

# Hiring Halls



Christ Church  
HAWTHORN

## Wood Hall

Wood Hall, at the intersection of Wood Street and Denham Street in Hawthorn, is a historic venue available for meetings and children's parties. Located at **6 Wood Street, Hawthorn**, with access from Wood Street, the hall is open for hire on weekday evenings, Saturdays, and some Sunday afternoons and evenings.

Facilities at Wood Hall include:

- A basic kitchen area equipped with a fridge, dishwasher, small electric oven, electric urn, coffee mugs, glasses, plates, and cutlery.
- Children's tables and chairs for approximately 20 preschool children, along with two high-chairs.

Upon prior arrangement, users may also have access to:

- Adults' tables and chairs for up to 60 adults.
- A simple sound system and an overhead data projector with a screen.

## Memorial Hall

Memorial Hall, located at **2 Denham Street, Hawthorn**, is a spacious venue suitable for concerts, wedding receptions, parties, and various events. Available for hire from Mondays to Saturdays, the Memorial Hall offers comprehensive amenities.

Included in the rental are:

- A well-equipped kitchen featuring a fridge, gas hotplates/large oven, electric urn, dishwasher, coffee mugs, glasses, plates, and cutlery.
- 200 chairs suitable for audience-style seating, along with tables capable of accommodating up to 120 people in a dining or reception-style arrangement.

Upon prior arrangement, users may also have access to:

- A simple sound system and a data projector with a screen.

## The Courtyard

Nestled between the two Halls, the exquisite courtyard space is available for hire in conjunction with either hall. The courtyard includes play equipment suitable for preschool children. Please be mindful that older children may need careful supervision to prevent damage to equipment designed for preschoolers.

## Making a Booking to Hire a Hall

After reviewing the details, please fill out and submit the [online application form](https://www.christchurchhawthorn.org/hall-hire-3) available on our website: <https://www.christchurchhawthorn.org/hall-hire-3>

Your booking will be confirmed upon receipt of an email confirmation and the required payment. This can be either a \$200 security bond as a deposit or full payment along with the bond.

## ➔ Fees

Payment for the booking must be made in full before the event, either as a one-time payment during booking or by providing a \$200 security bond at booking and settling the balance one week prior to the event.

- The basic fee for Hall usage is \$210 for Wood Hall and \$285 for Memorial Hall, covering a three-hour period. Additional hourly charges may apply during peak times: \$70 for Wood Hall and \$95 for Memorial Hall.
- A security bond is required in advance, refundable if all is in order post-event.
- An insurance fee of \$60 applies (see details below).

## **Security Bond**

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A security bond is required in advance, refundable if all is in order post-event.

For many events, the bond will be \$200. At our discretion, such as for larger events, events that extend late into the night, events that include alcohol service, a bond of \$500 or another amount may be required.

In the event of any damage, including that necessitating significant clean-up, extensive reassembly or rearrangement, or requiring professional fixing, repair, or replacement, the amount will be determined by CCH at our discretion, or by a professional tradesperson if deemed necessary. The security bond, in part or in full, may be withheld or forfeited in case of excessive noise complaints, violation of venue policies, failure to deal with garbage appropriately, or failure to adhere to event end times.

## **Payment**

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We advise making payments through direct transfer to the following bank account:

Bank: Commonwealth Bank

BSB: 063 138

Account Number: 0090 1630

Account Name: Christ Church Hawthorn

Reference: '[Name] security deposit' OR '[Name] hall hire' (Choose the appropriate reference based on the payment type, e.g., Smith WH deposit)

## **Insurance**

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Hirers must complete a formal agreement available at <https://www.anglicanhalls.com.au>.

In doing so, the expectations of the Parish are clear and the Hirer acknowledges their responsibility in ensuring that the property is left as it was found.

Hirers must purchase their own public liability insurance from <https://www.anglicanhalls.com.au> to ensure they have \$5m of cover. This is a condition of hire and cannot be waived.

A Personal or Individual Hirer is a person or an unincorporated group meeting for a purpose which is non-commercial, non-political, and not for a "cause/crusade", where the meeting is not open to the general public and the hirer does not already have a public liability policy.

Examples of such activities are:

- A private birthday party, celebration, wedding reception
- Dance practice not associated with a dance school or lessons and no fees are charged
- Friends who want a venue to read plays/poetry etc (but not rehearsals for a show)
- Knitting or other craft-minded people who meet to compare work and ideas
- Musicians using premises for non-commercial purposes (but not musicians who perform elsewhere)
- Informal support/self-help groups

## **Supervision of Children**

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Children must be supervised properly to ensure safety and prevent damage to toys and equipment. It is important to note that the majority of toys and play equipment, both indoors and outdoors, cater to preschool-aged children and are not suitable for older children. Larger and older children must not be allowed to use equipment that is not suitable for their size or age group.

## **Noise**

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Noise must be limited in the late evening:

- No very loud noise after 10pm;
- No loud noise after 11pm; and
- No noise that can be heard outside the building after midnight.

## Alcohol

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**Sale of alcoholic drinks on the premises during the hire period is prohibited**, unless the hirer possesses a valid license. If alcoholic drinks are to be **served**, it must be specified in the application.

## Food Trucks

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Food trucks are welcome for private events hosted in Memorial Hall. However, please note the following guidelines:

- Electrical power usage: Any food truck utilising the electrical power of CCH will incur an additional charge of \$25 per power lead connection to each food truck.
- Lighting: For food trucks operating during evening hours, there is some reasonable lighting available in the area outside the Memorial Hall kitchen. However, event organisers are advised that they may wish to arrange their own additional lighting.

## Access Arrangements

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A church staff member will coordinate access to the Hall before the event. Contacts for arrangements are the Facilities Administrator at 9818 6077 or Andrew (Senior Minister) at 0431 412 451.

At the conclusion of the hire period, a staff member may meet you, or with prior arrangement, you can lock the Hall and depart. For EMERGENCIES ONLY, contact 0431 412 451.

## Rubbish

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**(Important: This is a common factor affecting security deposit refunds!)**

Dispose of all event-related rubbish appropriately by the event's conclusion, including all cigarette butts.

Use the provided bins accordingly:

- One domestic size dark green bin with dark green lid: Landfill
- One larger blue bin with yellow lid: Recycling  
(Note: Plastic bags are not permitted in the recycling bin.)
- Do not use the dark green with bright green lid (garden) bins for hall-related waste.

Exclusively use each bin for its designated waste type. If you have additional waste exceeding bin capacity, please plan to remove it upon departure.

## Cleaning Up

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Ensure the Hall(s) are returned to a condition at least as clean and tidy as the start of the hire period.

Specifically:

- Kitchen cleanliness, tidiness, and sweeping. Wash and store glassware, plates, cutlery. It is acceptable to fill the dishwasher, turn it on and leave.
- Vacuum the carpeted area using vacuum cleaners provided in both halls.
- Tidy the Courtyard and any outdoor spaces, removing all rubbish.
- Empty indoor rubbish bins; sort recycling into appropriate outdoor bins located on the gravel driveway to the left of Wood Hall.