



INNER WEST COUNCIL

ANNANDALE TOWN HALL (BACK HALL) VENUE INFORMATION

USE OF VENUE

The Annandale Town Hall (Back Hall) may be inspected by appointment. The hirer must cease playing or broadcasting music by 12.00 midnight and comply with the Noise Control Act and Regulations.

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

The hire of Council's Town Halls on full part day Saturdays or Sundays is restricted to no more than three consecutive weeks.

PARKING / TRANSPORT

There is no on-site parking. There is on-street parking only (metered and/or restricted time).

MAXIMUM ROOM CAPACITIES

100 persons - theatre style seating
66 persons - Standing

INCLUSIONS

Furniture included as part of hire:

15 tables

130 Chairs

Furniture is located in the store room next to the kitchen. Push the double doors together to open.

Other inclusions:

Large commercial kitchen with stove (4 hot plates), fridge, instant hot water (urn), 3 sinks, serving bench and serving trolley. Cutlery, plates and glassware are not provided.

Projection screen and projector (note that you need to provide your own laptop computer and VGA cord). The Outlet for connections and relevant instructions for use are located on the wall to the right hand side of the screen.

ACCESS

The Town Hall is fully accessible.

HEATING AND COOLING

Ceiling fans only. No air conditioning available.
No heating available

LOCK UP PROCEDURE / CHECKLIST

- Ensure all doors and windows are securely locked.
- Leave the facility as quietly as possible to minimise noise in a residential area.
- Rubbish bins are located under the fire stairs outside at the front of the building. Please ensure that all waste is placed in the appropriate bins.

AFTER HOURS CONTACT

Inner West Council - Leichhardt After Hours Service can be contacted on 02 9367 9222