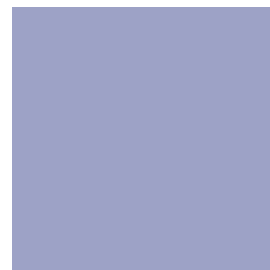


guidebook

Jingi Wahla Rooms: Ballina Surf Club
Kentwell Community Centre
Lennox Community Centre & Park Lane Theatre
The Richmond Room
Alstonville Community Centre
Northlakes Hall



CONTENTS



Contents _____ 2

Public Liability Insurance Requirements _____ 5

General Terms and Conditions of Use _____ 6

Health and Safety _____ 9

Large Events _____ 12

Jingi Wahla Rooms: Ballina Surf Club _____ 13

Kentwell Community Centre _____ 20

Lennox Community Centre & Park Lane Theatre _____ 23

The Richmond Room _____ 30

Alstonville COMMUNITY Centre _____ 32

North Lakes Hall _____ 32

Public Halls _____ 37

Missingham Park Amphitheatre _____ 37

Open Spaces and Reserves _____ 37

Ballina Shire Council operates six community facilities across the shire to provide meeting and activity spaces for community groups, organisations and individuals to hire, from intimate one-on-one interviews to large-scale community events.

For all enquiries please contact Council’s Community Spaces Team based at the Lennox Community Centre.

Phone: 02 6687 6291

Email: communityspaces@ballina.nsw.gov.au

Web: www.communityspaces.com.au

PRICING CATEGORIES

Ballina Shire Council offers two pricing categories. Use these definitions to determine which rate will apply to your booking.

EVENT ORGANISER	TYPE OF EVENT	RATE
<ul style="list-style-type: none"> • Individuals 	Private Functions <ul style="list-style-type: none"> • Weddings • Parties • End of year celebrations • Funerals • Wakes etc. i.e. closed to the general public	Commercial
	Profit generating activity or event (excluding fundraisers)	Commercial
	Community organised or charity fundraising activity or event	Community
<ul style="list-style-type: none"> • Commercial Business • For Profit Business 	Private Functions <ul style="list-style-type: none"> • Weddings • Parties • End of year celebrations • Funerals • Wakes etc. i.e. closed to the general public	Commercial
	Profit generating activity or event (excluding fundraisers)	Commercial
	In-house training, seminars, conferences etc.	Commercial
	Conducting everyday business	Commercial
<ul style="list-style-type: none"> • Community Services • Community Groups • Not-For-Profit Groups • Government Departments 	Private Functions <ul style="list-style-type: none"> • Parties • End of year celebrations • Funerals • Wakes etc. i.e. closed to the general public	Commercial
	Profit generating activity or event (excluding public fundraisers)	Commercial
	Community or charity fundraising activity or event open to the general public	Community
	Community services offered at either no cost, or via a limited/reduced fee	Community
	Interest or hobby groups holding regular meetings or activities that are open to the public to attend	Community

HOW TO BOOK

1. Familiarise yourself with the spaces by reviewing the Venue Information contained within this booklet. If you require more specific information, our team members are happy to assist via phone or email. You are also welcome to visit and inspect our centres and discuss your requirements with our team. Appointments are advisable for all venues as only the Lennox Community Centre has booking administration staff onsite.

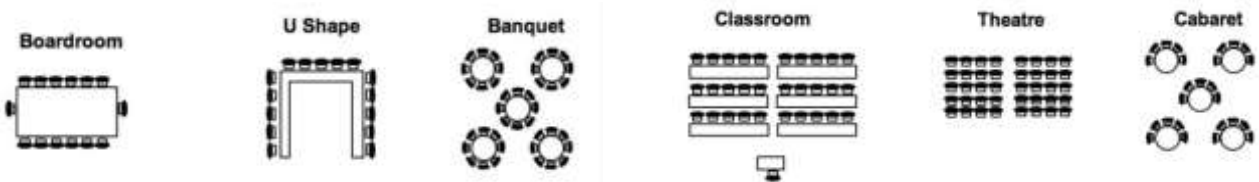
2. Read through this booklet and use it to complete the 'Community Spaces Booking Form' which you hopefully also have. If you do not have a copy of the Booking Form please contact our team or download it from our web site.

Your booking will only be considered as confirmed once we receive your completed Booking Form, including your public liability insurance and risk assessment where applicable (see page 5 to determine whether this is required for your booking), we have sent booking confirmation; and you will be expected to collect the key during office hours.

3. Payment is required at the time of booking. Regular hirers may elect to open an account to enable payment of multiple bookings via invoice. Booking Forms and payments can be lodged in person at the Lennox Community Centre or via email to: communityspaces@ballina.nsw.gov.au

ROOM LAYOUTS AND CAPACITY

The information provided for each venue includes approximate capacities in various room layouts (pictured below).



RISK ASSESSMENT TOOLS

Organisers of certain events that take place in our community spaces are required to undertake a risk assessment prior to approval being granted to the hirer. Please see the table on page 5 to determine whether you must complete the risk assessment tool as part of your booking. A risk assessment tool is provided with the Booking Form for events that occur in our venues. Please complete this tool by circling the appropriate responses and submit with your booking form for processing.

Large Events hirers will be required to undertake a more comprehensive risk assessment process with a Community Spaces team member prior to final approval of their booking.

If you have any questions about completing a Risk Assessment please contact us for assistance on 02 6687 6291.

Event Risk Assessment Tool										
Using the Risk Assessment key below, please complete all pink, blue and green checkboxes on this form if applicable.										
The pink shaded area is to identify if the risk is applicable to your activity. If you tick the pink shaded area, it is required that you complete the blue and green sections of this table.										
The blue shaded areas relate to the likelihood and consequences of any impacts that may occur during your hire period. Where any controls are applied, it also needs to be ticked in the green shaded area. The green shaded areas are responsible for ensuring that each identified risk is reduced as much as possible.										
The green shaded areas relate to the likelihood and consequences of any risks that may occur after treatments or controls have been put in place.										
If you have any questions or queries in relation to the completion of this form, please speak to a Community Spaces staff member on telephone 02 6687 6291.										
RISK ASSESSMENT KEY										
UNDESIRABLE		HIGH CONSEQUENCE		MODERATE CONSEQUENCE BUT CONTROLLABLE		LOW CONSEQUENCE TO HAZARD				
CONSEQUENCE		HIGH		MODERATE		LOW				
LIKELIHOOD		HIGH		MODERATE		LOW				
Event	High/Low/Lowest	Risk Description	Likelihood (before controls)	Consequence (before controls)	Risk (before controls)	Treatments/controls	Likelihood (after controls)	Consequence (after controls)	Risk (after controls)	Are you satisfied with the risk level?
Event Definition	Yes/No	• Post event debrief requirements • Fire safety awareness available	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	• Fire safety awareness (20 attendees) • Fire safety awareness (20 attendees) • Fire safety awareness (20 attendees)	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	Yes/No/Not
Definition	Yes/No	• Events three attendees • Fire safety awareness available • Fire safety awareness available	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	• Fire safety awareness (20 attendees) • Fire safety awareness (20 attendees) • Fire safety awareness (20 attendees)	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	Yes/No/Not

No.	Event	Risk Description	High/Low/Lowest	Risk Assessment (before controls)	Risk Assessment (after controls)	Consequence (before controls)	Consequence (after controls)	Are you satisfied with the risk level?
21	Open bar	• Alcohol consumption • Intoxication • Impaired judgement • Falls • Injury	Public Liability	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	Yes/No/Not
22	Open bar	• Alcohol consumption • Intoxication • Impaired judgement • Falls • Injury	Public Liability	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	Yes/No/Not
23	Theatre	• Fire safety awareness • Fire safety awareness • Fire safety awareness	Public Liability	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	Yes/No/Not
24	Event	• Fire safety awareness • Fire safety awareness • Fire safety awareness	Public Liability	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	Yes/No/Not
25	Open bar	• Alcohol consumption • Intoxication • Impaired judgement • Falls • Injury	Public Liability	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	High/Moderate/Low	Yes/No/Not

PUBLIC LIABILITY INSURANCE REQUIREMENTS

Ballina Shire Council provides public liability for many types of meetings and functions. Please see the following table to determine if your booking type requires your own Public Liability Insurance and Risk Assessment. If you require your own insurance then a current copy of your 'Public Liability Insurance Policy's Certificate of Currency' must be supplied with the Booking Form to confirm your booking. The 'Certificate of Currency' must be to a minimum of \$20 million and state the geographical coverage as well as the activities covered under the policy.

BOOKING TYPE	CHARACTERISTICS	WHAT YOU NEED TO PROVIDE
Meetings / Presentations	<ul style="list-style-type: none"> Any type of group including commercial, not-for-profit or non-incorporated groups Participants number between 2 - 50 	Booking Form
	<ul style="list-style-type: none"> More than 50 participants 	Booking Form Risk Assessment
Private Functions	<ul style="list-style-type: none"> For all private functions including birthday parties, wedding receptions etc Any number of participants 	Booking Form Risk Assessment
Community Events must be not-for profit, such as: <ul style="list-style-type: none"> a seated audience with a presenter live music trivia nights charity fundraisers film screenings markets 	Non-incorporated Community Groups	Booking Form Risk Assessment
	Incorporated groups Not-for-profit groups Businesses	Booking Form Risk Assessment Public Liability Insurance Required
Recreational Classes	<ul style="list-style-type: none"> Classes for a range of activities including yoga, dance, movement, etc in which a 'per person' charge is set 	Booking Form Risk Assessment Public Liability Insurance Required
Commercial Events	<ul style="list-style-type: none"> Ticketed or cover charge events 	Booking Form Risk Assessment Public Liability Insurance Required

GENERAL TERMS AND CONDITIONS OF USE

SETTING UP, PACKING UP AND CLEANING

- The setting up and packing away of the hired space is the responsibility of the hirer.
- All of the tables, chairs and equipment hired shall be stored by the user, in the allocated storage area in each room, before leaving. Charges apply if not stored by the user.
- All of the rooms, kitchenettes and the foyer shall be left clean and tidy, with cutlery and crockery cleaned, dried and stored.
- Should additional cleaning be required, a cleaning fee will be charged at \$110.00 per hour for cleaners to attend Monday to Friday, or \$260.00 per hour (minimum 3 hours) between Friday night and Monday morning. The Ballina Surf Club also has a minimum clean up fee of \$380.
- The costs associated with additional cleaning cover the costs incurred by Council.

CANCELLATIONS

- Any booking cancelled 8 days or more prior to the booking date will not incur a cancellation fee.
- Any booking cancelled 7 days or less prior to the booking date will incur a cancellation fee equal to 50% of the total booking cost.
- If notification *is not* received and the booking is not utilised, or notification is received on the day of the booking, no refund will be given and the full amount is payable.

Please note that Council reserves the right to:

- Change the conditions of hire, or the fees and charges. Please confirm prices and conditions at the time of booking.

- Deny access to any individual or organisation (its members and/or staff)
- Terminate any agreement, with any individual or organisation, (its members and/or staff) at any time.
- Direct the hirer to alter their booking to allow for 'one off' community events. Council would give suitable notice and assist to find an alternative time/space.

In the event of a natural disaster or other catastrophic event, where a space or building is no longer available for hire, Council is under no obligation to honour a booking or compensate for its loss.

In the event of a dispute or a difference arising as to the interpretation of conditions in this agreement, the decision of the General Manager of Ballina Shire Council shall be final.

CONDITIONS OF HIRE – SINGLE USE HIRE

The following is a summary of the normal terms and conditions of hiring facilities within Ballina Shire Council's Community Spaces:

The hirer shall:

1. Be at least 18 years of age.
2. Ensure that a responsible supervising adult is present during any underage function (the number of supervising adults will be determined by the size and/or type of the function).
3. Provide a copy of the Certificate of Currency of a current public liability insurance policy to a minimum value of \$20 million with the booking form, if required. Further detail is provided in this booklet under the section *Insurance Requirements*.
4. Be responsible for the safety and conduct of every person in attendance at their event.

5. Not be disorderly or display offensive behavior as it will not be tolerated by Council.
6. Provide evidence of a liquor licence if alcohol is SOLD or SUPPLIED at the function. Responsible drinking of alcohol is permitted within each venue. If you plan to sell or supply alcohol as part of your event or booking you will be required to obtain a liquor licence from the licensing authority for the duration of your event.
7. Not allow patrons to consume alcohol outside the building and not serve alcohol to minors; it is an offence to do so.
8. Have a security guard on site from 10pm to the departure of the last guest for all private functions, which involve alcohol, or finish after 10pm on Friday, Saturday and Sunday, and are larger in number than fifty guests.

Using the electronic fobs and disarming/arming the alarm system, the hirer shall:

9. Carefully read the *Venue Access* information prior to your hire and contact Community Spaces if you have any questions or concerns.
10. Upon arriving, follow the directions for your hired venue, as set out in *Venue Access* information, to open the building and disarm the security alarms.

Do not attempt to enter any room or area of the centre other than those you have hired. A fee will be charged if the alarm is set-off and security finds it necessary to attend the venue.

11. Upon leaving, lock the door of the hired room then, if after hours, check the building is vacated, closing all windows and turning off the lights before leaving the building. Information on how to arm the alarm in each centre is contained in the *Venue Access* information.
12. Fobs and/or security keys should be deposited in the after-hours key return box (where applicable), or returned on the next working day.
13. Minimise noise of patrons entering and leaving the building, to prevent disturbances to nearby residents.
14. Any fobs and/or security keys lost, damaged or not promptly returned will be charged an additional \$25.00 - \$50.00 fee plus any rekeying fees when required, depending on the facility. Report any lost fobs **immediately** to Council or a member of the Community Spaces team.

Inside the building and room hired, the hirer shall:

15. Take note of Fire Evacuation Plan displayed near the door in each room hired. Fire exit doors must be kept clear at all times.
16. Respect other users and tenants within the building. Abide by the NO SMOKING policy inside all Ballina Shire Council buildings. Smoking is permitted outside the building, when keeping at least four metres in distance from doorways and other users, and ensuring use of the bins provided.
17. Not tamper with any device or system designed for use in an emergency, such as fire alarms, fire extinguishers or fire hose reels.
18. Advise the Community Spaces team if equipment is used in any way and the hirer will be charged the cost of inspection and repair and/or replenishing of equipment if used unnecessarily.

Spaces team before, or upon, return of the electronic fob.

20. Not use glitter, confetti or similar inside the rooms or surrounding areas.
21. Not use thumbtacks, staples, sticky tape or similar to fasten display material on walls.
22. Be responsible for all damage caused by the placement or removal of decorations.
23. Not drag chairs and tables across the floor. Always lift furniture or use the chair trolleys provided. If you cannot locate a trolley please ask a staff member to assist you.
24. Adhere strictly to the hiring hours with all patrons leaving no later than 5 minutes after the booking expiration time.
25. Be responsible for the security of the building throughout the hire period and not attempt to enter any room other than the room and areas allocated. Doing so will trigger the alarm and the hirer will be liable for call out fees caused by unauthorised access.
26. Be responsible for the full replacement costs of any breakages or damages to the building, its fittings and contents (including equipment) and the surrounding grounds. Breakages must be reported before or upon return of keys.

Before Leaving Rooms and Kitchenette the hirer shall:

27. Remove all personal possessions from the rooms prior to returning the key and fob. There are no permanent storage facilities available in any of the venues and Council holds no responsibility for possessions left or damaged at the centre.
28. Leave the room in clean and tidy condition. All food, drink and rubbish are to be placed in bins provided, or removed from the room if bins are not provided. Used tables should be wiped down, carpet is to

29. be vacuumed where possible and the room left in good order.
30. Leave the kitchenette clean and tidy. Do not leave tea, coffee, sugar or milk behind. No food is to be left in the kitchenettes. Food left in the fridge will be removed during staff inspections.
31. Wash, dry and put away all cutlery and crockery.
32. Pay any additional cleaning fees if room, foyer and kitchenette are not left in order and a cleaner is required.

**CONDITIONS OF HIRE –
MULTIPLE USE / REGULAR
HIRE**

The following terms and conditions will apply to regular bookings that hire facilities or equipment within Ballina Shire Council's Community Spaces. Recurring/regular bookings are only available Sunday to Thursday, where available, and will only be confirmed on approval of the Community Spaces team.

The hirer shall:

33. **Abide by conditions 1 through 32 as outlined in the above General Terms and Conditions of Use.**
34. Be provided the privilege of securing a regular booking on the understanding that from time to time, the user may be asked to alter the date, time or space provided to accommodate large events of significance to the community or to local community groups.
35. Be provided with reasonable notice should the regular user be required to alter their booking for a large event. The Community Spaces team will work with the regular user to ensure the best possible alternative arrangements for their hire.

On the Booking Form you will be asked to indicate that you have read, understood and agree to the Terms and Conditions as outlined above.

19. Report any safety issues or

HEALTH AND SAFETY

To ensure that your booking runs as smoothly as possible, we would like to point out the following health and safety information. Make yourself familiar with your surroundings to ensure you are prepared in the event of an emergency. Please note the location of each of the following items, and share this information with your fellow event organisers and participants, to ensure you will have ready access to them should the need arise.



WATER

Jingi Wahla Rooms: Ballina Surf Club

- The kitchenette has a sink. Own glasses/ bottles are required.

Kentwell Community Centre

- Meeting Rooms 1 and 2 share a kitchenette which is located in the foyer between the two entry doors. The kitchenette has a sink.
- A water bubbler is provided

Lennox Community Centre

- Meeting Rooms 1, 2 & 3 and the Activity Room all have kitchenettes with a sink.
- The Children's Area kitchen with a sink.
- Water fountains are located in the foyer.
- The Kiosk sink.

The Richmond Room

- The Richmond Room kitchen sinks.



FIRST AID

Jingi Wahla Rooms: Ballina Surf Club

A first aid kit is located in the top drawer of the kitchenette adjacent to Meeting Room 1. For physical activities your own first aid kit is required.

Kentwell Community Centre

Please provide your own first aid supplies.

Lennox Community Centre

- Small, portable first aid kits are to be found in the above-sink cupboard in each kitchenette of Meeting Rooms 1, 2 & 3 and the Activity Room.
- A medium, portable first aid kit is located in the above-bench cupboard in the kitchen of the Children's Area.
- A large first aid kit, with portable emergency draw, is located in the Centre Office (during office hours only).

The Richmond Room

A first aid kit is located at the Visitor Information Centre next door (during office hours only). You should bring your own first aid supplies.



TOILETS

Jingi Wahla Rooms: Ballina Surf Club

- Off the main entryway hall.

Kentwell Community Centre

- The centre foyer.
- Outside the front entrance to the centre, on the left hand side when facing the centre.

Lennox Community Centre

- The centre foyer.
- In the Park Lane Theatre.
- In Meeting Room 3 and the Activity Room.
- In the entry foyer of the Children's Area.

The Richmond Room

- The Richmond Room foyer.



FIRE

Each venues emergency evacuation map is located in each room or area. It is important that you familiarise yourself with the nearest fire extinguisher and all of your available emergency exits before commencing your booking. Make note of the assembly point and advise all of your participants of this information. You will be the fire emergency response officer for your room hire.



EMERGENCY CONTACT NUMBERS

Ambulance, Fire or Police	000
Ambulance, Fire or Police from a mobile phone	112
Poisons Information Hotline	13 11 26
Ballina District Hospital	6686 2111
Ballina Shire Council Office	1300 86 4444

When you call 000 or 112 you are required to state:

- Your name
- Your location – street number, street name, suburb, state and postcode
- Details of the accident or incident

You should also find out how long it will take for emergency services to arrive.

Are there tea/coffee facilities?

You are required to provide your own tea, coffee, milk, sugar etc. You will also need to wash and pack away any dishes that have been used.

Lennox Community Centre

Most of the rooms have access to a kitchenette with a limited set of mugs, glasses, crockery and cutlery, kettle or urn, microwave and fridge.

Kentwell Community Centre

There is a small kitchenette in the main hall with a kettle, urn, mugs and glasses.

The Richmond Room

A commercial grade kitchen is available which includes a fridge/freezer, microwave, stove and wall mounted urn. No crockery and cutlery is supplied.

Jingi Wahla Rooms: Ballina Surf Club

A kitchenette is accessible from Function Room 1 which has a bench, sink, urn and fridge. No crockery and cutlery is supplied.

Do I have to set the room up myself?

Yes. Each of our venues operate on a self-service model. We supply the tables and chairs and it is the responsibility of the hirer to set up and pack down. It is important to include within your booking adequate time, either side of your event, to allow for set-up/pack down and to leave the hire area in a clean and presentable condition.

Do you have a projector and screen?

Yes. We have a projector and screen you may hire that is available for each of the spaces. Fees apply in accordance with Council's annual fees and charges.

Are there any restrictions on alcohol consumption in any of the Community Spaces?

Responsible drinking of alcohol is permitted within each venue. If you plan to sell alcohol as part of your event or booking you will be required to obtain a liquor licence from the licensing authority for the duration of your event.

Am I required to have my own insurance?

Hirers that are incorporated groups; companies; organisations; and users undertaking physical activities will require their own public liability insurance. A copy of public liability insurance to a minimum value of \$20 million must be supplied to Community Spaces. See table page 5.

Are the facilities air conditioned?

Lennox Community Centre

The Meeting Rooms, Activity Room and the Health Care Office all have air conditioning. The other rooms have windows for natural ventilation.

Kentwell Community Centre

The meeting and interview rooms have air conditioning.

The Richmond Room

The Richmond Room Hall is air conditioned

Jingi Wahla Rooms: Ballina Surf Club

Function Rooms 1 and 2 are both air-conditioned. Function Room 3 has windows that open up to allow cross ventilation.

Will the Community Spaces Team help promote my event?

We will help promote regular bookings open to the public through our "What's On" newsletter, our notice boards and website.

Am I required to clean up after my booking?

Yes. You must leave the room in as good of a condition as it was hired. We ask that you leave the room packed away, kitchenette clean and all dishes washed, dried and returned to the cupboards. All rubbish is to be bagged and left neatly for collection. Floors should be clean.

Lennox Community Centre

For large events in the Park Lane Theatre at Lennox Community Centre, special arrangements can be made for waste collection and removal. Please talk with the staff regarding details.

Jingi Wahla Rooms: Ballina Surf Club

At the Jingi Wahla Rooms: Ballina Surf Club, you have the option of cleaning up after your booking, or have Council's contracted cleaners pack up and clean for an additional \$380.00 fee.

Am I required to have security at my function?

Yes for all private functions which involve alcohol, or finish after 10pm and are larger in number than fifty guests. You are required to have security on site from 10pm until the conclusion of your event and the departure of your last guest.

Note that all events must be concluded and the centre closed by midnight on the evening of your event.

Do you offer catering for events?

No. We do not cater however there are numerous cafes/caterers in the area that would be happy to cater for your event. A list of some local caterers is available from the Community Spaces team. Whilst this information is provided for convenience, Ballina Shire Council is not supporting these businesses to the exclusion of others.

LARGE EVENTS

Hirers who plan to hold a large-scale or special event will be required to liaise with the Community Spaces Officer and/or the Events Officer of Ballina Shire Council to ensure that all aspects of event management are considered and planned for.

Large events can include a wide range of activities and events, however for the purpose of this policy, the guideline for recognition as a special event will be any of the following:

- Community Events
- Conferences, Expos or Trade Shows
- Musical, Theatrical or other ticketed Entertainment Events
- Private Events

Hirers may be required to show proof of planning for a range of considerations such as, but not limited to:

- Additional and/or Temporary Structures on Council/Public Land
- Staging production and venue management
- Alcohol (Liquor Licensing)
- Animals
- First Aid
- Food
- Hours of Operation and/or Noise Restrictions
- Parking and Traffic Management
- Pollution
- Power
- Public Liability and Risk Management
- Security
- Waste Management
- AV Technician and equipment

Should your hire be assessed as a large event, the Community Spaces team will discuss Council's requirements and liaise with you to ensure the relevant considerations are met prior to the approval of your event. The cost of any and all requirements placed on a large event will be the sole responsibility of the hirer.

Further information on the management of noise emissions for large events is available upon request. If planning events at the Lennox Community Centre, please ask for a copy of the [LCC Factsheet #5: Noise Provisions](#).



JINGI WAHLA ROOMS: BALLINA SURF CLUB

Lighthouse Parade, East Ballina, NSW 2478

The Jingi Wahla Rooms at the Ballina Surf Club is located at the northern end of Lighthouse Beach in East Ballina. The centre is home to the Ballina Lighthouse and Lismore Surf Club and two high quality function rooms operated by Ballina Shire Council. Lighthouse Beach Café operates on the beachfront end of the top floor and kiosk on the lower floor near the Lighthouse Beach entry.



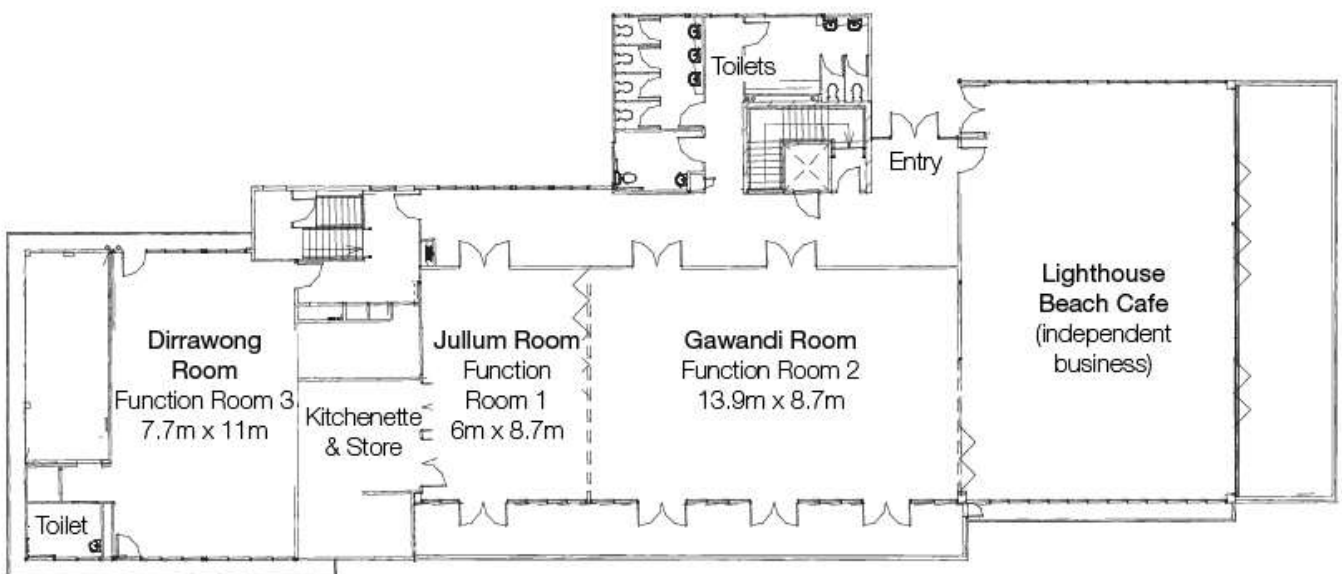
THE FUNCTION ROOMS

Accounting for the spectacular location of the Jingi Wahla Rooms, the modern function rooms have also been designed to ensure their place as one of Ballina’s premier venues for private functions, weddings and conferences. Located on the top floor of the building, the stylish rooms look south across beautiful Lighthouse Beach. One of our spaces is equipped with a state of the art audio visual system to enable a wide range of entertainment opportunities for your event. This system includes up to three large flat screen televisions with HDMI, AV and USB input, surround sound PA integration and wireless microphones.

The function rooms are also equipped with a range of furniture including event and banquet chairs, round and rectangular tables, whiteboards and a lectern. A professional quality portable stage can also be supplied should your event require it. A kitchenette is accessible from ‘Function Room 1’ and the ‘Combined Function Rooms’. Please note that crockery and cutlery are not supplied. For more information please contact our Community Spaces team.

The Jingi Wahla Rooms are located on the second floor of the building and are accessible externally via a ramp on the northern side of the building. Arrangements can be made to assist individuals who have difficulty traversing the ramp to access the internal lift. Please indicate at the time of booking that you require lift access under the “Venue Access” section.

Both function rooms sit side by side on the top floor, to enable them to be opened up and combined together. The spaces are positioned as follows:



Ballina Surf Club Frequently Asked Questions

How many tables and chairs do you have available?

The Jingi Wahla Rooms have 12 x 6ft/1.83m round tables, 20 x 6ft/1.83m Trestle tables, 150 x banquet chairs and 50 x plastic chairs available for use.

Is there any other equipment available on request?

Yes. You may also request the use of a whiteboard and lectern.

Are there tea/coffee facilities?

The Jingi Wahla Rooms at Ballina Surf Club has a sink and bench located next to Function Room 1. An urn is available which can be used, however you need to provide all of your own cups, teaspoons, tea, coffee, milk etc.

The Ballina Surf Life Saving Club has a kiosk attached to it which offers tea/coffee etc and there is also an onsite Café which can offer food and beverage options. Alternatively, external caterers can be hired. A fact sheet of local caterers is available.

Do you have a projector/screen/PA/Sound System?

One of the function rooms is equipped with a state of the art audio visual system to enable a wide range of entertainment opportunities for your event. This system includes up to three large flat screen televisions with HDMI, AV and USB input, surround sound PA integration and wireless microphones. Instructions are located next to the control panels and a copy is available from the office if you require one. You will be required to set up and operate this equipment or hire a technician to do this on your behalf.

Can I use a smoke machine?

No, as the functions rooms are fitted with smoke alarms.

Can I hang decorations in the function rooms?

Yes. Please refrain from using any sticky tape or permanent fixtures. Blu-tac is permitted. If you are planning on hanging decorations using a ladder, you must identify this in your risk assessment. Rooms must be left in the same condition as hired or fees will apply.

Is there car parking available at the centre?

Car parking is conveniently located directly opposite the Ballina Surf Club. Additional parking is also available at Lighthouse Beach lookout and along Lighthouse Parade.

Do I have to set the room up myself?

Yes. Each of our venues operates on a self-service model. We supply the tables and chairs and it is the responsibility of the hirer to set up and pack down. It is important to include within your booking adequate time, before and after your event, to allow for set-up and pack down and to leave the venue in a clean and presentable condition. Please ensure that tables are cleaned after use. Weekend function hirers can elect to have Council's contracted cleaners pack up and clean for an additional \$380.00 fee.

Are there any restrictions on alcohol consumption?

Responsible drinking of alcohol is permitted within this facility. If you plan to sell or supply alcohol as part of your event or booking, you will be required to obtain a liquor licence from the licensing authority for the duration of your event.

Are we allowed to have our wedding ceremony downstairs?

For approval you will need to contact Ballina Shire Council Customer Service on 1300 86 4444.

What type of power access is there?

The function rooms have a number of 240 volt power outlets located around the rooms. Please note 3-phase power outlets are **not** available. The centre provides power boards; and it is the hirer's responsibility to ensure their electrical requirements are both safe and suitable to the power options available.

Will the Community Spaces Team help promote my event?

We will help promote regular bookings open to the public through our "What's On" newsletter, our notice boards and website.

Am I required to have security at my function?

For all private functions that finish after 10 pm, and are larger in number than fifty guests, you are required to have security on site from 10 pm until the conclusion of your event and the departure of your last guest. Note that all events must be concluded by midnight with allowance of cleaning until 1 am.

Do you offer catering for events?

No. There is an onsite Café which is available for catering for your event. There are also numerous local cafes/caterers in the area that would be happy to cater for your event. A list is available from the Community Spaces Team. Whilst this information is provided for convenience, Ballina Shire Council is not supporting these businesses to the exclusion of others.

Can our caterers operate a kitchen van downstairs?

Each event will be assessed on a case by case basis. Please contact the Council's Open Spaces and Reserves staff by telephone on 1300 86 4444 to discuss your requirements.

CHARGE PERIODS

Council determines their annual fees and charges before the new financial year each year. With fees valid until 30 June each year. In addition to the two price categories for Community and Commercial bookings, the Jingi Wahla Rooms are also administered by Off-Peak and Peak periods.

Off-Peak	6am Monday to 5:00pm Friday
Peak	5:00pm Friday to Midnight Sunday

Functions must cease by midnight, with an allowance for cleaning and pack down until 1:00am.

Hirers choosing to carry out their own clean up must ensure the centre is cleaned on the night of their event. Hirers can elect to clean up their event on the following day; however hirers will be required to book the function rooms for the full weekend to do so. Hirers are not permitted to hire additional hourly time on the morning following their booking to clean up or pack down. Alternatively, hirers can elect to have cleaning and pack down of furniture performed immediately after their event, by Council supplied cleaners, at an additional cost of \$380.00. You will have to remove your personal items for this to occur or pay to continue hiring the space.

Hirers who fail to leave the rooms tidy and/or fail to pack away the furniture or equipment will be charged an additional \$380.00 fee retrospectively.

Where available, Saturday hirers can still elect to hire the function rooms to set up on Friday night, incurring the listed charges as per any other booking; however separate Friday night bookings or functions will be given priority.

RECREATIONAL HIRE RATES

A 'Per Person Recreational Hire' rate of \$8.00 per person over 17 years and \$4.00 per person 16 or under (plus the instructor) is available for booking types such as exercise, meditation, yoga, dance and movement classes. All hirers using the recreational hire rate are required to provide Community Spaces staff after each session with the number of participants in the session. Community Spaces staff will subsequently issue the hirer with a Tax Invoice.



JINGI WAHLA ROOMS: BALLINA SURF CLUB TERMS AND CONDITIONS OF USE

These conditions are in addition to the general terms and conditions outlined on pages 6 and 7 of this guide.

Catering

Hirers are free to choose their own caterers for their events. The onsite Café is available for catering but is not the sole caterer for the Jingi Wahla Rooms. There is a kitchenette, consisting of bench space, sink, urn and fridge, accessible via Function Room 1. All other equipment is to be provided by the hirer.

As such, all self-catered events must observe the following strict guidelines:

- The use of any on site bathroom amenities for any catering related cleaning activities is strictly prohibited.
- Caterers must supply all equipment, crockery, cutlery, etc and ensure complete protection of the carpeted floor coverings in any food serving area within the function rooms.
- Any user causing staining or damage to the flooring will be held responsible for the costs of cleaning and/or repair.
- All waste must be bagged and removed from the rooms to the waste bins provided on site.

Cancellations

Any booking cancelled 8 days or more prior to the booking date will not incur a cancellation fee.

Any booking cancelled 24 hours - 7 days prior to the booking date you will incur a cancellation fee equal to 50% of the total booking cost.

If notification *is not* received and the booking is not utilised, or notification is received on the day of the booking, no refund will be given and the full amount is payable.

PLEASE NOTE: Council reserves the right to:

- Change the conditions of hire, or the fees and charges. Please confirm prices and conditions at the time of booking.
- Deny access to any individual or organisation (its members and/ or staff)
- Terminate any agreement, with any individual or organisation, (its members and/or staff) at any time.

In the event of a dispute or a difference arising as to the interpretation of conditions in this agreement, the decision of the General Manager of Ballina Shire Council shall be final.

On the Booking Form you will be asked to indicate that you have read, understood and agree to the Terms and Conditions as outlined on pages 6, 7 and above.





FUNCTION ROOM 1: THE JULLUM ROOM

Dimensions
6m x 8.7m

Capacity and Style

- 60 Theatre
- 30 Banquet
- 24 U Shape
- 20 Classroom

Room Features

- Carpeted Floor
- Natural Light from Scenic Windows
- Multiple Lighting Options
- Audio Visual System
- Balcony & Kitchenette Access
- Air conditioning

Equipment Available

- Up to 4 Rectangular Trestle Tables
- Up to 4 Round Trestle Tables
- 60 Stackable Chairs
- 1 Whiteboard



FUNCTION ROOM 2: THE GAWANDI ROOM

Dimensions
8.7m x 13.9m

Capacity and Style

- 100 Theatre
- 60 Banquet
- 40 U Shape
- 46 Classroom

Room Features

- Carpeted Floor
- Natural Light from Scenic Windows
- Multiple Lighting Options
- Audio Visual System
- Balcony Access
- Air conditioning

Equipment Available

- Up to 8 Rectangular Trestle Tables
- Up to 8 Round Trestle Tables
- 100 Stackable Chairs
- 1 Whiteboard



FUNCTION ROOM 3: THE DIRRAWONG ROOM

Dimensions
7.7m x 11m

Capacity and Style

- 80 Theatre
- 45 Banquet
- 30 U Shape
- 35 Classroom

Room Features

- Carpeted Floor
- Natural Light from Scenic Windows
- Kitchenette Access

Equipment Available

- Up to 8 Rectangular Trestle Tables
- Up to 8 Round Trestle Tables
- 80 Stackable Chairs
- 1 Whiteboard

Community / Not for Profit Groups

	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak
Per hour	\$29	n/a	\$48	n/a	\$32	n/a
Half Day (6 hours)	n/a	\$215	n/a	\$364	n/a	\$288
Full Day	\$132	\$322	\$219	\$483	\$163	\$392

Commercial / Private Functions

	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak
Per hour	\$54	n/a	\$89	n/a	\$68	n/a
Half Day (6 hours)	n/a	n/a	n/a	n/a	n/a	n/a
Full Day	\$266	\$428	\$430	\$804	\$316	\$575

* Minimum 2 hour booking ^^ For an additional \$380.00 Council will provide pack up and clean



IDEAL
WEDDING

COMBINED FUNCTION ROOMS 1 & 2

Dimensions

8.7m x 19.85m

Capacity and Style

- 200 Theatre
- 50 U Shape
- 80 Banquet
- 60 Classroom
- 100 Banquet
- 180 Cocktail

Room Features

- Carpeted Floor
- Natural Light from Scenic Windows
- Multiple Lighting Options
- Audio Visual System
- Balcony & Kitchenette Access
- Air conditioning

Equipment Available

- Up to 20 Rectangular Trestle Tables
- Up to 12 Round Tables
- 200 Stackable Chairs
- 1 Whiteboard



COMBINED FUNCTION ROOMS 1, 2 & 3

Dimensions

Capacity and Style

Room Features

- Carpeted Floor
- Natural Light from Scenic Windows
- Multiple Lighting Options
- Audio Visual System
- Balcony Access

Equipment Available

- Up to 20 Rectangular Trestle Tables
- Up to 12 Round Trestle Tables
- 200 Stackable Chairs
- 1 Whiteboard

Community / Not for Profit Groups

	Off-Peak	Peak	Off-Peak	Peak
Per hour	\$62	n/a	\$71*	n/a
Half Day (6 hours)	n/a	\$481	n/a	n/a
Full Day	\$271	\$716	\$364	\$1,204
Sat & Sun	n/a	\$1,283	n/a	\$1,685
Fri, Sat & Sun	n/a	\$1,728	n/a	\$2,064

Commercial / Private Functions

	Off-Peak	Peak	Off-Peak	Peak
Per hour	\$108*	n/a	\$146*	n/a
Full Day	\$585	\$1,230	\$727	\$1,818
Sat & Sun	n/a	\$1,968	n/a	\$2,544
Fri, Sat & Sun	n/a	\$2,490	n/a	\$3,196

* Minimum 2 hour booking

^^ For an additional \$380.00 Council will provide pack up and clean

Venue Access Information

Each of Ballina Shire Council's venues have different security access procedures. Please take the time to familiarise yourself with these procedures for the Jingi Wahla Rooms: Ballina Surf Club, prior to the day of your hire.

The Jingi Wahla Rooms at Ballina Surf Club are unstaffed. Management of the venue is via Ballina Shire Council's Community Spaces team, located at the Lennox Community Centre (LCC). The LCC maintains staffed hours of 8.30 am to 4.30 pm, Monday to Friday. Closed Public Holidays.

Accessible Hours:	6.00 am – 12.00 midnight, Monday to Sunday.
Method of entry:	Electronic Fob
Replacement fee if lost:	\$25.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

1. Prior to your booking collect your electronic fob from the following location:

Ballina Shire Council Customer Service Centre

Cnr Cherry and Tamar Streets, Ballina

8.15 am – 4.30 pm, Monday – Friday

2. Upon arriving at the Surf Club on the day of hire, first swipe your fob past the small black sensor pad, that is located on the right-hand wall outside the upper entry foyer doors (please note it may be open/unlocked during Café hours). This will open the foyer doors and disarm the toilets; foyer and allocated room/s. Lock this main entry door behind you so that people who have not booked the facility are not trespassing.
3. Locate your room/s and unlock it by swiping your fob past the small black sensor pad, that is located on the right-hand wall of the room door.

Do not attempt to enter any room or area of the centre other than those you have hired.

A fee will be charged if the alarm is set-off and security finds it necessary to attend the venue.

4. Outside of the centre's standard opening hours, once you are inside the building you will be required to open the foyer entry for any other users that arrive to attend your event. You can do this by opening the doors of the foyer and your associated function room/s by simply pushing the doors, gently, into the open position. They will hold open until you choose to close them.
5. If you do not secure the doors in the open position, you will require the electronic fob to re-enter the building any time you exit it during your hire. To do this, simply swipe the fob over the small black sensor pad again.
6. Upon leaving: close and lock all windows and or balcony doors; turn off all the lights; lock the door of the hired room by returning it to the closed position; check the toilets and foyer have been vacated; then lock the foyer doors behind you as you leave the building by returning them to the closed position.
7. Ensure the key is returned to Council and a departure checklist completed.

For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954

After hours damage to building report to Built Assets on call: 0428 864 445

After hours electrical breakdowns: 0428 865 029

Alarms – CAV Security: 1300 44 10 44

KENTWELL COMMUNITY CENTRE

20 Bangalow Road, Ballina NSW 2478

The Kentwell Community Centre is a modern complex located centrally on the corner of Moon Street and Bangalow Road in Ballina. The centre is home to three important community service organizations: FSG Australia, Tweed Byron Ballina Community Transport and St Andrews Aboriginal Respite. There are also four different rooms available within the centre for hire by the general public, businesses and community groups.

INTERVIEW ROOMS AND FOYER



THE FOYER

Room Dimensions
15m x 5m

Capacity and Style

- 50 Cocktail

Room Features

- Large Open Carpeted area
- High ceiling
- Natural Light
- Kitchen

Equipment Available

- 3 Sofas
- Access to up to 6 Trestle Tables
- Access to up to 60 Stackable Chairs



INTERVIEW ROOM 1

Room Dimensions
4.7m x 2.3m

Capacity and Style

- Round table with 4 chairs

Room Features

- Intimate Space
- Air conditioning

Equipment Available

- Round Table
- 4 Soft Chairs
- 1 Whiteboard



INTERVIEW ROOM 2

Room Dimensions
3m x 3m

Capacity and Style

- Small round table with 3 chairs

Room Features

- Intimate Space
- Small Kitchenette (no fridge)
- Air conditioning

Equipment Available

- 1 Coffee Table
- 1 Trestle Table
- 3 Soft Tub Chairs
- 1 Whiteboard

Community / Not for Profit Groups

Per hour	\$22	\$14	\$14
Full Day	\$59	\$80	\$80
Commercial / Private Functions			
Per hour	\$34	\$31	\$31
Full Day	\$157	\$132	\$132

MEETING ROOMS



MEETING ROOM 1

Room Dimensions
6m x 3.5m

Capacity and Style

- 20 Theatre
- 16 Banquet
- 12 Classroom
- 8 Boardroom

Room Features

- Carpeted
- View to courtyard with natural light
- Air conditioning
- Combine with Room 2

Equipment Available

- 4 Trestle Tables
- 20 Stackable Chairs
- 1 Whiteboard



MEETING ROOM 2

Room Dimensions
7m x 6m

Capacity and Style

- 35 Theatre
- 22 Banquet
- 18 Classroom
- 22 Boardroom

Room Features

- Carpeted
- View to courtyard with natural light
- Air conditioning
- Combine with Room 1

Equipment Available

- 4 Trestle Tables
- 20 Stackable Chairs
- 1 Whiteboard



COMBINED MEETING ROOMS

Room Dimensions
7.8m x 8m

Capacity and Style

- 40 Theatre
- 28 Banquet
- 26 U Shape

Room Features

- Combine two rooms and receive a 15% discount.

Equipment Available

- 8 Trestle Tables
- 40 Stackable Chairs
- 2 Whiteboards

Community / Not-for-Profit Events

Per hour	\$16	\$21	\$31
Full Day	\$80	\$100	\$153
Commercial / Private Functions			
Per hour	\$33	\$38	\$60
Full Day	\$137	\$193	\$280

EQUIPMENT FOR HIRE

Data Projector

\$30 per day

VENUE ACCESS INFORMATION

This is an unstaffed Centre

Accessible Hours:	6 am to 10 pm daily.
Method of Entry:	Electronic Fob and BSC Security Key
Replacement Fee (if lost):	\$50.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

1. Collect your electronic fob and security key from:
Ballina Shire Council Customer Service Centre
Cnr Cherry and Tamar Streets, Ballina
8.15 am – 4.30 pm, Monday – Friday
Please note you may have to collect your key the day before your booking
2. Upon arriving at the centre on the day of hire, first swipe your fob past the small black sensor pad, located on the left hand wall outside the foyer, which will open the building and disarm the toilets, foyer and allocated room/s. Locate your room/s and access it using the security key provided with the electronic fob.
Do not attempt to enter any room or area of the centre other than those you have hired.
A fee will be charged if the alarm is set-off and security finds it necessary to attend the venue.
3. Once inside the building you will be required to open the foyer entry for any other users that arrive to attend your event outside of the centre's standard opening hours. To do this you must press the large **green** button located to the left of the automatic doors, on the inside of the foyer.
You will require the electronic fob to re-enter the building any time you exit it during your hire.
To do this, simply swipe the fob over the small black sensor pad again.
4. Upon leaving, lock the door of the hired room then, if after hours, check the building is vacated, closing and locking all windows and turning off the lights before leaving the building. Please ensure that you complete a departure checklist.
5. **IMPORTANT:** Once outside the building you must then swipe your electronic fob over the sensor pad again, whilst holding down the white switch button located directly beside the sensor pad. This will re-arm the alarm to the centre and the rooms you have used. **Please do not re-arm if other bookings are still using the facility.**
6. Fobs and departure checklists should then be returned to Council no later than the next business day.
7. Any fobs lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
8. Report any lost fobs **immediately** to Council or the Community Spaces team.
9. For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954
After hours damage to building report to Built Assets on call: 0428 864 445
After hours electrical breakdowns: 0428 865 029
Alarms – CAV Security: 1300 44 10 44

LENNOX COMMUNITY CENTRE & PARK LANE THEATRE

1 Mackney Lane, Lennox Head, NSW 2478

The Lennox Community Centre is located conveniently in the Lennox Head Village Centre. The Centre is home to the Lennox Head Library and has five meeting spaces, a dedicated children's area and the newly launched Park Lane Theatre, suitable for large scale community events. *Discounts apply when booking combined meeting rooms.*

MEETING ROOMS



1 x MEETING ROOM

Room Dimensions

7.8m x 4m

Capacity and Style

- 35 Theatre
- 22 Banquet
- 16 U Shape / Boardroom
- 12 Classroom

Room Features

- Wood-like Floor
- Private Space
- Kitchenette
- Air conditioning
- Floor to Ceiling Mirrored Wall (Meeting Room 1)
- Accessible Toilet (Meeting Room 3)

Equipment Available

- 6 Trestle Tables
- 35 Stackable Chairs
- 1 Whiteboard



2 x MEETING ROOMS

Room Dimensions

7.8m x 8m

Capacity and Style

- 70 Theatre
- 30 Banquet
- 22 U Shape / Classroom
- 28 Boardroom

Room Features

- Wood-like Floor
- Private Space
- Kitchenette
- Air conditioning
- Floor to Ceiling Mirrored Wall (Meeting Room 1)
- Accessible Toilet (Meeting Room 3)

Equipment Available

- 12 Trestle Tables
- 70 Stackable Chairs
- 1 Whiteboard



3 x MEETING ROOMS

Room Dimensions

7.8m x 12m

Capacity and Style

- 90 Theatre
- 40 Banquet / Boardroom
- 30 Classroom
- 38 U Shape

Room Features

- Wood-like Floor
- Private Space
- Kitchenette
- Air conditioning
- Floor to Ceiling Mirrored Wall (Meeting Room 1)
- Accessible Toilet (Meeting Room 3)

Equipment Available

- 18 Trestle Tables
- 100 Stackable Chairs
- 2 Whiteboards

Community / Not-for-Profit Events

Per hour	\$20	\$25	\$30
Full Day	\$84	\$143	\$197
Commercial / Private Functions			
Per hour	\$30	\$35	\$40
Full Day	\$157	\$266	\$377



ACTIVITY ROOM

Room Dimensions
8m x 8m (irregular shape)

Capacity and Style

- 60 Theatre
- 24 Banquet
- 16 U Shape
- 18 Classroom

Room Features

- Vinyl Floor
- Natural Light
- Kitchenette
- Air conditioning
- Accessible Toilet

Equipment Available

- 8 Trestle Tables
- 60 Stackable Chairs
- 1 Whiteboard



CWA HALL

Room Dimensions
10m x 7m

Capacity and Style

- 60 Theatre
- 30 Banquet
- 22 U Shape

Room Features

- Timber Floor
- Large Kitchen
- Accessible Toilet

Equipment Available

- 10 Trestle Tables
- 60 Chairs
- 1 Whiteboard



CHILDREN'S AREA

Room Dimensions
9.5m x 11m including internal and external areas

Capacity and Style

20 - 30 Combined Children and Parents

Room Features

- Soft Activity Flooring on Internal Play Area
- Soft-fall Surface on External Play Area
- Contained Kitchenette
- Contained Children's Toilets with Baby Change Bench
- Separate Accessible Toilet and Shower with Baby Change Facilities
- Storage Area for Playgroups

Equipment Available

- Stackable Chairs and Trestle Tables available on request
- 1 Sofa



HEALTH CARE OFFICE

Room Dimensions
3m x 3m

Capacity and Style

3 Interview style

Room Features

- Office style space
 - Natural light, with sun blinds
 - Air conditioning
- Access to Children's Area facilities

Equipment Available

- 1 Office Chair
- 1 Soft Tub Chair

Community / Not-for-Profit Events

Per hour	\$20	\$16	\$15	\$13
Full Day	\$123	\$79	\$79	\$57

Commercial / Private Functions

Per hour	\$35	\$34	\$34	\$30
Full Day	\$225	\$173	\$173	\$113

PARK LANE THEATRE

The auditorium / sports hall was repurposed in 2015 to become a venue of choice for live performances, theatre, bands and large scale community events. Rebranded as the Park Lane Theatre, the space features a range of audio visual, lighting, flooring and seating to suit a wide range of events



THEATRE HIRE

	Community	Commercial
Off Peak Hourly (Monday - Thursday)	\$75	\$150
Off Peak Full Day (Monday - Thursday)	\$350	\$700
Peak Hourly (Friday – Sunday)	N/A	N/A
Peak Full Day (Friday – Sunday)	\$500	\$1000

Multi-day and weekly rates also available. Contact staff for more details.

TECHNICAL EQUIPMENT HIRE

	Per	Cost	Notes
Wireless Microphones x2	Calendar day or part there of	\$50	Not including sound desk or technician
Set lighting and desk	Calendar day or part there of	\$50	Not including set up or technician
Sound desk	Calendar day or part there of	\$50	Not including set up or technician
Data Projector and Laptop	Calendar day or part there of	\$50	No including set up or technician
In-fill subs x 2 and foldback x 4	Calendar day or part there of	\$50	Not including sound desk or technician
Technician	4 hour block	\$600	For sound and lighting. Must be booked for any event, unless client provides a qualified stage manager.

BOND

	Community	Commercial
Refundable Security Deposit	\$500	\$1,000

VENUE EQUIPMENT HIRE

	Per	Cost
Data Projector	Only 1	\$30
Crockery & Cutlery	100 settings	\$100
Crockery & Cutlery	200 settings	\$200
Tiered Seating (set up and pack down only available between Mon-Fri 9-3)	Booking	\$200
Reconfiguration of Theatre (set up and pack down only available between Mon-Fri 9-3)	Per person per hour	\$100

STAFFING

	Per	Cost	Notes
Administration Assistance Monday – Friday only	Per hour per staff member. Minimum four hour block at a time	\$50 per hour	Must be booked, subject to availability
Box Office and Merchandise Staff Monday – Friday only	Per event per staff member. Minimum four hour block at a time	\$50 per hour	Must be booked, subject to availability
Floor Manager Monday – Friday only	Minimum four hour block at a time.	\$60 per hour	Must be booked for any complex event, unless client provides a qualified stage manager. Subject to availability.

SECURITY (NOTE: SECURITY MUST BE BOOKED THROUGH APPROVED SECURITY SUPPLIERS)

	Off Peak (Mon-Fri)	Peak (Sat-Sun)
Per hour (minimum 4 block per 100 patrons One security officer is required per 100 patrons.	\$50 per guard per hour	\$65 per guard per hour

Venue Access Information for park lane theatre, Activity and Meeting Rooms

Administration Hours:	8.30 am to 4.30 pm, Monday to Friday
Accessible Hours:	6 am to 11 pm, Sunday to Thursday 6 am to 12 midnight, Friday and Saturday
Method of Entry:	Electronic Fob
Replacement Fee (if lost):	\$25.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

1. Collect your electronic fob from the Lennox Community Centre (LCC) administration office, located in the foyer of the LCC complex, at least one day prior to the day of your booking. The office is attended between the hours of 8.30 am and 4.30 pm, Monday to Friday. Closed Public Holidays.
2. Upon arriving at the centre on the day of hire, first swipe your fob past the small black sensor pad (located on the right-hand side of the Mackney Lane and rear foyer doors), which will open the building and disarm the toilets and foyer.
3. If hiring a meeting room, black sensor pad/s are located externally in the courtyard and should be disarmed after the foyer.
Do not attempt to enter any room or area of the centre other than those you have hired.
A fee will be charged if the alarm is set-off and security finds it necessary to attend the venue.
4. Once inside the building you will be required to manually open the foyer entry, or meeting room door, for any other users that arrive to attend your event outside of the centre's standard opening hours. To do this you must press the large **green** button located to the right of the automatic doors, on the inside of the foyer, or by manually opening the meeting room door from the inside.
5. If so desired the Meeting Room doors can be fixed in the open position by adjusting the door closer at the top of each door.
You will require the electronic fob to re-enter the building any time you exit the foyer or room/s.
To do this, simply swipe the fob over the small black sensor pad again.
6. Upon leaving, lock the door of the hired room then, if after hours, check the building is vacated, closing and locking all windows and turning off the lights before leaving the building.
7. Fobs should then be deposited in the Lennox Head Library after hours Book Return Shute or be returned to the centre on the next working day.
8. Any fobs lost, damaged or not promptly returned will be charged an additional \$25.00 fee.
9. Report any lost fobs **immediately** to Council or the centre staff.
10. For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954
After hours damage to building report to Built Assets on call: 0428 864 445
After hours electrical breakdowns: 0428 865 029
Alarms – CAV Security: 1300 44 10 44

Find Venue Access Information for Children's Area and Health Care Office over the page.

VENUE ACCESS INFORMATION FOR CHILDREN'S AREA AND HEALTH CARE OFFICE

Administration Hours:	8.30 am to 4.30 pm, Monday to Friday
Accessible Hours:	6 am to 11 pm, Sunday to Thursday 6 am to 12 midnight, Friday to Saturday
Method of Entry:	Electronic Fob and BSC Security Key
Replacement Fee (if lost):	\$50.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

1. Please note the procedure listed on the previous page under '*Lennox Community Centre – Park Lane Theatre, Activity and Meeting Rooms*'. Those procedures apply should you need to access the centre's foyer and foyer toilets, or if your booking incorporates a combination of both meeting rooms/Park Lane Theatre and the Children's Area/Health Care Office.
2. Users of the Children's Area will also be issued with a BSC Security Key. This key is required to gain entry to the Children's Area building within the larger LCC complex.
3. Entry to the building is via the Children's Area foyer door, located on the western side of the building (**not** the sliding door).
4. Unlock the foyer door and enter the foyer. On your immediate left is a small alarm panel. Insert your security key into the alarm panel and turn the key to the 'OFF' position. Remove the key so you can use it to access the other areas of the building you require.

Note: If the key panel is already in the 'OFF' position, insert your key and turn it 'ON' and 'OFF' again quickly. This will ensure any auto-alarms have been disabled, even if a prior user has not alarmed it manually.

5. Upon leaving, lock the internal doors within the Children's Area, close and lock all windows and turn off the lights before preparing to leave.
6. When ready to leave the building, place the security key into the alarm panel again and turn the key to the 'ON' position. Remove the key from the alarm panel, exit the door and lock it immediately.
7. Your electronic fobs and security key should then be deposited in the Lennox Head Library after hours Book Return Shute, located on the blue wall to the right of the Mackney Lane foyer doors (when standing outside) or be returned to the centre on the next working day.
8. Any fobs lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
9. Report any lost fobs **immediately** to Council or the centre staff.
10. For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954
After hours damage to building report to Built Assets on call: 0428 864 445
After hours electrical breakdowns: 0428 865 029
Alarms – CAV Security: 1300 44 10 44

FREQUENTLY ASKED QUESTIONS

To assist in your booking we have compiled a list of frequently asked questions.

Do you have a PA or sound system at LCC?

The LCC has a portable PA System available for hire. Alternatively you are welcome to bring your own sound equipment for your event/function. Large events or private functions planning to use loud music shall meet strict guidelines due to the proximity of the Community Centre to some dwellings. For further information please refer to "LCC Factsheet 5: Noise Provisions", available from Centre Management.

What type of power access is there in the Park Lane Theatre?

The Park Lane Theatre has a number of 240 volt power outlets located around the perimeter of the space and located in each of the four storage rooms. Two 3-phase power outlets are also available for large events; one located centrally on the western wall of the hall, the other in the south-east corner storage room.

The centre provides power boards to the public; and it is the hirer's responsibility to ensure their electrical requirements are both safe and suitable to the power options available.

Any event using amplified live music is encouraged to use the 3-phase power to avoid tripping the 240 volt circuits. If your equipment is not fitted with a 3-phase power plug, then you should hire a 3-phase power distribution board and run your 240 volt equipment through it to localise any potential tripping hazards.

Can I use a smoke machine in the LCC Park Lane Theatre?

No. As our facility is fitted with smoke detectors, we are unable to allow a smoke machine, smoke or fire.

Do you have black out curtains for the LCC Park Lane Theatre?

Yes. Black out curtains are provided for use within the Park Lane Theatre.

What facilities does the kiosk have at the LCC?

The kiosk at the LCC is fitted out with a two door commercial fridge, microwave, oven, bain marie, 4 induction hobs, crockery and cutlery for 200 people, commercial dishwasher and ample stainless steel preparation area including double sink.

What car parking facilities do you have at LCC?

The Centre has a public car park with space for 48 cars. Additional parking is available in the surrounding streets (please keep in mind the timed parking).

How many tables and chairs do you have at each of your spaces?

The LCC has 40 trestle tables (6ft/1.83m and 8ft/2.44m) and 500 chairs available for use within the facility.

How do I know if there will be a simultaneous sporting event on at the adjacent sports ground in Williams Reserve, Lennox Head?

You can telephone the Council on 1300 86 4444 and ask if there are any bookings on the day(s) of interest.

Are there any restrictions on alcohol consumption?

Responsible drinking of alcohol is permitted within this facility. If you plan to sell or supply alcohol as part of your event or booking, you will be required to obtain a liquor licence from the licensing authority for the duration of your event.

THE RICHMOND ROOM

Regatta Avenue, Ballina, NSW 2478

The Richmond Room is a modern function facility located adjacent to the tranquil Richmond River within the Ballina Central Business District. Ever popular with locals, the room is regularly used for a range of events such as wedding receptions, birthday parties, trade expos, conferences, wakes and training days. It holds up to 250 people theatre style and 150 people cabaret style and is equipped with a commercial grade kitchen to assist in catering your event. Please note that crockery and cutlery are not supplied.



Room Dimensions

Approximately 20m x 10m

Capacity and Style

250 Theatre

150 Cabaret

Room Features

- Corporate Style Function Room
- Parquetry Wooden Floor
- Air conditioning
- Commercial Grade Kitchen Containing:
 - Fridge/Freezer
 - Stove and Fryer
 - Microwave
 - Bain Marie

Equipment Available

- Up to 25 Trestle Tables
- 200 Chairs
- 1 Portable Stage
- 1 Lectern
- In Built PA System

Community / Not-for-Profit Events	
Per hour	\$53
Half Day (6 hours)	\$170
Full Day	\$200
Commercial / Private Functions	
Per hour	\$95*
Half Day (6 hours)	\$345
Full Day	\$573

* Minimum 2 hour booking

EQUIPMENT FOR HIRE

Data Projector
\$30 per day

VENUE ACCESS INFORMATION

The Richmond Room is an unstaffed function room. Management of the space is via Lennox Community Centre during administration hours.

Accessible Hours:	6 am to 12 midnight, Monday to Sunday
Method of Entry:	BSC Security Key (to be collected from the Ballina Visitor Information Centre next door)
Replacement Fee (if lost):	\$50.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

1. Collect your security key from the Ballina Visitor Information Centre office, located next door to the Richmond Room between the hours of 9 am and 5 pm (Monday – Saturday) and 10am to 2pm on Sunday. If you require access earlier than 10am you will be required to collect your key on the day prior to your booking.
2. Entry to the Richmond Room is via the main foyer doors which front Regatta Avenue. To assist you in locating the venue, please note that the Richmond Room is the southern annexe of the Ballina Library building.
3. Unlock the foyer door and enter the foyer. Face your immediate left. You will see access to toilet facilities, a fire hose cupboard and another tall cupboard located on your, now, right hand side.
4. Unlock and open the tall cupboard and look inside. On the right hand internal wall you will see a small alarm panel. Insert your security key into the alarm panel and turn the key to the 'OFF' position. This will disarm the security alarm.
5. Upon leaving, lock the internal doors within the Richmond Room, close and lock all windows and turn off the lights before preparing to leave.
6. When ready to leave the building, place the security key into the alarm panel again and turn the key to the 'ON' position. Remove the key from the alarm panel and close the cupboard door. Exit the foyer door and lock it immediately.
7. Your security key should then be returned to the Ballina Visitor Information Centre on the next working day, or deposited in the silver mailbox to the right of the entrance to the Visitor Information Centre, after hours.
8. Any keys lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
9. For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954
After hours damage to building report to Built Assets on call: 0428 864 445
After hours electrical breakdowns: 0428 865 029
Alarms – CAV Security: 1300 44 10 44

FREQUENTLY ASKED QUESTIONS

What facilities are in the kitchen in the Richmond Room?

The kitchen in the Richmond Room is a commercial kitchen with fridge, freezer, stove, fryer, microwave and a bain marie, however glassware, crockery and cutlery must be supplied by the hirer.

ALSTONVILLE COMMUNITY CENTRE

42-46 Commercial Road, Alstonville, NSW 2477

The Alstonville Community Centre is located in the heart of Alstonville. The centre is home to the Alstonville Public Library as well as many local organisations. The centre comprises a multi-function hall, sports hall/auditorium and meeting room. All facilities at the Alstonville Community Centre are available to the public for hire.



MEETING ROOM



MULTI-FUNCTION HALL

Room Size
325m²



SPORTS HALL

Room Size
685m²

Community / Not-for-Profit Events

Per hour	\$13	\$31	\$57
Half Day (6 hours)	n/a	\$133	\$261
Full Day	n/a	\$266	\$471
Commercial / Private Functions			
Per hour	\$26	\$57	\$87
Half Day (6 hours)	n/a	\$261	\$420
Full Day	n/a	\$522	\$736

Data Projector and screen

\$30 per day

NORTH LAKES PUBLIC HALL VENUE ACCESS INFORMATION

North Lakes Public Hall is an unstaffed hall. Management of the space is via Lennox Community Centre during administration hours.

Accessible Hours:	6 am to 12 midnight, Monday to Sunday
Method of Entry:	BSC Security Key (to be collected from the Alstonville Leisure and Entertainment Centre during the hours of 10am-12noon & 2pm-4pm Monday -Friday)
Replacement Fee (if lost):	\$50.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

1. Collect your security key from the Alstonville Leisure and Entertainment Centre.
2. Entry to the Hall is via the door on the ... side of the building. Unlock the door and enter the hall.
3. Upon leaving: close and lock all windows and or balcony doors; turn off all the lights; lock the door of the hired room by returning it to the closed position; check the toilets and foyer have been vacated; then lock the foyer doors behind you as you leave the building by returning them to the closed position.
4. Your security key should then be returned to the drop box immediately after finishing.
5. Any keys lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
6. For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954
After hours damage to building report to Built Assets on call: 0428 864 445
After hours electrical breakdowns: 0428 865 029
Alarms – CAV Security: 1300 44 10 44.

NORTH LAKES PUBLIC HALL

1 Mulloy Place, North Ballina, NSW 2478

The North Lakes Public Hall is located within the North Ballina residential area. Popular with locals, the room is regularly used for a range of crafts and hobbies such as sewing groups, writing groups, wakes and training days. It holds up to 90 people cocktail style (standing) and is equipped with a kitchen to assist for preparing tea and coffee. Please note that crockery and cutlery are not supplied.



Capacity and Style

- 90 Cocktail style
- 50 Theatre style

Equipment Available

- Up to 14 Trestle Tables
- 50 Chairs

Room Features

- Public Hall
- Carpeted Floor
- Air conditioning
- Kitchen Containing:
 - Fridge/Freezer
 - Microwave, stove
 - Urn and kettle

FREQUENTLY ASKED QUESTIONS

Do you have a equipment at North Lakes Hall?

The Hall has a whiteboard available for use.

What facilities are in the kitchen at North Lakes Hall?

The kitchen is fitted out with a fridge, stove, microwave and urn, however all glassware, crockery and cutlery must be supplied by the hirer. Please note cleaning fees apply if not left clean.

	Community
Per hour	\$20
Full Day	\$100
	Commercial / Private Functions
Per hour	\$40
Full Day	\$200

* Minimum 2 hour booking

EQUIPMENT FOR HIRE

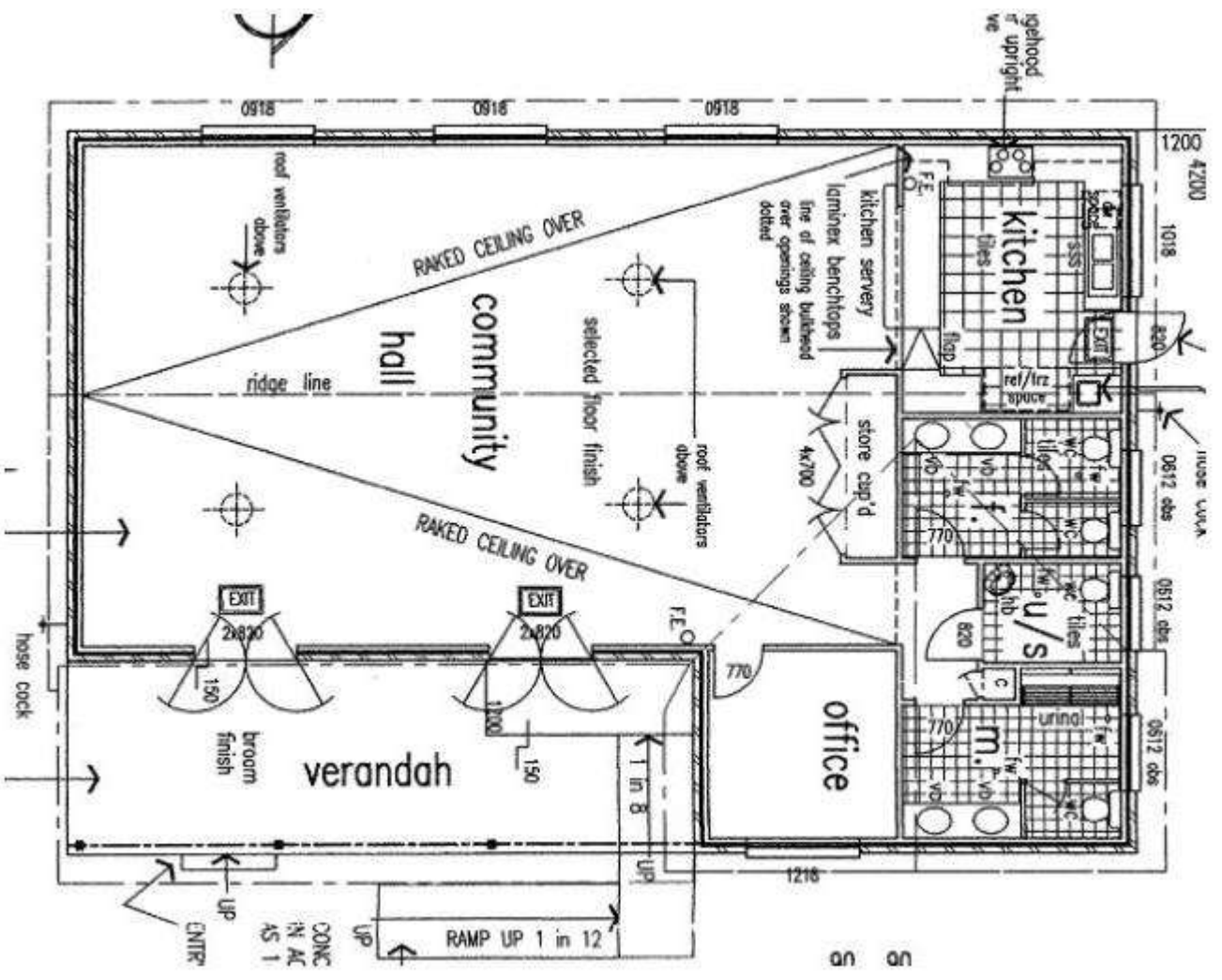
Data Projector and screen
\$30 per day

NORTH LAKES PUBLIC HALL VENUE ACCESS INFORMATION

North Lakes Public Hall is an unstaffed hall. Management of the space is via Lennox Community Centre during administration hours.

Accessible Hours:	6 am to 12 midnight, Monday to Sunday
Method of Entry:	BSC Security Key (to be collected from the Lennox Head community Centre)
Replacement Fee (if lost):	\$50.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

7. Collect your security key from the Lennox Head Community Centre.
8. Entry to the Hall is via the door on the western side of the building. Unlock the door and enter the hall.
9. Upon leaving: close and lock all windows and or balcony doors; turn off all the lights; lock the door of the hired room by returning it to the closed position; check the toilets and foyer have been vacated; then lock the foyer doors behind you as you leave the building by returning them to the closed position.
10. Your security key should then be returned to the Lennox Head Community Centre immediately.
11. Any keys lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
12. For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954
After hours damage to building report to Built Assets on call: 0428 864 445
After hours electrical breakdowns: 0428 865 029
Alarms – CAV Security: 1300 44 10 44.



FLOOR PLAN OF NORTH LAKES PUBLIC HALL

PUBLIC HALLS

Ballina Shire Council owns or manages a number of public halls. These halls are run by local committees who promote the halls for community use and work to maintain the important heritage value of these great community assets. These halls continue to provide a perfect place for local community events and private functions. Potential customers interested in booking one of these halls should contact the hall committee representatives directly.

Public Hall	Hall Location	Contact	Contact
Meerschaum Vale Hall	1 Marom Creek Rd, Meerschaum Vale	Helen Moore	02 6687 9640
McLeans Ridges Hall	Cnr Cowlong and McLeans Ridges Road, McLeans Ridges	Narelle	02 6628 1207
Newrybar Hall	13-15 Old Pacific Highway, Newrybar	Ian Duncan	0407 189308 newrybarhall.org.au
Northlakes Community Centre	Crn of Mulloway Place and Whiting Way, Ballina	Community Spaces	02 6687 6291
Pearces Creek Hall	40 Pearces Creek Hall Road, Pearces Creek	Justine & Daniel Lucas	0417 688 816 / 02 6628 7418 pearcescreekhall@gmail.com
Pimlico Hall	580 Pimlico Rd, Pimlico	Jill Lock	02 6683 4243
Rous Mill Hall	Rous Mill Road, Rous Mill	Suzie Curnow	02 6629 5439
Tintenbar Hall	Cnr George Street and Tintenbar Road, Tintenbar	Sheila Aveling	0432 588 375 tintenbarhall.org
Wardell District War Memorial Hall	49 Richmond Street, Wardell	Michael Bardell	0404 879 577 wardellhall.org
Wigmore Hall	Swift Street, Ballina	Bonnie Bennett	02 6681 5242
Wollongbar Hall	Hall Court, Wollongbar	Esme Daley	02 6628 0455

MISSINGHAM PARK AMPHITHEATRE

The architecturally designed amphitheatre is a great venue for community concerts and events. The amphitheatre includes a large outdoor covered stage, stage lighting, three phase power, toilets and an access ramp. The area surrounding the amphitheatre is generous in size and can accommodate large numbers of people with parking available on site and in nearby locations. The area is also an idyllic spot for a family picnic with playground equipment, seating, views to the mouth of the Richmond River and electric BBQ facilities. The Ballina Skate Park is also located adjacent to the amphitheatre.

OPEN SPACES AND RESERVES

Council has a number of open spaces and reserves suitable for community events.

Key venues and locations include:

- Commemoration Park, Ballina
- Kingsford Smith enclosed area, Ballina
- Williams Reserve, Lennox Head
- Elizabeth Ann Brown Park, Alstonville
- Lennox Park, Lennox Head
- Fawcett Park, Ballina
- Pop Dennison Park, Ballina



For further enquiries, or to make an application for hire of the Amphitheatre, a park or a reserve please telephone Council's Events Officer on 1300 86 4444.

Public notice:

Council's Community Spaces are available for hire by various individuals, community groups and businesses for a wide range of events. Council's position is to provide fair and equitable access to all. Council shall hire space to all clients who meet the terms and conditions of hire contained within our guidebook as long the hirer is not conducting illegal activities.

The content and programming of these events is neither endorsed nor criticised by Council. We provide promotion of public events through our website, Facebook page, What's On Newsletter and e-news for all public events using our spaces that wish to utilise this service.

The content of the marketing is supplied by the organisers and is their responsibility to ensure that it is a true and accurate reflect of the content and programming.



Phone 02 6687 6291

Email communityspaces@ballina.nsw.gov.au

Web www.communityspaces.com.au