



INNER WEST COUNCIL

BALMAIN TOWN HALL MEETING ROOM VENUE INFORMATION

USE OF VENUE

The Balmain Town Hall Meeting Room 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 Meeting Room cannot be booked or used for High Impact Events as assessed by Council officers

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

70 persons - theatre style seating
100 persons - Standing

ACCESS

The Meeting Room is at the rear of the town hall building, on the ground floor. Entry is from the side driveway. There is a ramp to allow access by those with a disability. There is an accessible toilet in the foyer outside the meeting room.

There is an inside bolt for the entry door, which should be unbolted by council before the booking time to allow access via this door using the key. If for some reason the bolt has not been lifted by council and the hirer is unable to open the door with the key, the hirer is to go around the back, up the few stairs, and, using the same key, unlock and go through the kitchen into the Meeting Room, and then lift the bolt to open the main door for others attending the function.

HEATING AND COOLING

Underfloor heating and air conditioning is available in the Meeting Room. The control panel is in the store room, on the wall just inside the door.

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 9392 5797 or Customer Service Centre on 9392 5000

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.