

PBPA – Hall Hire Information pack

The Pearl Beach Memorial Hall is a unique Central Coast venue with a rich 75-year history. A short 90 min drive from Sydney in the beautiful beachside village of Pearl Beach, home to the beautiful beach, ocean pool, Pearl Beach Arboretum, Tennis and Recreation Club and surrounded by the Brisbane Water National Park.

Located at **9 Diamond Rd, Pearl Beach NSW 2256**, the hall is available to hire between the hours of **8 am – 10:30 pm Monday to Thursday and Sunday, and 8 am – 11 pm Friday and Saturday.**

For all costs go to Fees & Discounts on our website

<https://www.pearlbeachprogress.org.au/hall-hire>

Facilities

Capacity

The floor area is 149 square metres (approx 17.8 x 8.2 m but not an actual rectangle, see floor plan on the last page of the hall Hire Information Pack).

For a seated dining function, the maximum number of people is 100. Theatre style is 120. Sufficient chairs are available to meet the seating capacity. The limit for stand-up functions is 120 people. The back deck has a capacity of 30 people seated or 50 people standing.

There are 20 rectangular tables (1800 mm x 762 mm) that each seat 8 people. Alternatively, there are 12 round tables (diameter 1550 mm) that can seat 8 or 9 people. Additionally, there are five square tables (762 mm x 762 mm). There are 20 white commercial heavy quality rectangular tablecloths, 12 white round tablecloths and 12 black round tablecloths available for hire. The fee per tablecloth covers the cost of cleaning. Colourful seersucker tablecloths are also available at \$5 each.

Features

Polished floorboards, air-conditioning, large industrial ceiling fans, flexible lighting system including fairy lights, disco ball, upright piano, male, female and unisex disabled toilets, and a Bluetooth sound system. There is large wall tapestry made by locals which can be covered by a white linen screen. Optional hire items include a flexible stage system, a wall

hanging system for art shows to display pictures, microphones and projector system including screen. There is also a large, covered deck and an outside garden area.

Stage

The flexible stage system for hire, consists of 11 pieces 2.8 m x 1.2 m, plus steps and stage skirts.

A representative of the PBPA will assist with setting up the stage. Hirers are not to move the stage unless prior arrangements are made.

Audio Visual Equipment

A Bluetooth sound system is available free of charge, and you can pair your phone with it. There is the opportunity to hire two microphones for the PA system. This needs to be arranged with a representative of the PBPA.

Included in the hire of the microphones is access to the projector. You must provide your own laptop. A PBPA representative will then set this up for your use.

If you need additional sound equipment you must provide it and discuss with the Hall Hire Officer to ensure that music is not too loud.

There is an NBN connection with the password displayed in the hall.

Kitchen

The hall has a fully equipped kitchen with an electric oven and gas stovetop. Other amenities include two microwaves, dishwasher, and refrigerator. There is a continuous hot water machine. Utensils, crockery and cutlery to cater for 100 people. 100 water glasses, wine and champagne glasses, plus 12 large water jugs and coffee/teapots.

Accessibility

Ramp access and a unisex disability access toilet

Booking

You must be 18 years and over to book the hall. Bookings will not be accepted within two (2) days of a proposed event date unless there are exceptional circumstances.

All bookings must be made on our website and include a bond.

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Go to <https://www.pearlbeachprogress.org.au/hall-hire>

To arrange a tour contact hallhire@pearlbeachprogress.org.au. Or call the Hall Hire Officer on 0449 980 165.

All bookings must include set up and pack up time if required.

A tentative booking will be held for two weeks. An invoice will then be issued, and payment must be made within seven (7) days to ensure the booking is confirmed.

Fees must be paid into this account. **PBPA Bank Account BSB: 633-000 Account No: 164913360 and should reference the hirers' name and invoice number.**

Once payment is made, please send your bank details to treasurer@pearlbeachprogress.org.au to ensure the bond can be refunded if appropriate. Please include the invoice number in your email.

Back-up booking

The hall is available as a backup for outdoor functions in the event of bad weather. A non-refundable fee is required at time of booking. Should the hall be required then applicable hourly charges will apply (see <https://www.pearlbeachprogress.org.au/hall-hire>) less the amount already paid. Please contact us on hallhire@pearlbeachprogress.org.au or the Hall Hire Officer on 0449 980 165 to advise your need to use your backup booking no later than 12 hours before to arrange access.

Cancellation

If a booking is cancelled up to 30 days before the event a \$50 administration fee will be charged. If the hall is cancelled within 30 days of the event, only the bond will be refunded. Cancellation must be done via email to hallhire@pearlbeachprogress.org.au.

There is no refund on the back-up booking.

Bond

A bond of \$500 is required for all bookings. The bond is to be paid at the time of booking. The bond will be refunded via EFT once the booking is completed. This is why it is important to provide your bank details to our treasurer - treasurer@pearlbeachprogress.org.au.

Bonds will be returned if the premises and equipment are left in a satisfactory condition as determined by the Hall Hire Officer or another representative of the PBPA. At least 50% of the bond will be deducted (along with the cost of breakages) if the hall, grounds, kitchen

and toilets are not left in a clean condition. Costs associated with not meeting the Conditions of Hire may also be deducted from your bond prior to refunding. The bond may also be forfeited or the refund reduced if the function goes overtime or if there is excessive noise.

Recurring Commercial Hire

There is a fee to hire the hall on a regular basis for commercial purposes (eg Fitness or Yoga classes)

The fee is determined at the end of each financial year. The hire is for a minimum of 1.5 hours which includes 15 minutes to set up and 15 minutes to pack down. If extra time is required, the fee is 50% of the initial fee per extra half hour. Your booking may be cancelled if payment of fees is beyond 60 days in arrears. Regular hirers are requested to make bookings for the following financial year by 30 June of the preceding year.

Bookings may be subject to cancellation or rescheduling if Association events require the hall. Hirers will be informed via email with at least one month's notice. No recurring commercial bookings will be accepted for weekends. Bookings may also be restricted on public holidays and long weekends.

Conditions of Hire

By renting this hall you agree to the following code of conduct and hiring rules for all guests. Not following these conditions of hire may result in termination of permission to hire the hall.

The amenity of local residents must be protected. All loud noise and music must not disturb neighbours and must cease by closing. On Friday, Saturday or any day preceding a public holiday closing is 10:30 pm and the hall must be vacated by 11:00 pm. On all other days, closing is 10 pm and the hall must be vacated by 10:30pm.

All hirers are responsible for the safe use of the hall and the equipment in the hall. Any instructions for the use of equipment must be observed and if uncertain you must seek assistance.

Any damage must be reported to the Hall Hire Officer in person on check out or email to hallhire@pearlbeachprogress.org.au and a determination will be made whether there's any impact on the bond.

All hirers are to leave the hall as they find it.

The hall is not to be used for the purpose of holding any activities that may be considered discriminatory or inappropriate.

Smoking is prohibited on the premises and grounds of the hall.

Set-Up

The Hall Hire Officer will supply you with a code to enter the hall and arrange to meet you, if needed, to explain where everything you need is kept.

All tables are in the storeroom which is open as are tablecloths. Chairs are usually stored along the northern wall.

Please respect the hall and do not drag any items across the polished floorboards.

Nails, screws, tacks, sticky tape, masking tape, blu-tac, or any other fixing capable of marking or defacing the facility or its fittings are not to be used.

Keys to the toilets are kept on the first hook on the back of the cupboard near the back door.

Pack Up

A representative from the PBPA will meet you at the end of the booking unless other arrangements are made.

The Hirer must ensure that the premises are promptly and wholly vacated at the expiry of the booked time.

All items of property owned by The Hirer must be removed from the venue at the completion of the event.

Chairs and tables are to be returned to where they were stored. The floors must be swept, and any spillage is to be mopped.

The kitchen is to be left as you find it. All utensils, crockery, glassware and cutlery are to be washed and put away where they are stored. All bins are to be emptied, new bin liners installed, and all bench tops and sinks cleaned. The dishwasher must be drained and the drain strainers cleaned of any loose food. The floor must be swept and mopped.

Toilets and basins should be cleaned, bins emptied, new bin liners installed, and the floors swept and mopped.

Cleaning materials are kept in the kitchen under the sink. Toilet supplies are kept in the cupboard in the ladies toilet.

The contractors who clean the hall can be contacted and will clean the hall, but you must pay them directly. The Hall Hire Officer can give you the contact details.

If you have hired the tablecloths, place dirty tablecloths in the large laundry bags and place near the front door.

Rubbish is to be disposed of appropriately and in accordance with the guidelines indicated on each receptacle.

When leaving the facility please turn off the stove, lights, fans, and heaters.

Ensure all doors and windows are securely locked.

Please leave the facility as quietly as possible to minimise noise in a residential area.

Emergency

In an emergency, please contact the Hall Hire Officer Jeanne Albrecht on 0449 980 165. If you have a medical emergency please call 000.

Contact Us

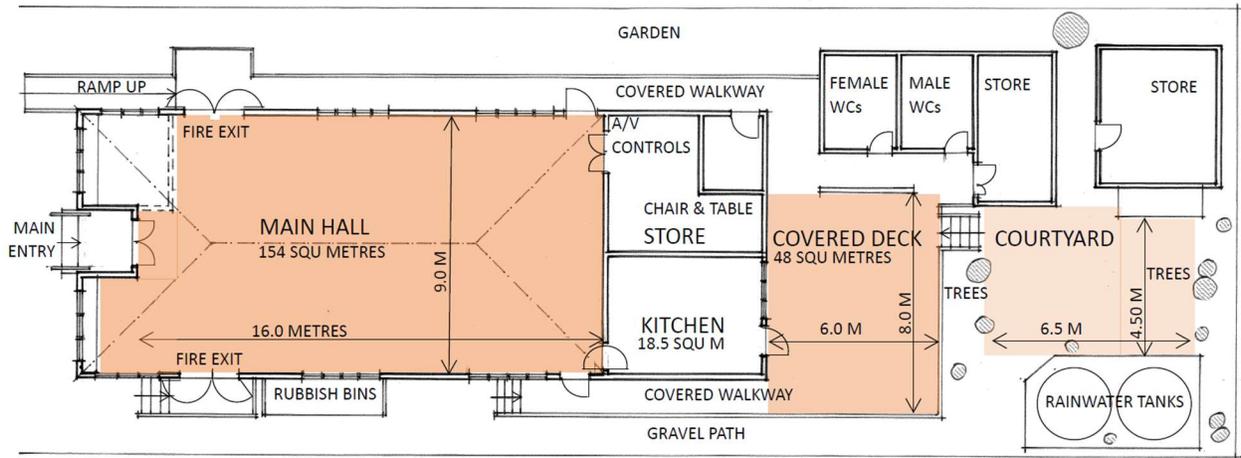
hallhire@pearlbeachprogress.org.au

Web site - www.pearlbeachprogress.org.au

Fees

For all costs go to Fees & Discounts on our website

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Pearl Beach Progress Association
COMMUNITY MEMORIAL HALL FLOOR PLAN
 9 DIAMOND ROAD PEARL BEACH NSW 2256

