



Kettering Hall Users Information Guide *(Effective March 2019)*

Kettering Hall has 20 plastic folding tables, about 150 chairs and 10 benches (sitting maximum of 6 people each). Basic kitchen amenities are available (see **list on p.2**). Hirers need to provide their own cleaning products and tea towels.

To book the hall, the following requirements are essential:

1. An application form is required to be filled out and either
 - **emailed** to hallbookings@kettering.tas.au, or
 - **posted** to:
Kettering Hall Bookings
D'Entrecasteaux
Kettering TAS 7155
2. Applications forms are available by contacting the booking secretary either by email (hallbookings@kettering.tas.au) or phoning 6267 4852 / 0409 441 610. **Check the information board at the hall (LHS of door) for an alternative phone number, if the booking secretary is away.**
3. Payment of fees must be made in advance of the function.
4. A **cleaning deposit of \$120 is required**, refunded if the hall (including the kitchen) is left clean and tidy, and any rubbish taken away. There are no bins provided inside the hall, but there are some bins outside. If these are full, rubbish must be taken away by the user.
5. A **bond against damages (\$300)** will be required for parties, dinner functions and weddings. This will be reimbursed providing the hall passes an inspection following your function. To pass an inspection, the hall, including the kitchen, will need to be clean, all rubbish from your function removed from the premises, and no damage to fixtures, furniture etc.
6. The kitchen, if used, must be cleaned, and items used replaced in their appropriate cupboards. Tables (folded) and chairs (in stacks of 10) must be clean and returned to their proper storage place. Any damage in excess of \$300 will be charged to the hirer.
7. Public Liability Insurance may be required depending on the type of function.
8. Should your function be considered to be **high risk**, you will have to register your function with Tasmania Police.
9. **No alcohol** may be consumed in the hall except under special circumstances, which must be negotiated prior to a function taking place.
10. The hirer is responsible for ensuring the premises are cleaned, rubbish removed and vacated by no later than 12 Midnight.

11. The Kettering Hall has adjacent residential properties, and hirers must respect their comfort. Excessive noise, loud music, and car noises will not be tolerated.
12. The Hall Committee reserves the right to refuse a function.

The prospective hirer may inspect the hall prior to booking, provided there are no bookings in the hall for that time. It is best to check availability by looking at the bookings diary online (kettering.tas.au/hall/booking) prior to lodging an application.

Kitchen Amenities

*Remember to bring **your own** detergent, wash cloth and tea towels.*

- First Aid kit - overhead cupboard closest to door.
- Electric Cooktop and oven; Microwave oven
- Double kitchen sink with hot/cold water
- Fridge (*turn power off and leave doors open when finished using it*)
- Two electric urns (*leave empty and clean, lids off*).
- 3 large teapots, 1 medium size.
- Glasses: 50 wine; 50 water.
- 65 cups and matching saucers, 15 mugs.
- Crockery & cutlery setting for 50 places.
- 20 trestle tables (*folded and in Store room #1 on RHS of stage*).
- 150 chairs (*stacks of 10 in store room #2 - RHS stage*).
- Cleaning equipment: Broom, dust pan, vacuum cleaner, mop & bucket in Store room (*Store room #1*).