



Landsborough School of Arts Memorial Hall
485 Old Landsborough Road
Landsborough QLD 4550

FAQ Hall Hire

How many people can the hall accommodate?

The hall can easily accommodate 150 people either for meetings or seated at tables.

Can I inspect the Hall?

Yes, you can inspect the Hall by making arrangements with the Booking Officer on 5439 9399 or email bookings@landsboroughhall.org.au.

How much does it cost?

Casual bookings are charged at the rate of **\$25 per hour** - *Permanent bookings are **\$20 per hour**. The Hall is able to be booked from 7am to midnight seven days a week. This fee is subject to change and notice will be given in advance of any variances.

When can I gain access for setting up?

15 minutes prior to the commencement of your booking time is allowed at no extra charge. And 15 minutes at the end of your booking time is allocated for clean up and pack up at no extra charge.

Can I book extra time so I can setup before my function?

Yes. If the venue is available. The cost is still charged at the standard hourly rate.

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

First contact the Booking Officer on 5439 9399 or email bookings@landsboroughhall.org.au to check availability of dates. Then complete the Hire Agreement Form. You can obtain the form from the Booking Officer who will email it to you. When completed, return the form to the Booking Officer via return email.

Are there any cancellation fees if I choose not to use the Hall?

Dependent upon how much notice is given the following cancellation fees may apply. For regular bookings more than 7 days notice to terminate will result in no cancellation fee being charged. Less than 7 days notice, a cancellation fee of 50% of the hire fee will be charged. Failure to give notice will result in the full hire fee being charged and is non-refundable.

Is there a security bond?



Yes. A fully refundable \$100 security bond is required at time of booking, in order for you to receive the key. If and when you cease to hire the facility and upon return of the key this security bond will be returned.

When am I required to return the key?

All keys must be returned within 3 working days from cessation of hire.

Is alcohol allowed?

Yes. Alcohol is permitted inside the premises but cannot in any circumstances be sold at the facility. The responsibility for the use of alcohol is that of the hirer.

Is smoking allowed?

Smoking is not permitted anywhere on the premises of the hall. Furthermore butts are not to be discarded around the entrance or perimeter of the building.

Does the hall have disabled access?

Yes. A ramp leads directly to the street.

Am I allowed to decorate the walls and the structure?

Yes, provided that all fixings are attached to the hooks provided. Tapes etc are not permitted and Helium Balloons are not permitted inside the hall.

Can I hire the hall for children's parties?

Certainly! We welcome parties for younger children but please note we are unable to hire the hall for older teenage parties.

Can I hire the hall for a bucks' night party?

No, our hall is not available for hiring for bucks night celebrations.

Is catering available?

No, we do not organise food catering. We only hire the space.

Do you provide a PA system?

No, there is no PA system in the building.

How much noise am I allowed to make?

The hall 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 by keeping the front door closed. Hirers are required to be considerate toward our neighbours when returning to their cars.

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. All foodstuffs need to be removed kitchen, including from the refrigerator. Floors need to be swept (and mopped if necessary), and all kitchen surfaces wiped down. Brooms, bucket, mop are provided. 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 security deposit/security bond. Note: there are tenants often booked on Sunday mornings so cleaning **MUST** be completed by midnight Saturday evening bookings.

Am I required to remove my rubbish?

Yes, you are required to remove all rubbish from the premises to the wheelie bins located outside the hall. No rubbish is to be left on the kerb side. We recommend you bring a few sturdy garbage bags with you.

*Permanent Bookings - Person or group who rent the hall once a month or more.