**GENERAL**
The hall may be inspected by potential hirers by appointment. Contact details are at the end of this document.

Bookings will be accepted for times between 8.00am and 12.00 midnight only.

The hirer must cease playing or broadcasting music by 12.00 midnight and comply with the Noise Control Act and Regulations.

The Town Hall may be booked for full or part day Saturdays or Sundays for a maximum of three consecutive weeks.

**MAXIMUM ROOM CAPACITIES**
300 persons - Theatre style seating
220 persons - Banquet style seating (allowing for a dance floor)

**ACCESS**
Access is by swipe card (to be collected from Council prior to the booking) through the door from the Marion Street car park. The same swipe card gives access to the furniture storeroom which is just inside that entry door.

Entry for persons with a disability is also from the Marion Street car park into the side foyer and then the hall.

The central access door from the car park and all fire doors from the Town Hall to the foyers are to be kept open at all times whilst the hall is in use.

Once the hirer has entered the hall from the car park side, the doors to the Marion Street footpath may be opened from the inside to allow access for other attendees via the stairs from the footpath.

**INCLUSIONS**
Furniture included as part of hire:
20 tables
280 Chairs
(Do not drag furniture across the polished floor boards.)

**OTHER FEATURES:**
Large commercial kitchen with stove (6 hot plates), fridge, instant hot water, urn, 3 sinks, 2 hand basins, and benches.
(No cutlery, plates or glassware is provided.)

3 Phase power outlet available on stage area.

Unisex accessible toilet opening from the front foyer, a parent’s room and ladies and men’s toilets.

**COOLING AND HEATING**
Ceiling fans only. The switches for the fans and lights are on the left hand side of the stage. Portable plug in heaters available. No air conditioning available.

**LOCK UP PROCEDURE / CHECKLIST**
Turn off lights and ceiling fans.
Ensure all doors and windows are securely locked.
Leave the facility as quietly as possible to minimise noise in a residential area.

**PARKING**
There is a public car park adjacent to the facility, with a 2 hour time restriction on weekdays between 8am and 8pm.

There is no time restriction in the public car park after 8pm on weekdays or on weekends. There are a number of accessible car parking spaces including one near the entry to the Town Hall. There is metered and restricted time on street parking.
TRANSPORT
The Town Hall is on the following bus routes: 436, L37, 438, L38, 440, 442 and 443 (from the city, George Street), 444 and 445 (from Petersham Train Station) and M10 (from Maroubra).

CARETAKER AND OTHER CONTACTS
Leichhardt Town Hall has a part time resident caretaker, Joel Giblin. His contact details are:

Phone: 0481 438 612

Email: caretakerleichhardt@lmc.nsw.gov.au

The caretaker is the first point of contact for hirers at Leichhardt Town Hall. However, he is not available between 8 am and 5:30 pm Mondays to Fridays.

He may not always be available on all weekday evenings and weekends. For questions between those times, if the matter is not urgent, the hirer or potential hirer should email or telephone the caretaker and leave a message.

If the matter is urgent and the caretaker is not available, during weekday business hours the hirer may contact Council’s Property Officer on 9367 9166 or Inner West Council’s Leichhardt Customer Service section on 9367 9222.

If the caretaker is not available and there is an urgent matter after hours, Inner West Council - Leichhardt After Hours Service can be contacted on 02 9367 9222.

Please Note: Bookings are made through Council, not the caretaker.