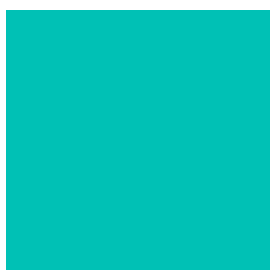


ballina surf club
kentwell community centre
lennox head cultural and community centre
the richmond room
alstonville leisure and entertainment centre



ballina shire council
community facilities



WELCOME TO BALLINA SHIRE COUNCIL'S COMMUNITY FACILITIES

Our Facilities

Ballina Shire Council operates five community facilities across the shire to provide meeting and activity spaces for community groups, organisations and individuals to hire. Together, these facilities provide a range of spaces that can accommodate activities of varying sizes from intimate one-on-one interviews to large-scale community events. The information provided on the following pages provides the characteristics and pricing for each of these spaces.



Ballina Surf Club

Lighthouse Parade, East Ballina, NSW 2478

The Ballina Surf Club is located on Lighthouse Parade at the northern end of Lighthouse Beach in East Ballina. The centre is home to the Ballina Lighthouse and Lismore Surf Life Saving Club, the Lighthouse Beach Café located on the top floor with superb beachfront views, and two high quality function rooms operated by Ballina Shire Council.



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 organisations: Ballina District Community Services Association, Tweed Byron Ballina Community Transport and St Andrews Aboriginal Respite. There are also interview and meeting rooms available within the centre for hire by general public, businesses and community groups.



Lennox Head Cultural and Community Centre

1 Mackney Lane, Lennox Head, NSW 2478

The Lennox Head Cultural and Community Centre is located conveniently in the Lennox Head Village Centre. The centre is home to the Lennox Head Library and is comprised of five meeting spaces, a dedicated children's area and a multi-use auditorium, suitable for both large scale community events and sports use. There is also a commercial kitchen, fully equipped for 200 guests.



The Richmond Room

Regatta Avenue, Ballina, NSW 2478

The Richmond Room is a 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 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.



Alstonville Leisure and Entertainment Centre

42-46 Commercial Road, Alstonville, NSW 2477

The Alstonville Leisure and Entertainment 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 Leisure and Entertainment Centre are available to the public for hire.

All enquiries can be directed to Council's Community Facilities Team, based at Lennox Head Cultural and Community Centre.

Phone: 02 6687 6291

Email: communityfacilities@ballina.nsw.gov.au

Web: www.ballina.nsw.gov.au

This Guide

This guide is designed to assist you in preparing for and undertaking your event or activity to be held at one of our community facilities. It can be kept and used as a resource concerning these facilities and contains the following sections that must be read before your booking can be secured:

- Venue Information
- Venue Access
- General Terms and Conditions of Use – Single and Multiple Use
- Large Events
- Public Liability Insurance Requirements
- Risk Assessment Tools

You will be asked to declare on your Booking Form that you have read and understand each of these sections.

Pricing Categories

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

Commercial	Community
<ul style="list-style-type: none"> • Commercial Businesses • Private Functions • Profit Generating Activities or Events 	<ul style="list-style-type: none"> • Community Services • Community Groups • Not-for-Profit Groups

How to Book

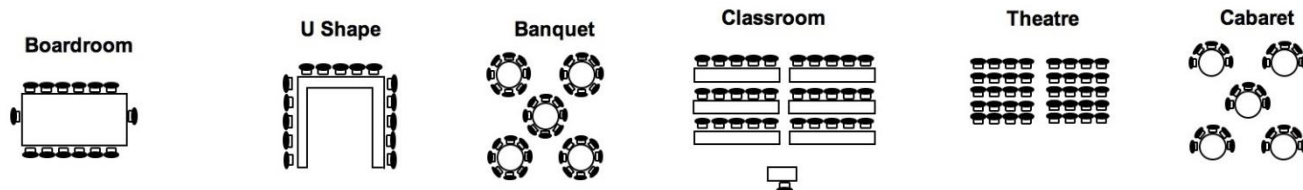
1. Familiarise yourself with the facilities by reviewing the Venue Information contained within this booklet. If you require more specific information, our team members are happy to assist via phone or email. You are also welcome to visit and inspect our centres and discuss your requirements with our team. Appointments are advisable for all venues as only the Lennox Head Cultural and Community Centre is staffed full-time.
2. Read through this booklet and use it to complete the *Community Facilities Booking Form* which you should also have received. 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).

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 Head Cultural and Community Centre or via email to: communityfacilities@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 facilities 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 facilities. Please complete this tool 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 Facilities team member prior to final approval of their booking.

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

Event Risk Assessment Tool

Using the Risk Assessment Key below, please complete all pink, blue and green shaded areas on this form if applicable.

The pink shaded area is to identify if the risk is applicable to your activity. If 'yes' in the pink shaded area, it is required that you complete the blue and green sections of that line.

The blue shaded areas relate to the 'likelihood' and 'consequence' of risks or hazards that may occur during your hire period before any controls are applied. It also identifies who the 'owner' of that risk is; the person or organisation responsible for ensuring that each identified risk is minimised as much as possible.

The green shaded areas relate to the 'likelihood' and 'consequence' of the same risk or hazard 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 facilities staff member on telephone 02 6687 6291.

RISK ASSESSMENT KEY

LIKELIHOOD:	VERY HIGH: Very likely to happen	HIGH: Could happen	MEDIUM: Could happen but is unlikely	LOW: Highly unlikely to happen
CONSEQUENCE:	CATASTROPHIC: Fatality or permanent disability, or property or environmental damage over \$50,000	MAJOR: Long term illness or serious injury, or property or environmental damage between \$5,000 and \$50,000	MODERATE: Medical attention and several days off work, or property or environmental damage between \$500 and \$5,000.	MINOR: First aid required, or property or environmental damage up to \$500

Hazard	Applicable please circle	Risk Description	Likelihood please circle	Consequence please circle	Risk Owner	Treatments/Controls	Likelihood please circle	Consequence please circle	Have you implemented any controls?
Crowd Behaviour	Yes No	<ul style="list-style-type: none"> Poor crowd behaviour could result in injury to participants or public 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> All events exceeding 100 participants and finishing after 10:00 PM require security guards for crowd control Police to be informed of large events 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A
Electrocution	Yes No	<ul style="list-style-type: none"> Electric Shock and burn injuries Electrocution Unsafe equipment could develop electrical shorts, creating fire and/or shock hazards 	Very High High Medium Low	Catastrophic Major Moderate Minor	Hirer BSC	<ul style="list-style-type: none"> All electrical leads and appliances to have current certification and testing tags All electrical leads to be off the ground and not exposed to water 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A
Sexual harassment, workplace bullying	Yes No	<ul style="list-style-type: none"> Stress and embarrassment. Privacy violation. Physical & verbal abuse. 	Very High High Medium Low	Catastrophic Major Moderate Minor	Public Liability	<ul style="list-style-type: none"> Ensure all trip hazards are removed from floor. Where cards are required along the floor, ensure they are taped securely. 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A
Sports Hall Equipment	Yes No	<ul style="list-style-type: none"> Wreck and shoulder strains and sprains, injuries to foot if equipment is dropped. 	Very High High Medium Low	Catastrophic Major Moderate Minor	Public Liability	<ul style="list-style-type: none"> Don't walk near equipment when in use by patrons. Follow correct manual handling procedures when moving equipment. 	Very High High Medium Low	Catastrophic Major Moderate Minor	Yes No N/A

An example of the Risk Assessment matrix provided in the Community Facilities Booking Form.

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
Sports Groups	Casual Sports Groups <ul style="list-style-type: none"> If you are an individual or a group, and you are playing non-professional or non-club sports, on a semi-regular or casual basis You do not charge a fee to participants (other than a contribution to hire fee) 	Booking Form Risk Assessment
	Club Sport <ul style="list-style-type: none"> You are a sporting club that plays professional or club sport on a regular basis, where participants are charged a fee to be a member. 	Booking Form Risk Assessment Public Liability Insurance
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
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

GENERAL TERMS AND CONDITIONS OF USE

Setting Up, Packing Up and Cleaning Requirements

- The setting up and packing away of the hired space is the responsibility of the hirer.
- All of the tables, chairs and equipment hired must be stored by the user, in the allocated storage area in each room, before leaving.
- All of the rooms, kitchenettes and the foyer must 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 \$30.00 per hour for cleaners to attend Monday to Friday, or \$60.00 per hour (minimum 3 hours) between Friday night and Monday morning
- 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.

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 Facilities:

The hirer shall:

1. Be at least 18 years of age.
2. Ensure that a responsible supervising adult is present during any under age 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 each and every person in attendance at their event or activity.
5. Council will not tolerate disorderly or offensive behaviour.
6. Provide evidence of a liquor licence if alcohol is SOLD at the function.
7. Not allow patrons to consume alcohol outside the building.
8. Not serve alcohol to minors; it is an offence to do so.

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

9. Collect the electronic fob and/or security key for the room/s hired as per the *Venue Access* section of this Guidebook.
10. Carefully read the *Venue Access* information prior to your hire and contact Community Facilities if you have any questions or concerns.
11. 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.

12. 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.
13. Fobs and/or security keys should be deposited in the after hours key return box (where applicable), or returned on the next working day.

14. Any fobs and/or security keys lost, damaged or not promptly returned will be charged an additional \$25.00 - \$50.00 fee, depending on the facility. Report any lost fobs **immediately** to Council or a member of the Community Facilities team.
15. Minimise noise of patrons entering and leaving the building, to prevent disturbances to nearby residents.

Inside the building and room hired, the hirer shall:

16. Take note of Fire Evacuation Plan displayed near the door in each room hired. Fire exit doors must be kept clear at all times.
17. 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 a fair distance from doorways and other users, and ensuring use of the bins provided.
18. Not tamper with any device or system designed for use in an emergency, such as fire alarms, fire extinguishers or fire hose reels.
19. The Community Facilities team must be advised if these are used in any way and the hirer will be charged the cost of inspection and repair and/or replenishing of equipment if used unnecessarily.
20. Report any safety issues or identified hazards to the Community Facilities team before, or upon, return of the electronic fob.
21. Not use glitter, confetti or similar inside the rooms or surrounding areas.
22. Not use thumbtacks, staples, sticky tape or similar to fasten display material on walls.
23. Be responsible for all damage caused to the venue by the placement or removal of decorations.
24. 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.
25. Adhere strictly to the hiring hours with all patrons leaving no later than 15 minutes after the booking expiration time.
26. 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.
27. 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:

28. 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.
29. 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 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.
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 Facilities. Recurring/regular bookings are only available Sunday to Thursday, where available, and will only be confirmed on approval of the Community Facilities 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 Facilities 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, understand and agree to the Terms and Conditions as outlined above.

LARGE EVENTS

Hirers who plan to hold a large-scale or special event will be required to liaise with the Community Facilities team 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
- 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

The cost of any and all requirements placed on a large event will be the sole responsibility of the hirer.

Should your hire of a Council facility be assessed as a large event, Community Facilities team members will discuss Council's requirements and liaise with you to ensure the relevant considerations are met prior to the approval of your event.

Further information on the management of noise emissions for large events is available upon request.

When planning events at the Lennox Head Cultural and Community Centre, please ask for a copy of the *LHCCC Factsheet #5: Noise Provisions*.



FREQUENTLY ASKED QUESTIONS

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 Head Cultural and 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.

Ballina Surf Club

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

Do I have to set the room up myself?

Yes. Each of our facilities 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, 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 and this is available for each of the facilities.

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

Responsible drinking of alcohol is permitted within each facility. If you plan to sell alcohol as part of your event or booking then 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 fit one of the following descriptions must provide a copy of public liability insurance to a minimum value of \$20 million – incorporated groups; companies; organisations; and users undertaking physical activities.

Are the facilities air conditioned?

Lennox Head Cultural and Community Centre

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

Kentwell Community Centre and The Richmond Room are both air conditioned.

Ballina Surf Club

The combined function rooms are air-conditioned from a unit located in Function Room 1. Function Room 2 has windows that open up to allow for a great sea breeze for natural air conditioning.

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 Facilities team. Whilst this information is provided for convenience, Ballina Shire Council is not supporting these businesses to the exclusion of others.

Will the Community Facilities Team help promote my event/sporting group etc?

We will help promote regular bookings through our "What's On" newsletter which is distributed every two months via email and via our notice boards in each of our centres.

Am I required to clean up after my booking?

Yes. 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 swept and mopped if necessary.

Lennox Head Cultural and Community Centre

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

Ballina Surf Club

At the 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 \$350.00 fee.

Am I required to have security at my function?

For all private functions, which involve alcohol, or finish after 10pm on Friday, Saturday and Sunday, 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.

BALLINA SURF CLUB

Lighthouse Parade, East Ballina, NSW 2478

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 Ballina Surf Club, the new 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, our stylish rooms look south across beautiful Lighthouse Beach and are 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. We can also provide a professional quality portable stage 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 Facilities team.

Charge Periods

In addition to the two price categories for Community and Commercial bookings, the Ballina Surf Club function rooms are also administered by Off-Peak and Peak periods.

Off-Peak	Midnight Sunday 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 all cleaning and pack down of furniture performed immediately after their event, by Council supplied cleaners, at an additional cost of \$350.00.

Hirers who fail to leave the rooms tidy and/or fail to pack away the furniture or equipment will be charged an additional \$350.00 fee retrospectively.

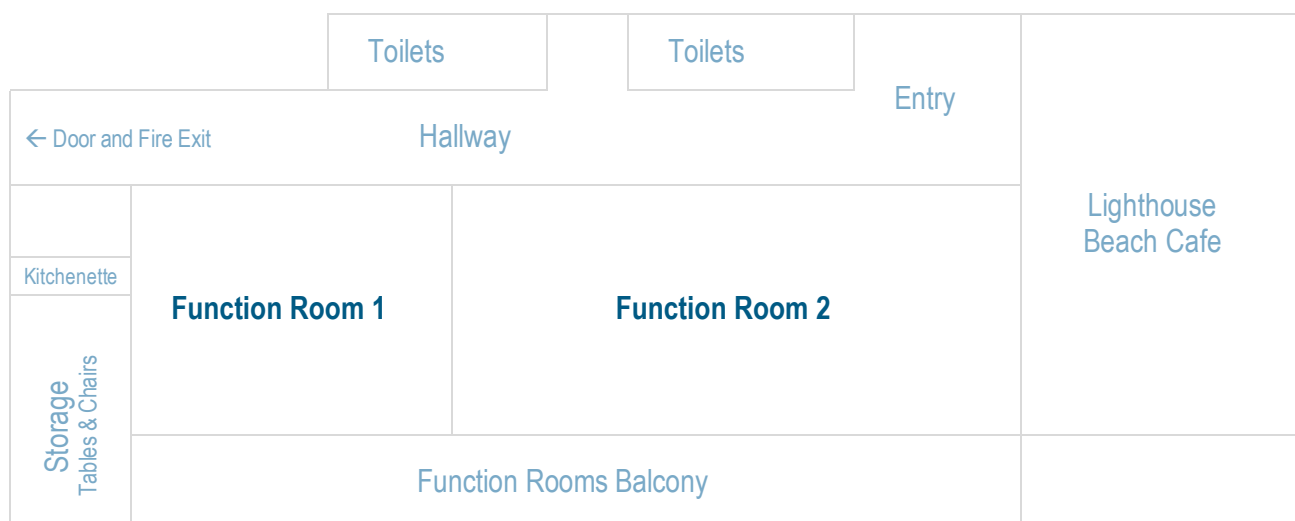
Where available, Saturday hirers can still elect to hire the functions rooms to set up on Friday night, incurring the listed charges as per any other booking; however separate Friday night bookings or functions will be given priority.

Recreational Hire Rates

A 'Per Person Recreational Hire' rate of \$10.00 per adult and \$5.00 per child (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 Facilities staff after each session with the number of participants in the session. Community Facilities staff will subsequently issue the hirer with a Tax Invoice.

The Function Rooms

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 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 Surf Club. 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 7 days or less prior to the booking date will incur a cancellation fee equal to 50% of the total booking cost.

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, understand and agree to the Terms and Conditions as outlined on pages 6, 7 and above.



Function Room 1

Dimensions

5.95m x 8.70m

Capacity and Style

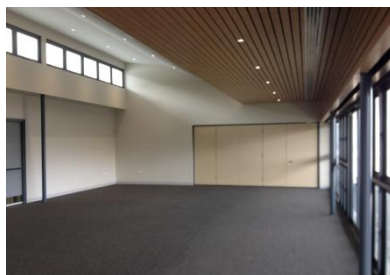
- 60 Theatre
- 30 Circle
- 24 U Shape
- 20 Classroom

Room Features

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

Equipment Available

- Up to 10 Rectangular Trestle Tables
- Up to 4 Round Trestle Tables
- 100 Stackable Chairs
- 1 Whiteboard



Function Room 2

Dimensions

8.70m x 13.90m

Capacity and Style

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

Room Features

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

Equipment Available

- Up to 15 Rectangular Trestle Tables
- Up to 10 Round Trestle Tables
- 100 Stackable Chairs
- 1 Whiteboard



Combined Function Rooms

Dimensions

8.70m x 19.85m

Capacity and Style

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

Room Features

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

Equipment Available

- Up to 25 Rectangular Trestle Tables
- Up to 10 Round Trestle Tables
- 200 Stackable Chairs
- 1 Whiteboard

Community / Not for Profit Groups

	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak
Per hour	\$25	n/a	\$40	n/a	\$45*	n/a
Half Day (6 hours)	n/a	\$150	n/a	\$175	\$150	\$250
Full Day (12 hours)	\$125	\$200	\$200	\$325	\$250	\$450 ^{^^} \$810 ^{^^} Sat & Sun

Commercial / Private Functions

	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak
Per hour	\$50	n/a	\$80	n/a	\$75*	n/a
Half Day (6 hours)	n/a	n/a	n/a	n/a	\$350	n/a
Full Day (12 hours)	\$250	\$400	\$400	\$550	\$550	\$700 ^{^^} \$1260 ^{^^} Sat & Sun

* Minimum 2 hour booking ^^ For an additional \$350.00 Council will provide pack up and clean

Venue Access Information

Each of Ballina Shire Council's community facilities has different security access procedures. Please take the time to familiarise yourself with these procedures for the Ballina Surf Club prior to the day of your hire.

The Ballina Surf Club function rooms are unstaffed. Management of the space is via Ballina Shire Council's Community Facilities team, located at the Lennox Head Cultural and Community Centre. The LHCCC maintains staffed opening hours of 8.30 am to 5.00 pm, Monday to Friday.

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. Collect your electronic fob from the following location at least one day prior to the day of your booking.

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 centre 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. This will open the foyer doors and disarm the toilets, foyer and allocated room/s. 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.

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. 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.
4. 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.
5. 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.
6. Ensure the key is returned and a departure checklist completed.

Frequently Asked Questions for the Ballina Surf Club functions rooms listed over the page.

Ballina Surf Club Frequently Asked Questions

How many tables and chairs do you have available?

The Ballina Surf Club has 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, lectern and portable stage.

Are there tea/coffee facilities?

The 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 also 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?

The function rooms are 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.

Are we allowed to have our wedding ceremony downstairs on the beach or grass area?

For approval you will need to contact Ballina Shire Council Customer Service on 6686 4444.

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 risk in your risk assessment.

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.

Can I use a smoke machine in the Function Rooms?

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

Do I have to set the room up myself?

Yes. Each of our facilities 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 \$350.00 fee.

Are there any restrictions on alcohol consumption?

Responsible drinking of alcohol is permitted within this facility. 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.

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 Facilities Team help promote my event/ sporting group etc?

We will help promote regular bookings through our "What's On" newsletter which is distributed every two months via email and via our notice boards in each of our centres.

Are the function rooms air conditioned?

The combined functions room are air-conditioned from a unit located in Function Room 1. Function Room 2 has windows that open up to allow for a great sea breeze for natural air conditioning.

Are there any noise restrictions for events at the Ballina Surf Club?

All music and loud noise must cease by midnight.

Am I required to clean up after my booking?

Yes. We ask that you leave the room packed away. All rubbish to be bagged and left neatly for collection. Floors should be vacuumed if necessary. For large events special arrangement can be made for waste collection and removal, please talk with staff regarding details.

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 Facilities Team. Whilst this information is provided for convenience, Ballina Shire Council is not supporting these businesses to the exclusion of others.

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.

Can our caterers operate a kitchen van downstairs?

Each event will be assessed on a case by case basis. Please contact centre staff to discuss your requirements.

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: Ballina District Community Services Association, 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

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 Kitchen (no fridge)

Equipment Available

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

Community / Not for Profit Groups

Per hour	\$10	\$10	\$10
Full Day (12 hours)	\$55	\$50	\$50
Commercial / Private Functions			
Per hour	\$30	\$25	\$25
Full Day (12 hours)	\$150	\$100	\$100

Meeting Rooms



Meeting Room 1

Room Dimensions

6m x 3.5m

Capacity and Style

- 20 Theatre
- 16 Circle
- 12 Classroom

Room Features

- Carpeted
- View to courtyard with natural light
- 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 Circle
- 18 Classroom

Room Features

- Carpeted
- View to courtyard with natural light
- 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 Circle
- 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	\$12	\$15	\$22.95
Full Day (12 hours)	\$60	\$75	\$114.75

Commercial / Private Functions

Per hour	\$25	\$30	\$47
Full Day (12 hours)	\$125	\$150	\$235

Equipment for Hire

TV/DVD Combo	Data Projector	Portable PA System
\$10 per day	\$30 per day	\$50 per day

Venue Access Information

Centre Opening Hours:	8.30 am to 4.30 pm, Monday to Friday
Centre Staffed Hours	8.30 am to 12.30 pm, Monday and Thursday only
Accessible Hours:	6 am to 10 pm daily. <i>Access outside of these hours is via special request only.</i>
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 the Kentwell Community Centre administration office, located in the foyer of the Centre, or, Lennox Head Cultural and Community Centre, at least one day prior to the day of your booking. Kentwell Community Centre is staffed between 8.30 am and 12.30 pm, Monday and Thursday only and the Lennox Head Cultural and Community Centre is staffed between 8.30 am and 5 pm, Monday to Friday.
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 should then be deposited in the after hours key return box, located behind the brick wall to the right of the foyer doors (when standing outside) or be returned to the centre on the next working day. A departure checklist must also be completed.
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 Facilities team.

LENNOX HEAD CULTURAL AND COMMUNITY CENTRE

1 Mackney Lane, Lennox Head, NSW 2478

The Lennox Head Cultural and Community Centre is located conveniently in the Lennox Head Village Centre. The centre is home to the Lennox Head Library and is comprised of five meeting spaces, a dedicated children's area and a multi-use auditorium, suitable for both large scale community events and sports use. *Discounts apply when booking two or three combined meeting rooms.*

Meeting Rooms



	Meeting Room 1	Meeting Room 2	Meeting Room 3	Combined Rooms
Room Dimensions	7.8m x 4m	7.8m x 4m	7.8m x 4m	<i>Two Rooms: 7.8m x 8m Three Rooms: 7.8m x 12m</i>
Capacity and Style	<ul style="list-style-type: none"> • 35 Theatre • 22 Circle • 16 U Shape • 12 Classroom 	<ul style="list-style-type: none"> • 35 Theatre • 22 Circle • 16 U Shape • 12 Classroom 	<ul style="list-style-type: none"> • 35 Theatre • 22 Circle • 16 U Shape • 12 Classroom 	Two Rooms <ul style="list-style-type: none"> • 60 Theatre • 30 Circle • 22 U Shape Three Rooms <ul style="list-style-type: none"> • 90 Theatre • 40 Circle • 30 U Shape
Room Features	<ul style="list-style-type: none"> • Wood-like Floor • Private Space • Kitchenette • Floor to Ceiling Mirrored Wall 	<ul style="list-style-type: none"> • Wood-like Floor • Private Space • Kitchenette 	<ul style="list-style-type: none"> • Wood-like Floor • Private Space • Kitchenette (no fridge) • Accessible Toilet 	
Equipment Available	<ul style="list-style-type: none"> • 6 Trestle Tables • 35 Stackable Chairs • 1 Whiteboard 	<ul style="list-style-type: none"> • 6 Trestle Tables • 35 Stackable Chairs • 1 Whiteboard 	<ul style="list-style-type: none"> • 6 Trestle Tables • 35 Stackable Chairs • 1 Whiteboard 	<ul style="list-style-type: none"> • 20 Trestle Tables • 90 Stackable Chairs • 2 Whiteboards
Community / Not-for-Profit Events				
Per hour	\$15	\$15	\$15	<i>Two Rooms: \$25.50 Three Rooms: \$36</i>
Full Day (12 hours)	\$75	\$75	\$75	<i>Two Rooms: \$127.50 Three Rooms: \$180</i>
Commercial / Private Functions				
Per hour	\$30	\$30	\$30	<i>Two Rooms: \$51 Three Rooms: \$72</i>
Full Day (12 hours)	\$150	\$150	\$150	<i>Two Rooms: \$255 Three Rooms: \$360</i>

Sports and Activities Rooms



Sports Hall

The Sports Hall and Auditorium are the same space

Room Dimensions

34m x 18m

Capacity and Style

- 1 basketball court, or
- 1 netball court, or
- 1 futsal court, or
- 1 volleyball, or
- 2 badminton.

Room Features

- Soft, professional sports floor
- Access to Foyer and Kiosk

Equipment Available

- Basketball hoops
- Netball hoops
- Futsal goals
- Volleyball nets
- Badminton nets



Auditorium

Room Dimensions

34m x 18m

Capacity and Style

- 500 Theatre
- 150 – 200 Cabaret

Room Features

- Attractive and modern acoustically treated auditorium for professional musical performances.
- Soft, professional sports floor
- Access to Foyer and Kiosk

Equipment Available

- Up to 40 Trestle Tables
- 500 Chairs
- 1 six-piece portable, dual height stage with risers.
- 1 Lectern



Activity Room

Room Dimensions

8m x 8m (irregular shape)

Capacity and Style

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

Room Features

- Vinyl Floor
- Natural Light
- Kitchenette
- Accessible Toilet

Equipment Available

- 8 Trestle Tables
- 60 Stackable Chairs
- 1 Whiteboard



The Loft

Accessible by stairs only

Room Dimensions

Circular Room with a full diameter of 8m north to south and width of 6.5m west to east.

Capacity and Style

- 10-15 Circle
 - 15 Theatre
- Suitable for small meetings, relaxation groups, mediation or private consultations.

Room Features

- Small circular space *accessible via stairs only*
- Bright Natural Light
- Carpeted Floor

Equipment Available

- Chairs
- Trestle Tables
- 1 Small Circular Coffee Table
- Up to 4 Soft Tub Chairs

	Competition Use		Community / Not-for-Profit Events			
Per hour	\$50	\$35*		\$25	\$15	
Half Day (6 hours)	\$250	\$175		-	-	
Full Day (12 hours)	\$500	\$250		\$125	\$75	
	Casual Use		Commercial / Private Functions			
Adult (per hour)	\$6	Per hour \$75*		\$50	\$30	
Child (per hour)	\$3	Half Day \$400		-	-	
Group (per hour)	\$40	Full Day \$600		\$250	\$150	

* Minimum 2 hour booking



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

Room Features

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

Equipment Available

- 1 Office Chair
- 1 Soft Tub Chair



Kiosk

Room Dimensions

5m x 2.5m

Capacity and Style

Food preparation space with servery opening onto the centre foyer

Room Features

- Stainless steel benches and sinks for food preparation.
- Direct access to serve food into the Foyer
- Rear door opens onto Auditorium for catered events

Equipment Available

Commercial kitchen with:

- Two door fridge
- Microwave
- Crockery and cutlery for 200 people
- Sinks/Wet area for cleaning



Foyer

Room Dimensions

10m x 5m (Abstract shape)

Capacity and Style

Unique entrance space to the centre that can double as an intimate function space

Room Features

- Architecturally unique, open plan, tiled space
- High ceiling
- Natural Light
- Kiosk servery opens onto this space
- Direct access to toilets, Auditorium, Library and Rear Courtyard

Equipment Available

- 4 Soft Tub Chairs
- 1 Small Circular Coffee Table
- Access to up to 2 Sofas
- 2 Fixed Circular Bench Seats
- Access to additional Chairs and Tables

Community / Not-for-Profit Events

Per hour	\$12.50	\$10	Included with Auditorium or Foyer hire (if available)	\$20
Full Day (12 hours)	\$65	\$40	Included with Auditorium or Foyer hire (if available)	Half day: \$80 Full day: \$150

Commercial / Private Functions

Per hour	\$30	\$20	Included with Auditorium or Foyer hire (if available)	\$50
Full Day (12 hours)	\$150	\$80	Included with Auditorium or Foyer hire (if available)	Half day: \$150 Full day: \$250

Equipment for Hire

TV/DVD Combo	Data Projector	Portable PA System
\$10 per day	\$30 per day	\$50 per day

Venue Access Information for Auditorium/Sports Hall, Activity and Meeting Rooms

Centre Opening Hours:	8.30 am to 5 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 Head Cultural and Community Centre administration office, located in the foyer of the LHCCC complex, at least one day prior to the day of your booking. The office is attended between the hours of 8.30 am and 5.00 pm, Monday to Friday.
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.
 - a. **Do not attempt to enter any room or area of the centre other than those you have hired.**
 - b. **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.
 - a. **You will require the electronic fob to re-enter the building any time you exit the foyer or room/s during your hire.**
 - b. **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, 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 \$25.00 fee.
9. Report any lost fobs **immediately** to Council or the centre staff.

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

Centre Opening Hours:	8.30 am to 5 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 Head Cultural and Community Centre - Auditorium/Sports Hall, 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/auditorium 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 LHCCC 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. Report any lost fobs **immediately** to Council or the centre staff.

LHCCC 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 LHCC?

The LHCCC 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 must meet strict guidelines due to the proximity of the Community Centre to some dwellings. For further information please refer to "LHCCC Factsheet 5: Noise Provisions", available from Centre Management.

What type of power access is there in the LHCCC Auditorium / Sports Hall?

The Auditorium/Sports Hall 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 LHCCC Auditorium / Sports Hall?

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

Do you have black out curtains for the LHCCC Auditorium / Sports Hall?

Yes. Black out curtains are provided for use within the Auditorium / Sports Hall.

Do you supply all the different sports equipment for use if I book the Sports Hall at the LHCCC?

The Centre has netball posts, basketball hoops, volleyball nets, badminton nets and futsal goals. Players are required to bring their own balls, rackets etc for use.

What facilities does the kiosk have at the LHCCC?

The kiosk at the LHCCC 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 LHCCC?

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 facilities?

The LHCCC 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 6686 4444 and ask if there are any bookings on the day(s) of interest.

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 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
- 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	\$45*
Half Day (6 hours)	\$125
Full Day (12 hours)	\$160

Commercial / Private Functions

Per hour	\$75*
Half Day (6 hours)	\$275
Full Day (12 hours)	\$500

* Minimum 2 hour booking

Equipment for Hire

TV/DVD Combo	Data Projector	Portable PA System
\$10 per day	\$30 per day	\$50 per day

Venue Access Information

The Richmond Room is an unstaffed function room. Management of the space is via Lennox Head Cultural and Community Centre

LHCCC Staffed Hours:	8.30 am to 5 pm, Monday to Friday
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)
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 daily. If you require access earlier than 9 am 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 deposited in the Ballina Library after hours Book Return Shute, located at the front of the Library on River Street, or be returned to the Ballina Visitor Information Centre on the next working day.
8. Any keys lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
9. Report any lost fobs **immediately** to Council or the Community Facilities team.

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 the Richmond Room?

The Richmond Room does have a built in PA system with portable microphone. The microphone must be collected from the Ballina Visitor Information Centre on the day of your booking.

What facilities are in the kitchen in the Richmond Room?

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

ALSTONVILLE LEISURE AND ENTERTAINMENT CENTRE

42-46 Commercial Road, Alstonville, NSW 2477

The Alstonville Leisure and Entertainment 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 Leisure and Entertainment Centre are available to the public for hire.

The Centre Manager operates the facility as a business under licence to Council. For further information or bookings contact the Centre Manager by telephoning (02) 6628 3533.



Meeting Room



Multi-Function Hall

Room Size
325m²



Sports Hall

Room Size
685m²

Community / Not-for-Profit Events

Per hour	\$12	\$25	\$50
Half Day (6 hours)	n/a	\$125	\$250
Full Day (12 hours)	n/a	\$250	\$450

Commercial / Private Functions

Per hour	\$24	\$50	\$80
Half Day (6 hours)	n/a	\$250	\$400
Full Day (12 hours)	n/a	\$500	\$700

Casual Sports

Per Person (per hour)	n/a	\$3	\$3
Group (per hour)	n/a	\$20	\$35

PUBLIC HALLS

Ballina Shire Council owns or manages home to a number of public halls. These halls are run by local committees and 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	Phone
Meerschaum Vale Hall	1 Marom Creek Rd Meerschaum Vale NSW 2480	Mrs M Wallace	02 6683 4674
McLeans Ridges Hall	Cnr Cowlong Road and McLeans Ridges Road McLeans Ridges NSW 2480	Ms Layla Taylor	02 6628 1206
Newrybar Hall	13-15 Old Pacific Highway Newrybar NSW 2478	Mr Ian Duncan	02 6687 8443
Northlakes Community Centre	Whiting Way, Ballina NSW 2478	Mrs J Emmett	02 6686 9005
Pearces Creek Hall	Pearces Creek Hall Road Pearces Creek NSW 2478	Mrs J P Fiedler	02 66291430
Pimlico Hall	580 Pimlico Rd Pimlico NSW 2477	J Lock	02 6683 4243
Rous Mill Hall	Rous Mill Road Rous Mill NSW 2477	Mrs Suzie Curnow	02 6629 5439
Wardell District War Memorial Hall	49 Richmond Street Wardell NSW 2477	Michael Bardell	0404 879 577
West End Hall Ballina Lions Club	3 Brunswick Street Ballina NSW 2477	Ms Joyce Emmett	02 6686 9005
Wigmore Hall	Swift Street Ballina NSW 2478	Mrs Jean Buttenshaw	02 6681 1452
Wollongbar Hall	Hall Court Wollongbar NSW 2477	Mrs M Webb	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 02 6686 4444.



Phone 02 6687 6291

Fax 02 6687 6253

Email communityfacilities@ballina.nsw.gov.au

Web www.ballina.nsw.gov.au/communityfacilities