

HALL INFORMATION

- **PAYMENTS;**

You can pay by; cash or cheque or EFT. Cheque's should be made out to 'Buninyong Town Hall Special Committee'. I would require a separate cheque for the bond. The bond cheque will be held pending inspection of the hall at the completion of the hire and upon finding the hall in a satisfactory condition the bond cheque can either be returned to you or torn up.

Details for EFT payment can be found on the website (look on the 'Charges' tab)

- **ACCESS TO THE HALL VIA CODE PAD;**

Access to the hall is via the digital code pad found on the brick wall at the side doorway into the main hall (i.e.; as you walk up the main stairs at the front of the hall, turn right and the key pad can be found in the small wooden box on the brick work next to the side door).

The 'Keypad Code' will be sent to you in an email when you confirm your booking by full payment of the hall hire. Open the small wooden box and then push these numbers on the keypad and the door striker will open automatically for you. The door striker will only remain open for a short period of time and any further entry into the hall will be via this code that has been sent to you. After the completion of the hire, the code to the hall will be cancelled and any further hires will require a new code to enter the hall.

- **LOCKING THE HALL WHEN FINISHED;**

To lock the side door at the end of your hire, just close the door. The door is permanently locked and the code is only needed to open it. Please ensure that the two large main entrance doors are locked prior to leaving. The large door needs for the handle to be turned for the bolt action to be activated (just pulling this door shut does not lock it!)

- **CLEANING THE HALL'**

The hall is likely to be booked at the conclusion of your hire and it should be left in the same condition as that which you have found it, for the next hirer of the hall. Details on how to clean the hall and what equipment is available, can be found on the website (look on the 'Forms' tab for cleaning the hall instructions).

- **HALL CURTAIN;**

The curtain on the main stage is to be open and closed only by using the curtain cord found in the Western corner of the stage.

- **HEATING;**

Heating for the main hall is operated by a push button timing switch, located on the East side of the stage facade. Pushing this button (and the red light coming on) will provide heating for approx 3 hours and cannot be turned off during this period.

- **LIGHT SWITCHES;**

Light switches can be found next to the kitchen flywire door. Light switches and dimmers for the main hall can be found on the stage next to the stairs leading up to the stage.

- **FIRE EXITS;**

Fire exits are marked by illuminated signs found throughout the hall;

- The two large doors at the front of the hall
- The door next to the stage at the side of hall leading to the rear carpark.

An evacuation map for the town hall is found at various locations in the hall. It is the hirers responsibility to make themselves aware of all exits, assembly points, nominate fire wardens and provide an induction to their patrons/guests using the hall in case of fire.

- Your hire of the hall includes the use of the kitchen, crockery, cutlery, tables, chairs, etc at no extra charge.