

FUNCTION AND PRIVATE EVENT ROOM HIRE

CONTACT US

NORTHCOTE TOWN HALL
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Functions include weddings, birthdays, baptisms, reunions, trivia nights, fundraisers, wakes, cultural celebrations.

Hire times are Monday-Thursday 8am-10pm, Friday-Saturday 8am-12am, Sunday 10am-10pm.
(Hire times outside these hours must be approved by the Venue Manager)

Northcote Town Hall function packages include all the elements required for a standard function, including room hire, preset furniture, insurance, access to kitchen facilities, access to inbuilt AV equipment and dedicated staff throughout the event. Additional access hours, equipment or staff can be added if requested by either the hirer or the venue.

For a quote, or to view the venue, please contact Northcote Town Hall.

BONDS

A **venue bond of \$700** is required at least 30 days prior to the event date. Bonds will be returned when a satisfactory function checklist is completed at the end of the hire. Bond returns will take approximately three weeks to be sent back to the hirer by cheque only if the venue is left in an adequate condition and room hire has been paid.

An additional **cleaning bond of up to \$700** may also be applied if booking staff determine that it is necessary and that there is a strong likelihood of special cleaning being required. Please discuss this further with the booking staff. The Venue may also require additional bond for high risk or large scale functions, if determined necessary by the nature of the booking.

PAYMENT

All functions are to be **paid in full** at least 7 days before the date of the event. If there are any concerns about paying, please contact the booking staff.

Payments can be made at the Northcote Town Hall by cash, card or cheque within office hours.

CANCELLATIONS

All cancellation are to be made in writing and sent to ntownhall@darebin.vic.gov.au.

Full payment of room hire fees and staffing fees will be charged if cancellation is received less than 48 hours prior to the hire date.

Full payment of room hire fees will be charged if cancellation is received less than thirty (30) days prior to the hire date.

25% payment of room hire fees will be charged if cancellation is received 30-60 days prior to the hire date.

NOT FOR PROFIT ORGANISATIONS

Organisations must be registered under the Associations Incorporations Act 1981 and must be able to supply legal documentation/registration supporting 'not for profit' status. State schools and Government departments are eligible for Not For Profit rates.

CLEANING

Hirers should leave the venue in a clean and tidy condition at the end of the function and are required to complete and sign a Function Checklist before and after the function. If the hirer fails to leave the venue in a reasonable condition, the venue will arrange for cleaning and the hirer will be liable for the cost involved through their bond.

STAFFING FOR FUNCTIONS

All function packages include a dedicated Northcote Town Hall Duty Supervisor to set up, oversee and set down the event. Functions that will be providing alcohol for the event will require a caterer or responsible party who holds a Responsible Service of Alcohol certificate to oversee alcohol service. If the hirer is unable to provide a satisfactory RSA accredited alcohol supervisor, one will be provided by Northcote Town Hall at the expense of the hirer.

At the request of the Venue, hirers may be required to have security/crowd controllers, a bar manager and/or technicians during the period of hire. The hirer shall be responsible for any costs involved in such attendance.

PUBLIC LIABILITY INSURANCE

All Function packages cover up to 500 guests for non-profit making activities under Darebin's Casual Hirer's Public Liability Scheme. This policy is not intended to provide cover for festivals, exhibitions, theatre performances, sporting type activities, rock concerts/performances or hirers involved in a profit making activity where an admission fee is charged. Public or profit making events as listed must obtain their own Public Liability Insurance Policy.

STORAGE

No storage available without prior arrangement. All equipment, externally hired goods, decorations and personal items must be removed from the venue at the close of the event unless temporary storage is agreed in advance with Northcote Town Hall booking staff. Please contact our office for more information. Fees may apply.

CATERING, SUPPLIERS & DECORATIONS

Northcote Town Hall does not provide in house catering, or supply napery or table dressings. We can provide a list of caterers and event suppliers on request. Groups are welcome to provide their own catering and decorations.

We have a limited supply of crockery and glassware available for hire, but for larger functions these items will need to be sourced through an external hirer. Information about hiring crockery or glassware from Northcote Town Hall can be provided by the booking staff.

Confetti or rice for functions is not permitted in the Venue under any circumstances. The use of candles, incense, flame lamps or fire of any kind is strictly prohibited and shall not be used in any part of the Venue. Helium balloons are also not permitted in the Venue without prior written agreement.

Hirers must remove all non-alcoholic drinks, food and externally hired equipment (eg. dance floor, lamps, glassware) on the same day unless organised previously with the booking staff. Kitchens and catering equipment that are used by the hirer must be thoroughly cleaned, mopped and all rubbish removed.

EQUIPMENT HIRE

Northcote Town Hall does not provide technical assistance unless a dedicated technician is requested. However, the venue can provide instruction manual of the equipment hired upon request.

LIQUOR

The Venue operates under an On-Premises Liquor Licence. All supply or sales of alcohol within the venue, including any sponsorship agreements, will be managed by venue staff. All requests by Northcote Town Hall staff relating to alcohol service at functions must be heeded by the hirer, including instructions to cease or limit service to any guests, or suspend the function. Disruptive, disorderly or aggressive behaviour will not be tolerated, and Duty Supervisors and/or staff can cease service of alcohol to patron/s who are behaving in a disruptive manner. Alcoholic beverages are not to be taken outside the venue. The Duty Manager and/or staff are able to call a taxi for any guest/s they consider should not be driving.

Where a function requires dedicated bar staff to be provided by Northcote Town Hall, the additional costs will be charged back to the event.

Please read the *Northcote Town Hall Alcohol Management Policy* (available from the venue reception desk or website) for more information regarding the service of alcohol and the standards and conditions of providing liquor at Northcote Town Hall.