



Port Melbourne Town Hall Hire

Frequently Asked Questions

What is included as part of my hire?

The daily hall hire charge includes the Auditorium, a Duty Officer & a post booking clean.

Can I get a discount?

The Town Hall Hire Subsidy Scheme supports local not for profit groups hold a broad range of subsidised community events within our Town Hall Auditoriums.

If you are a local Registered Not for Profit group, council offer a Town Hall Subsidy scheme program that you can apply for.

For any queries about the scheme please call Assist 03 9209 6777 and ask to speak to a Community Grants and Funding Officer or email grants@portphillip.vic.gov.au

Visit <https://www.portphillip.vic.gov.au/people-and-community/funds-grants-and-subsidies> for information on other grant programs.

What is public liability insurance, and do I need it?

The Hirer shall have a current Public Liability Insurance policy with minimum of \$20,000,000 indemnifying City of Port Phillip against any liability loss which may arise and any costs, charges or expenses incurred in connection with, but not limited to:

- Any damage to the Municipal Hall;
- Any loss or damage to any property or thing on or near the Municipal Hall;
- The death of or injury to any person in or near the Municipal Hall;
- Any breach of any third party's intellectual property rights.

A copy of the Certificate of Currency must be forwarded to council prior to the hire period. Council will not be responsible for:

- Any loss or damage which may occur to the Hirers goods or equipment during the Hire Period.
- Any loss that may be suffered by the Hirer or any of the persons attending the Venue during the Hire Period as a result of any theft.
- Any loss, theft or damage which may occur to any equipment left behind after the Hire Period.



How late can my event go?

All events must conclude by 12:00am, with all guests vacated by 12:30am as outlined in the Conditions of Hire and Use Municipal Town Halls

<https://www.portphillip.vic.gov.au/explore-the-city/venues-and-event-support/find-a-venue/port-melbourne-town-hall>

How do I get to Port Melbourne Town Hall?

Please refer to the information provided on Council's website

<https://www.portphillip.vic.gov.au/explore-the-city/getting-around>

Is there a loading bay?

Unfortunately, there is no dedicated loading bay at Port Melbourne town hall.

The auditorium is located upstairs on level 1; all loading is made via stairs and a lift. Entrance can be accessed through Spring Street South.

What parking is available?

There is no dedicated parking for Port Melbourne Town Hall customers. There is residential parking surrounding the town hall, all parking restriction signs must always be adhered to.

Do I get a parking permit for my car?

Parking permits are not available for Port Melbourne Town Hall customers.

Can I have food trucks?

There is no drive-up space for mobile food vehicles to park with access to the entry or kitchen.

There is no water or power source available outside the venue.

Visit <https://www.portphillip.vic.gov.au/council-services/business-in-port-phillip/business-permits/mobile-and-temporary-food-business-permits#permission>

Mobile food vehicles will also need to contact council to seek permission to operate in a public place or on council land.

For any further queries please call Assist 03 9209 6777 and ask to speak to a Health Officer.

What documentation do I need for food service?

For further information regarding mobile food vehicles please visit

<https://www.portphillip.vic.gov.au/council-services/business-in-port-phillip/business-permits/mobile-and-temporary-food-business-permits#permission>

Please also visit <https://streatrader.health.vic.gov.au/#>



Can we access Auditorium early?

Access to the auditorium is only within the designated access times or through prior arrangement with an Events & Corporate Facilities officer, additional charges will apply??. All deliveries to site must be within this time.

What is not allowed to be brought into the venue, including decorations?

The following is strictly prohibited, without exemption:

- Smoking on any Council property, this includes inside the municipal hall & the surrounding outside areas
- Tape, Stickers or like materials are NOT to be placed on the walls, floors, fixtures or furniture
- No balloons or other floating devices (Council joined the Zoo's Victoria pledge to avoid balloons within our venues)
- Smoke/Haze/Fog machine
- Confetti
- Flammable items including candles, any open flames and incense of any kind
- Fireworks, pyrotechnic devices and any like devices
- Gas cylinders
- Portable ovens, stoves, spits or any other portable cooking equipment are not permitted without written approval by Council

Further details can be found within the Conditions of Hire and Use.

<https://www.portphillip.vic.gov.au/media/j2jj231/conditions-of-hire-use-municipal-town-halls.pdf>

Can I leave equipment the day before and pick up day after?

Access to the auditorium is only within the designated access times. All deliveries to site must be within this time.

Can we cook outside of the kitchen?

No cooking is permitted outside of the kitchen.

Can I cook in any of the meeting rooms?

No cooking appliances are permitted in meeting rooms.

What kitchen facilities are available?

The kitchen is a domestic size kitchen with the below items:

- 1 x Standard household oven
- 1 x Commercial fridge (3 door)
- 1 x Small dishwasher (smaller than household size)
- 6 x Element electric stove top

It is not a banquet /commercial size kitchen.



Can I bring my own Security Guards?

Security guards will be supplied by Council's preferred supplier and are charged at an hourly rate per guard.

Hirers will be responsible for all costs associated with the provision of security.

Refer to the fees and charges on our webpage

<https://www.portphillip.vic.gov.au/explore-the-city/venues-and-event-support/find-a-venue/port-melbourne-town-hall>

How many security guards do I need?

All events require a minimum of one security guard to be present for the entire access time of the hall hirer. Additional guards may be required depending on the requirements of your event.

We follow the advice from the Victorian Commission of Gambling and Liquor Regulation with regards to security numbers and alcohol service. The number of additional guards required for the duration of your event shall be at the sole discretion of the Council.

All security guards are First Aid trained.

Why do I need a Duty Officer?

The Duty Officer is the council staff representative and your contact for your event. They act as the Emergency Warden and provide you with information regarding the venue and to ensure the asset is preserved.

All events require a Council appointed Duty Officer to be present for all access times, including additional set up and pack down, with an overlap of 30 minutes per shift for briefing, for the duration of your meeting / event.

The number of duty officers required for your event shall be at the sole discretion of the Council. Any requirement for more than two (2) Duty Officers will be charged at the hourly rate to the Hirer accordingly.

Shifts longer than 8 hours will involve a handover between two staff members; this will incur an additional hour fee in order for adequate handover.

What instructions will we receive on the day?

The Duty Officer will provide you with information regarding the venue and to ensure the asset is preserved.

The hirer will be required to complete an onsite briefing with the Duty Officers.



They will remain onsite during the event & post event, where the hirer will sign off the pre & post event checklist.

Do I need a liquor licence?

All events with alcohol must obtain a temporary liquor licence.

Where do I get a liquor licence?

You must obtain your temporary liquor licence from the Victorian Commission of Gambling & Liquor Regulation.

Please follow the below link:

<https://www.vcqlr.vic.gov.au/liquor/major-or-temporary-event/apply-new-licence/apply-temporary-limited-licence>

What audio-visual is included?

1 x Data projector

4 x cordless microphones

1 x microphone stand

Duty Officers are not audio -visual technicians, the hirer is responsible in the running of their audio-visual components.

Can I bring in my own Audio-Visual technician?

Yes, you can supply your own audio-visual technician to run your audio-visual components.

They will need to ensure they set the venue system back to its original setup.

Duty Officers are not audio -visual technicians, the hirer is responsible in the running of their audio-visual components.

What if I won't be present at the event?

It is part of the conditions of hire that the person responsible for signing the conditions of hire is present at the event from start to finish to ensure their guests abide by the conditions of hire.

If you have signed the conditions of hire and you know in advance that you will not be present all day, please ensure that another copy is read and signed by someone who will be present all day.

Are there cleaners during the event?

No, cleaners are not provided during the event.

If you would like to add a 'during an event clean' through the Council appointed cleaning company, please contact the Council Office team to obtain a quote for this service.



What do I need to pack up at the end of my event?

The hall hirer must pack up all their belongings, dispose of all rubbish correctly, and take down any signs, decorations or banners.

What do we do with all the rubbish at the end?

It is the responsibility of the hirer to correctly dispose of all their rubbish in the bins provided.

No rubbish is to be left in the venue, on the ground near the bin or overflowing from the bin.

All cardboard must be broken down and flattened.

Cooking oil must not be disposed of in provided bins, the hirer is responsible for removing this from site.

Inappropriate rubbish disposal may result in fines.

Can I store anything at the venue?

There is no dedicated storage space for the auditorium, however items can be dropped off within the hirers designated access times.

What happens if my event runs over time?

The hourly hall hire will be charged, this will be deducted from the hirers refundable security deposit.

Refer to fees and charges

<https://www.portphillip.vic.gov.au/explore-the-city/venues-and-event-support/find-a-venue/port-melbourne-town-hall>

What if more than my estimated numbers arrive?

Guest numbers will be limited to the allocated capacity. Security guards are booked based on your given numbers. Security guards will monitor as to not exceed the guest numbers.

For further information, please contact the team on 9209 6777 or email venues@portphillip.vic.gov.au