

Civic Centre

Main Hall

Customer Information



EMERGENCY NUMBERS

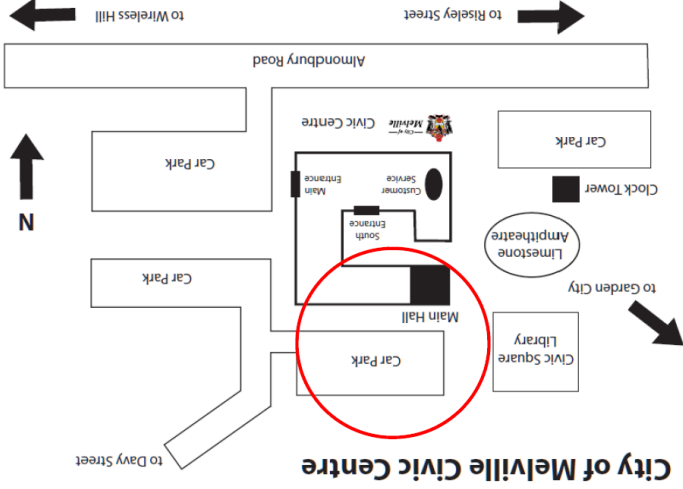
State Services

- POLICE 131 4444
- AMBULANCE 000
- FIRE 000

City of Melville Services

- Community Security Services (24 hr service) 1300 653 643 (Fees applicable for non-emergency callout)

For further information or to book an appointment to view the hall please contact Warren Thornton – (08) 9364 0265 or warren.thornton@melville.wa.gov.au
www.melvillecity.com.au



Thank you for your enquiry for the hire of the City of Melville Main Hall.
Inside the information pamphlet you will find some detailed information about the hall to assist you.

FAQs

Do I need a Liquor Licence for my event if I

am supplying alcohol?

If you are selling alcohol for an event such as a fund raiser or similar you are required to apply to the State Liquor Licensing Commission for an "Occasional License" and a "Permit to Consume Liquor" from the cashier at the City of Melville. If you are supplying alcohol and not selling or not gaining any profit for business you need to apply for a "Permit to Consume Liquor" at the cashiers office in the Main Administration Building.

Are there accessible toilets on site?

Yes, there is a Unisex Accessible Toilet adjacent to the RHS of the stage area in the "SCENE".

What time can my event go to?

Bookings are not permitted after midnight. Access to the venue is from the time stated and confirmed in the Approval Letter and must include set up.

Who can I contact in case of Electrical Faults or any equipment that does not work?

You can contact the Community Security Services 1300 653 643 who are authorised to contact plumbers and electricians for any faults for City of Melville owned equipment/services.

Where should me and my guests park?

Although the formal address of the Main Hall is Almondbury Road, you may wish to advise guests to access the venue, via the Civic Centre, library car park off Davy Street. This car park is close to the entry of the Main Hall.



Equipment

- 280 Chairs
- 24 Round Function Tables -1.8m diameter
- 15 Trestle Tables - 1.8m long x 0.8m wide

There is no visual or audio equipment. This needs to be supplied by the hirer.

Kitchen (Commercial)

- 2x 4 Burner gas top stove
- 2x Large electric commercial ovens
- Two door fridge
- Stainless steel bench spaces
- Two wash down areas and sinks
- One large (10 ltr) urn

Facilities

- Unisex Accessible toilet
- Loading bays at rear
- Close to Booragoon Public Transport

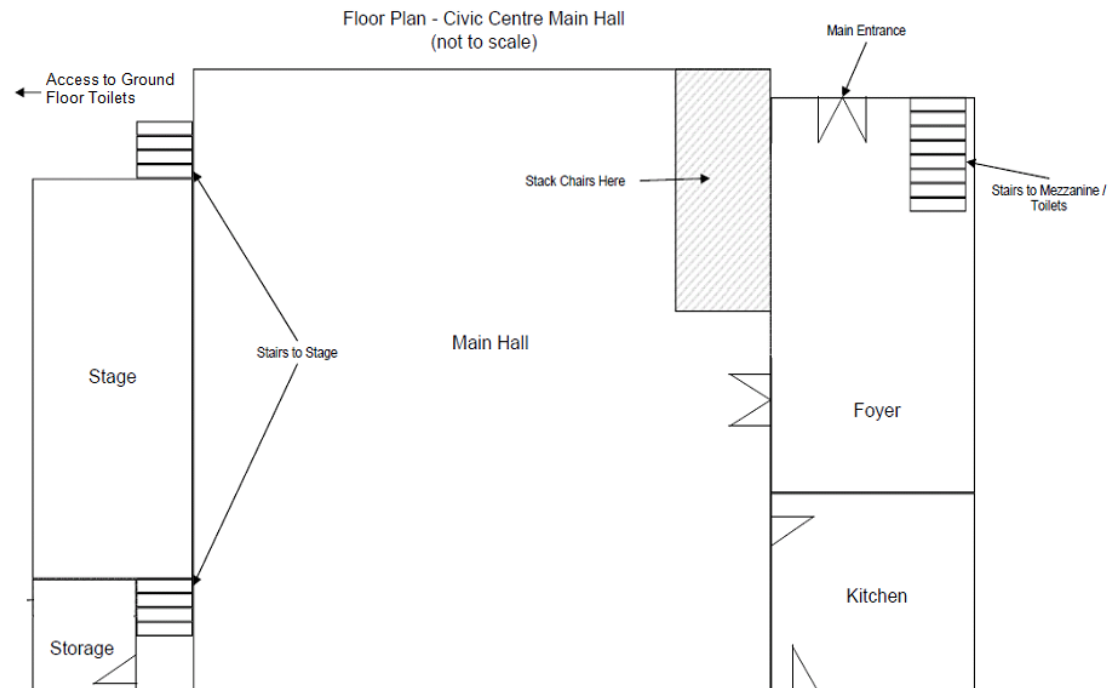
Kitchen



Stage
8m(L) x 5m (D) x 305cm (H)



Main Floor—12m x 16m



Equipment must be returned to the designated area at the conclusion of your booking. Failure to do this may result in a deduction of your bond.