

FAQ HALL HIRE

Are there guidelines in place with Covid-19?

Yes, there is a sanitising station at the halls entrance, kitchen and bathrooms along with current Covid-19 signage. The hall also conducts a cleaning/sanitising schedule. All hirers have the responsibility to follow the Qld Government Covid-19 Guidelines.

What type of event or function does the hall accommodate?

Anything from Meetings, dances, fitness classes, weddings/anniversary, family/club or group function, presentations and promotions, to name a few.

Can I hire the hall for a childrens' party?

Yes, 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' party?

No, our hall is not available for hire for a bucks' night celebration.

How many people can the hall accommodate?

The hall can easily accommodate at least 200 people, either for meetings or seated at tables.

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

Is catering available?

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

Is there a kitchen?

Yes, we have an equipped kitchen available for hire.

Is alcohol allowed?

Yes, alcohol is permitted inside the premises, but CANNOT under any circumstances be sold at the facility. The responsibility for the use of alcohol is that of the hirer.

Is smoking allowed?

No, 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.

Do you provide a PA system?

No, there is no PA system in the building.

Does the hall have disabled access?

Yes, there is ramp access directly from the footpath and we also have unisex/disabled toilets.

How much noise am I allowed to make?

The hall is located in a local neighbourhood area. Therefore, noise and music are to be kept to moderate levels and contained inside. Hirers are required to be considerate towards our neighbours.

Are there car parking facilities?

Yes, we have car parking space available to the side of the hall, with street parking at the front and opposite the hall.

How much does it cost?

Hire rates and bonds will vary according to the type of activity.

Can I inspect the hall?

Yes, you can inspect the hall by making arrangements with the Booking Officer on 0491 766 888 or email bookings@landsboroughhall.org.au

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

First, check on the calendar of events on our website www.landsboroughhall.org.au/events You can then submit an online booking enquiry or email the bookings officer bookings@landsboroughhall.org.au . The bookings officer will provide you with payment options.

Is there a security bond?

Yes, A fully refundable bond will be required at the time of the booking. The bond amount will vary according to the type of activity.

When do I get my bond back?

At the end of the hire period, an inspection of the premises will be done, and provided the facilities are satisfactory, a refund of bond will be processed the next business day and within the 7 days.

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

Depending on the type of booking, as to how much notice is given. The following cancellation fees may apply. Permanent hirers will be required to give (1) one calendar month notice. Casual hirers will be to give (7) seven days notice. Failure to provide adequate notice, may result in forfeiture of the deposit or a cancellation fee of 50% of

the hire fee. Failure to give notice will result in the full hire fee being charged and is non-refundable.

Can I book extra time so I can set up before my event?

Yes, if the venue is available. The cost is still charged at the standard rate.

When can I gain access for setting up?

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

How do I gain access to the hall?

The booking officer will provide you with a PIN code to access the hall, and either open up or provide you with internal keys. This will be provided once the booking and payment has been confirmed.

Am I required to clean the hall after use?

Yes, you are required to clean the hall and leave it as found. Failure to do so will result in a charge being levied against the security bond. Note: there are often hirers booked after or for the following day, so cleaning must be completed at the end of your booking time.

Am I required to remove my rubbish?

Yes, you are required to remove all rubbish from the premises to the wheelie bins located at the front/side of the hall. This includes all debris and rubbish from the grounds.

Is the hall used as an evacuation centre?

Yes, In the event of an emergency eg bushfire, the Council Disaster Management Taskforce, have the right to use the hall as an evacuation centre and will take precedence over all hall hire at that time, until the authorities have notified us otherwise.

VISION STATEMENT

To provide a modern and inclusive space that represents a premiere, sustainable hinterland venue for an evolving community.

MISSION STATEMENT

Our mission is to provide a flexible, modern space that is considerate of its heritage. A space that contributes positively to the opportunities of our community. To provide a financially viable and sustainable facility that is grounded in integrity.