



INNER WEST COUNCIL

BALMAIN TOWN HALL VENUE INFORMATION

USE OF VENUE

The Town Hall may be inspected by appointment. Please contact the Caretaker. The hirer must cease playing or broadcasting music by 12.00 midnight and comply with the Noise Control Act and Regulations.

The Town Hall cannot be booked for full or part day Saturdays or Sundays for more than three consecutive weeks.

PARKING / TRANSPORT

There is no on-site parking. There is on-street parking only (metered and/or restricted time).

The town hall on Darling Street is on the public bus routes 433 (from the city, George Street), 432 (from Queen Victoria Building, city) and 445 (from Canterbury Train Station).

MAXIMUM ROOM CAPACITIES

300 persons - theatre style seating
220 persons - banquet style seating (allowing for a dance floor)

ACCESS

Entry to the town hall is from Darling Street via the stairs (through the door on the far left) and the lift (through the door on the far right.) The same key opens both doors from Darling Street. Entry for persons with a disability is via the lift.

There is a unisex accessible toilet upstairs, as well as ladies and men's toilets.

LIGHT SWITCHES

There are two-way switches. One light switch is on the ground floor in the stair foyer. The other switch is in the upstairs lift foyer, to the left of the lift doors. Because they are two-way switches, up or down does not necessarily indicate off and on.

If the lights do not turn on using one of these switches, the hirer should check the light switches on the stage to the right behind the curtains. If not on, turn them on by pressing them down. Then, if necessary, re-try the switch in the upstairs lift foyer.

The lights switches on the stage are labelled. The hirer can turn on or off the ones they want at the panel on the stage. They should all be left in the on position when the hirer leaves and the lights turned off by using one of the switches in the foyers to turn off all lights.

There is a separate light switch in the room to the right of the stage where the tables are kept.

INCLUSIONS

265 chairs and 25 tables are included in the hire. (Do not drag furniture across the polished floor boards.)

Commercial kitchen with stove (6 hot plates), fridge, instant hot water and an urn, 3 sinks, serving bench and serving trolley. (There is no cutlery, plates or glassware provided.)

HEATING AND COOLING

There is no heating, cooling or fans in the town hall.

LOCK UP PROCEDURE / CHECKLIST

- Turn off urns and similar appliances.
- Turn off lights.
- Ensure all doors and windows are securely locked.
- Leave the facility as quietly as possible to minimise noise in a residential area.

CARETAKER AND OTHER CONTACTS

Balmain Town Hall has a part time resident caretaker, Steve Smithson. His contact details are:

Phone: 0478 333 878

Email: caretakerbalmain@innerwest.nsw.gov.au

The caretaker is the first point of contact for hirers at Balmain Town Hall and Meeting Room. However, he is not available before 3:00 pm Mondays to Fridays. He may not always be available on all weekday evenings and weekends. If a hirer has a question prior to 3pm on a weekday, if the matter is not urgent, the hirer or potential hirer can email or telephone the caretaker and leave a message.

If the matter is urgent and the caretaker is not available, during weekday business hours, the hirer may contact Council's Property Officer on 9367 9166 or Citizen Service section on 9367 9222. If the caretaker is not available and there is an urgent matter after hours, Inner West Council - Leichhardt's After Hours Service can be contacted on 02 9392 5000

Bookings are made through Council, not the caretaker. Please contact our Customer Service staff on 9392 5000.