. The keys are picked up from the Customer Service section of the Lerderderg Library during business hours. If keys are not picked up and someone has to come and open up for you, there is a charge of \$75 each time someone is in attendance.

Q. Do we have to pay for set up and pack up time?

A. Yes. The time booked must include your set up and pack up time.

Q. Where do we return the keys?

A. The keys are returned immediately after your event to the Customer Service section of the Lerderderg Library during business hours. If the Lerderderg Library is not open, then the keys are to be placed in the book return slot on the wall outside the Lerderderg Library. You will need to obtain a tag to unlock the book return slot.

Q. Are animals allowed in the Hall”?

A. No. Assistance dogs are the only animals allowed in the Hall. However, dependent on the type of animal, this can be approved by the Booking Officer or Hall keeper.

Q. Can we have a band or DJ playing music?

A. Yes, but please talk to the bookings officer to ensure the noise wont impact, or be impacted on, by another hirer. For night bookings the music must stop at midnight and any bands or DJs must have their own Public Liability Insurance.

Q. Is there a kitchen?

A. Yes, there is a well equipped commercial kitchen that must be hired separately.

Q. Can we have our own catering?

A. Yes but they must have their own Public Liability Insurance.

Q. Can we have alcohol in the Hall / Supper Room?

A. Yes. However you must check the Liquor Licencing Rules to see if you need a licence for your event.

Q. Is smoking allowed in the Hall, Foyer, Front Alcove or Supper Room?

A. No; Smoking is strictly forbidden inside the entire building, including the foyer and the front alcove.

Q. Can you have candles or naked flame in the Hall or Supper Room?

A. NO. Neither are permissible at any time.

Q. Are tablecloths and chair covers provided?

A. No. We do not provide linen of any sort.

Q. Do we have to clean up after the hire?

A. Yes. It is conditional on your hire that you return the premises to their condition you found them in. i.e. Clean, all equipment packed away exactly where you found it and no damage. The kitchen must be returned to the standard in which you found it. Crockery and cutlery is not to be left in the dishwasher but must be dry and put away. All lights must be turned off and the premises locked.

Full refund of your bond is conditional on the condition and cleanliness when you return the keys. If any part of the booked facilities are found to be unclean or damaged at the beginning of your hire, please notify the bookings officer as soon as possible.

Q. Can we come back the next day and clean?

A. Yes, if there is no booking. Time to clean the day after must be booked and paid for.

Q. Are cleaning supplies provided?

A. Mops, brooms, buckets and vacuum cleaner are provided in the Cleaner's cupboard adjacent to the men's toilet.

Hot water **only** must be used on the Hall floor with the water being changed every 10 minutes.

There is also a small Sabco sweeper in the cupboard in the Supper Room for minor cleaning of the carpet in the Supper Room only.

Q. Do we have to remove our own rubbish?

A. Yes. There is a skip bin behind the kitchen and all rubbish should be placed in there and bags replaced in the internal rubbish bins. There is a key to the skip bin in the cleaner's cupboard and also one in the kitchen next to the back door.

Q. Are there toilets for the disabled?

A. Yes.

Q. Is there a baby change table?

A. Yes. This is available in the disabled toilets.

Q. Must we pay the Public Liability Insurance?

A. Yes. All hirers must either pay the Public Liability Insurance or provide a current copy of their Public Liability Insurance. Businesses must provide evidence of their own Public Liability Insurance.

Q. Who do we contact in case of an emergency?

A. In the case of fire or a medical emergency Call 000

For all other emergencies call **1300 BM Hall**.

MAIN HALL

Q. Are tables and chairs supplied?

A. Yes – there are 12 round tables and 200 Light Blue chairs in the Hall. There are another 15 blow moulded trestle type tables under the stage and another 50 Dark Blue chairs approx. in the wing area of the stage. More chairs and trestles are available on request. The chair trolleys must be used to move chairs around the Hall area.

The Light Blue chairs must be stacked in the north east corner in stacks of 5 high. The tables must be returned to the trolley with bases to bases or tops to tops.

Dark Blue chairs must be returned to the stage wing.

Q. What size are the round tables?

A. They tables are 1800mm diameter; each table can seat 10 persons.

Q. What size are the trestle tables?

A. The trestles are 1800mm x 900mm.

Q. How many people can the hall hold?

A. The Hall is licenced to hold 450 people but this is reduced when there is a dance floor.

Q. Does the Hall have disabled access?

A. Yes. The disabled access is via the ramp in the alcove at the front of the building. There is no access to the stage.

Q. Can Blu-Tac be used?

A. No. Blu-Tac cannot be used **anywhere**. Blu-Tac sticks to the acoustic panels and cannot be removed. Pins or thumb tacks can **only** be used to attach items to the acoustic panels.

Q. Is there air-conditioning and heating?

A. There are 2 evaporative cooling units operated from the North West corner of the Hall. You only need to turn on the controller by pressing the **blue button** and then adjust the rotary fan dial. It takes about 15 minutes for the units to commence operation due to the water flow into the units. There are 5 gas heaters in the Hall and the operating instructions are on brass plaques on both the east and west walls.

Q. Is drinking allowed in the front alcove?

A. NO it is strictly forbidden to drink in the front alcove.

Q. Can we use the stage?

A. Yes. The stage is available for all hall hirers but children must be supervised when on the stage.

Q. Is there an elevator to get equipment onto the stage?

A. No. All equipment must be carried up the stairs either from the Hallway or the stairs next to the west wall.

Q. Is there a lectern?

A. Yes. There is a lectern on the stage which has the ability to hold a wireless microphone.

Q. Is there a whiteboard?

A. Yes, on the stage wing. All markers and erasers must be supplied by the hirer

Q. Can the lights be dimmed?

A. We do not have dimmers on the lights however the main floor lights in the hall are in 3 banks of 2 and these can be turned on or off to suit the requirements of the hirer.

Q. Are jumping castles allowed in the hall?

A. Yes, depending on size and the floor must be protected by use of a tarpaulin or such like. Any outside contractors must have their own Public Liability Insurance. Please discuss any such equipment with the Booking Officer at the time of your Booking.

Q. Is there an overhead projector?

A. Yes. The overhead projector will project onto the wall next to the stage. There are both HDMI and VGA ports on the stage and one at floor level on the east wall.

Q. Do you have a sound system?

A. Yes. The sound system has the ability to run from microphones and a music player (ipod mobile phone or other *line* device).

Sound to the hall is from the two stage speakers and multiple ceiling speakers, each group selectable from the touch control panel.

There are two wireless microphones and a wired microphone. The plugs for the wired microphone are inside either side of the stage front.

Music player inputs are below the touch control panel and by the projector sockets. These can only be used one at a time. The use of the input below the touch control panel will isolate the projector music player input.

The microphones are kept in the secure cabinet adjacent to the touch control panel. Access code will be supplied when hired.

Q. Is there any charge for the sound system or overhead projector?

A. No. The cost is included in the hire of the Hall. However, there is a small security deposit to be paid.

Q. Can you make tea/coffee in the Hall?

A. There is an instant boiling hot water tap at the sink in the Hall and there is a limited number of cups. There is also a small refrigerator in the sink area. Tea and coffee is not provided and Hirers must bring their own supplies.

Cups must be washed, dried and stored at the end of your hire.

Q. What are the dimensions of the Hall?

A. The dimensions are as follows

Public Hall	22.4m x 16.7m
Foyer	11.2m x 4.3m
Stage	14.1m x 6.8m (visible area 7m wide x 6m deep)
Ceiling Height	4.7m (at it's lowest point)

SUPPER ROOM

Q. Are tables and chairs supplied?

A. Yes – there are 12 oblong tables and 60 Green chairs in the Supper Room. There are another 10 Dark Blue chairs in the cupboard in the Supper Room. More chairs and trestles are available on request at time of booking. The chair trolleys must be used to move the chairs around. Chairs must be stacked against the Southern wall in stacks of 5 high. Tables are to be stacked with bases to bases or tops to tops and must not block the doors leading into the Public Hall or exit doors.

Q. What size are the oblong tables?

A. They tables are 1500mm x 900mm

Q. How many persons can fit in the Supper Room?

A. The Supper Room is licenced to seat 120 persons however this is reduced if there is a dance floor.

Q. Does the Supper Room have disabled access?

A. Yes. The door entry is at ground level with just a small rise that wheel chairs can move over.

Q. Is there air-conditioning and heating?

A. There are 2 gas heaters on the east wall that must be turned on at the power points next to the heaters. There are 2 evaporative cooling controls, one on the North West wall and one next to the door leading to the kitchen. It takes approx. 15 minutes for the evaporative cooling to commence working.

Q. Is there a lectern?

A. Yes. There is a lectern in the cupboard of the supper room which has the ability to hold a wireless microphone.

Q. Is there a whiteboard?

A. Yes. It is in the cupboard of the Supper Room. All markers and erasers are to be supplied by the hirer.

Q. Can the lights be dimmed?

A. No.

Q. Can you make tea/coffee in the Supper Room?

A. No. The kitchen would need to be hired and we have a special rate for the making of tea and coffee only. Tea and coffee is not provided and Hirers must bring their own supplies.

Q. Is there an overhead projector?

A. Yes. The overhead projector will project onto the wall above the gas heaters with or without the projection screen. The remote control for the projector is in the locked safe attached to the cupboard in the north east corner. There are HDMI and VGA inputs located on the east wall adjacent to the sound control. The input is for HDMI and VGA (computer).

Q. Do you have a sound system?

A. Yes. The sound system has the ability to run from a music input player (ipod, phone etc). Sound to the supper room is from the two wall mounted speakers only.

There is one wireless microphone and provision to use two wired microphones (not supplied by BM Public Hall Committee)

The volume controls for microphone and music player input is on the side of sound panel in the north east corner.

The main sound system switch is in the secure cabinet.

The microphone is kept in the secure cabinet below the wired input sockets. Access code will be supplied when hired.

Q. Is there any charge for the sound system or overhead projector?

A. No. The cost is included in the hire of the Supper Room. However, there is a small security deposit to be paid.

Q. What are the dimensions of the Supper Room?

A. The dimensions are as follows

Supper Room	13.1 metres x 9.3metres
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KITCHEN

Q. Can we use all the appliances?

A. All appliances are available for use if you have paid the full kitchen hire fee. Those only paying for tea/coffee may only use the urn and cups and saucers.

Appliances include:

- 900mm Free standing electric oven with gas cooktop
- Microwave oven
- Electric Barbeque and grill
- 5 tray food warmer (Pie warmer)
- Urn
- Dishwasher
- Bain Marie
- 2 door commercial refrigerator
- Wheelchair Accessible basin
- Moveable stainless steel bench

Q. Are there operating instructions for the appliances?

A. Yes. There are 2 books on top of the microwave that has the operating instructions for all kitchen appliances.

Q. Is there heating and air-conditioning?

A. No. The kitchen has no heating or cooling

Q. Do you supply crockery and cutlery?

A. Some Cups and saucers are supplied. Crockery and cutlery for 100 persons is available as a separate hire along with wine glasses.

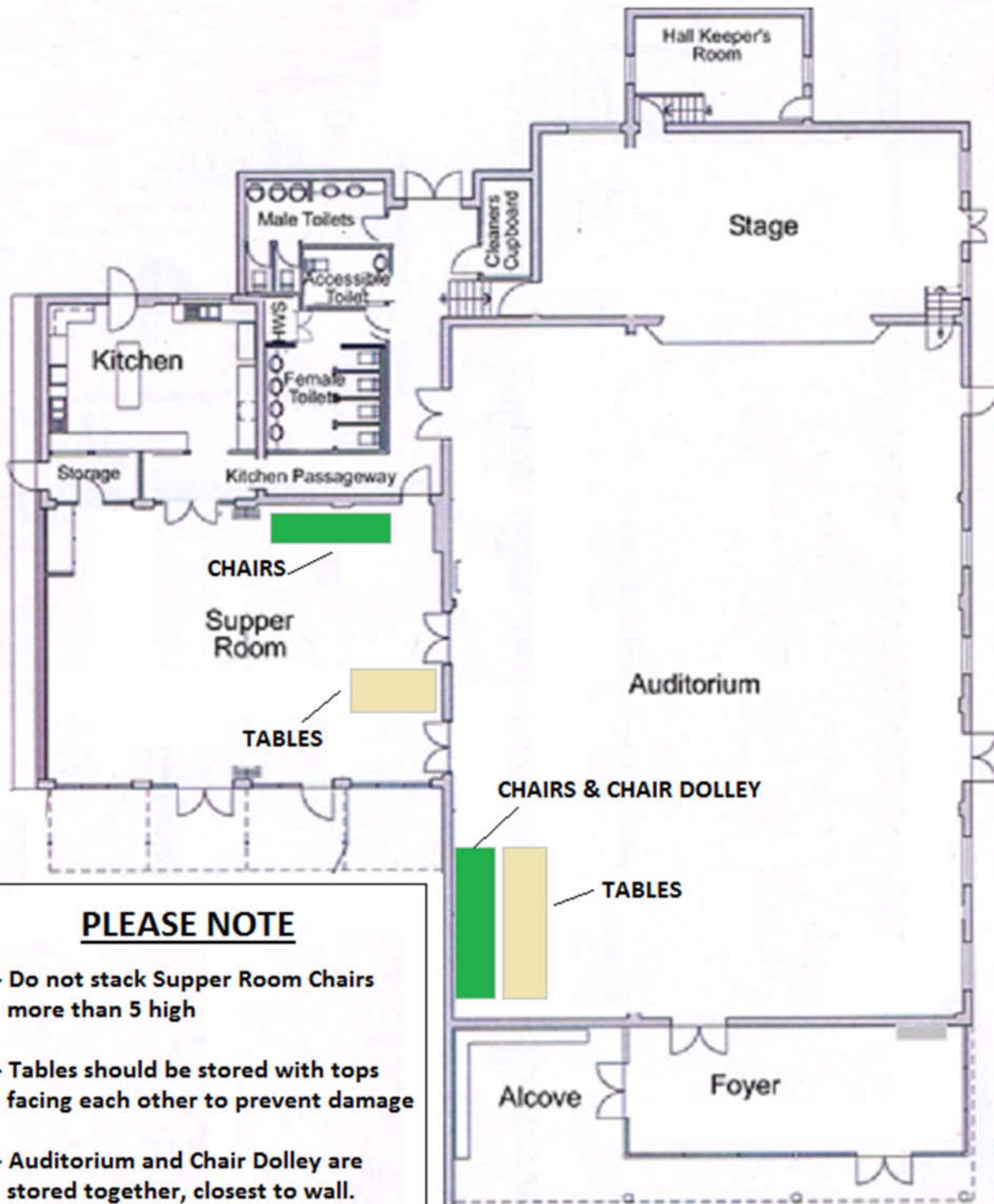
Q. Do you supply pots and pans?

A. No. Hirers must supply their own cooking equipment

Q. If there a freezer?

A. No. There is only a 2 door refrigerator

Bacchus Marsh Public Hall
Chair and Table Storage Locations



207 Main Street, Bacchus Marsh