

Williamstown Town Hall

Venue Information Guide

October 2023

Managed by Hobsons Bay Venues Unit



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1.0 Introduction

Welcome to the Williamstown Town Hall site information guide. This guide is prepared for hirers of the facility and also contains information relevant to external contractors. This guide, and a site visit with a representative of the Venues Unit, form your induction to the Town Hall.

2.0 Purpose

The purpose of this guide is to provide hirers and patrons with information about the facility's features and to communicate venue-specific work, health and safety information. It is an important component of Hobsons Bay City Council's occupational health and safety procedures. The hirer is required to read this document and relay this information to all staff or volunteers at their event.

The hirer must acknowledge that they have read and understood this guide when completing their event requirements form during the bookings process. Any queries on any matter from this guide should be raised with the Venue Operations Officer prior to your event.

3.0 Definitions

Hirer: The individual or organisation who books the venue and is liable for all fees and charges.

Venue Officer: The duty officers, who are present throughout your event including bump in and out.

Person In Charge: This may be the hirer, or a person designated by the hirer, who is responsible for the event and will remain on-site and contactable for the duration of the hire. The person in charge should also be the direct contact and main liaison for venue officers and external contractors during the event.

Venue Services Officer: The main point of contact through the booking process.

Venue Operations Officer: The contact for technical and operational matters.

4.0 General Information

Williamstown Town Hall is a multi-purpose civic and events facility located on Ferguson St Williamstown, twenty minutes from Melbourne's CBD.

Section 21.2 of this guide outlines the booking process for the ballroom and supper room. Please refer to this when planning your event timeline. Two 30 minute site visits are included with your hire of the ballroom or supper room to help with your event planning. Any additional visits can be discussed with the Venue Services Officer and will be billed according to the fee schedule. This includes production meetings, 'equipment testing', decorator site visits, caterer site visits.

Anything discussed in site visits or phone calls is to provide information and assist with your planning. Final plans and requests need to be included in your events requirement form.

4.1 Fees and Charges

Hire fees are included in the appendix. Fees include the setup of hired spaces according to your floor plan, base staffing levels, the use of basic furniture and equipment, and standard post-event cleaning.

Charges will apply for additional staff, technical equipment, reset of lighting rig, cleaning, waste disposal, damage, overtime, or any other fees deemed to be necessary at the discretion of Council officers. These fees and charges must be paid prior to the return of the bond and failure to pay may result in the forfeiture of your bond.

5.0 Use of Building

The hirer or person in charge, must remain present and contactable for the duration of their hire or access hours. On arrival, the person in charge should contact the duty venue officer on 0417 168 495. The venue officer will provide a brief induction and inspection with the person in charge, who must sign the hirer checklist on arrival. The person in charge must remain on site until all contractors and equipment have bumped out and complete another inspection before signing out.

6.0 Venue Spaces

The Williamstown Town Hall offers a range of room sizes and styles to suit small meetings, boardroom functions, public assemblies, large stage concerts and everything in between. These spaces can be booked separately or together.

6.1 Ada Cambridge Forecourt



The Ada Cambridge Forecourt provides a great meeting space to the front of the Town Hall that makes a great pickup and drop off point or a break out space for attendees to have some fresh air, take a seat on the grass and enjoy a moment in Williamstown. While a public space that cannot be exclusively booked for a function, this space makes a great interface to Ferguson St and the local cafes, restaurants and shopping precinct.

Food trucks and coffee carts are not permitted to trade in the forecourt or other outdoor areas within the precinct.

6.2 Ballroom



The ballroom is 26m long by 22m wide and can seat up to 850 guests on the ground floor in traditional theatre style or 450 in cabaret style. For a grand ball or dinner dance, the ballroom comprises an expansive area for dancing while seating up to 400. For events of over 500 people, only pre-packaged food is permitted in the ballroom, while the supper room may be used as a separate dining space in such instances.

6.3 Ballroom Foyer



The ballroom foyer is a 6m wide by 15m long space leading from the Ferguson St entrance and library link way into the main ballroom. This space can be used for pre-show drinks or for up to eight sponsor or information stalls.

6.4 Balcony



The ballroom features a large, original balcony which can be added to your booking to accommodate up to 250 additional guests or technical requirements. **The front two rows of the balcony cannot be used. The balcony is not wheelchair accessible and cannot be sold as allocated seating.** Use of the balcony must be booked and approved by the Venue Services Officer during the booking process.

6.5 Stage



The ballroom stage is accessible from front of house or backstage, including the dressing rooms. The stage is 7.35m deep by 13.25m wide and is progressively raked with a lip at front of stage. The stage is included with hire of the ballroom, but specifics of use must be cleared in advance of your event date. Additional stairs for direct audience access to stage may be booked and setup in advance of your event.

6.6 Backstage and Dressing Rooms



Two identical dressing rooms are accessible from either side of stage or the rear courtyard, via the backstage corridor. Each room is 3.5m square with a separate toilet and shower (with sink and mirror) for each dressing room. Each room is partially tiled and carpeted and is fitted with costume rack, bag/costume hooks and a large mirror. The dressing rooms are included in a standard hire of the ballroom, but use must be approved in advance of your event with the Venue Services Officer. All staging and costumes must be removed at the end of your event. The dressing rooms must be left tidy and free of makeup. The hirer will be liable for any associated cleaning cost.

6.7 Supper Room



The supper room is 23.6m by 9.6m and seats 150 guests in standard setup. The room suits a range of corporate events or private functions. Use of the supper room can be added to a ballroom booking to be used as a service area or as an additional zone in larger conference setups. The supper room adjoins the ballroom and availability is strictly limited as concurrent bookings cannot be taken. An AV package is available for standard setups in the supper room and bespoke setups can be provided based on your needs.

6.8 Supper Room Foyer



The supper room foyer is a 6m square space located downstairs, between the ballroom and the supper room. While the space is multi-purpose, it is regularly utilised as a drinks preparation and service area. On request, the room can be prepared with under bench and upright refrigerators in advance of your booking.

6.9 The Chamber



The chamber is 7.6m wide by 15.6m long and accommodates up to 100 people. The room can be arranged in a range of boardroom and theatre-style configurations at the hirer's request. Audio-visual equipment and lectern may be requested when making your booking.

6.10 Commercial Kitchen



The commercial kitchen is available for Friday evening and weekend functions. As the kitchen is used for preparation of Meals on Wheels, no kitchen access is possible during the week or prior to 1.30pm on Fridays. Use of the kitchen must be approved in writing in advance of the event date.

The kitchen features a range of commercial equipment, including a combi oven, traditional oven, regular and stock-burner stovetops, hotboxes, refrigerator, freezer and a cool room. Your catering company will need to bring crockery, cutlery, glassware, chafing dishes, baking trays, trolleys and any other equipment required. Fifteen amp and three-phase power are available in the commercial kitchen. **No gas bottles may be brought into the venue, including the commercial kitchen.**

We can provide a list of preferred caterers or we can register a commercial catering company that meets our requirements (fee applies).

6.11 Kitchenette



The kitchenette is available to all hirers of the ballroom or supper room. The kitchenette is located at the rear of the Town Hall, with access from the rear courtyard or via the supper room. The kitchenette features a commercial oven and stovetop with six gas burners. Urns, a microwave and a pie warmer are also available for use in the kitchenette. Urns must only be used to heat water, if tea/coffee/milk needs to be heated, the hirer will need to bring in an urn. The kitchenette is fitted with an under-bench freezer, an upright refrigerator and a commercial dishwasher.

6.12 Meeting Rooms 1 - 3 and the Committee Room



Our three meeting rooms can accommodate a maximum of 20 people each and may be booked individually or in multiple room packages by the hour or day. The whole space will easily accommodate 80 people and include a breakout room. Our meeting rooms are equipped with audio-visual equipment.

7.0 Capacities

Room	Tabled Seating	Theatre Style	Cocktail
Ballroom	450	800	600
Ballroom and balcony	650	1100	n/a
Supper Room	120	200	220
The Chamber	50	80	100
Meeting Room 1	15	n/a	n/a
Meeting Room 2	15	n/a	n/a
Meeting Room 3	8	n/a	n/a

8.0 Amenities

8.1 Accessibility Information



The closest accessible parking spot is directly in front of the Town Hall on Ferguson St. This has a kerb ramp from street to footpath level and leads to Town Hall main accessible entrance via the forecourt. The Ferguson St car park has two accessible parking spots and is level to the accessible entrance with a pathway marked in yellow through the car park to the forecourt. There are additional accessible parking spots in the Coles car park. The image above highlights the accessible parking spots in the car parks and accessible ramp entrances.

Dependent on event requirements, the supper room entrance may also be used as a direct accessible entrance to the supper room

The ground floor, including the ballroom, foyer, supper room and meeting rooms, is accessible for mobility restricted patrons with entry via the shared link way between the Town Hall and the Williamstown Library. The chamber and meeting rooms on the first floor are accessible via a lift located in the link way. The balcony and stage are not currently wheelchair accessible. Where wheelchair access is required on stage, we can recommend suppliers of temporary stage lifts.

Two accessible toilets are available on the ground floor, off the ballroom foyer and supper room. An additional accessible toilet is available on the first floor as you enter the building from the level one linkway.

If you think you may require hearing loop facilities for your event, please contact us as early as possible and we will endeavour to assist with your request.

8.2 Toilets

Toilets are accessible from the ballroom foyer and the supper room. Accessible toilets are available at the rear of the building on the ground floor, the ballroom foyer and near the landing at top of the first-floor stairs. Baby change facilities are available in the ballroom foyer women's and accessible toilets. If you would prefer gender neutral toilets for your event, please contact us for options.

8.3 Cleaning & Cleaning Supplies

Hirers are to provide adequate staffing or volunteers to ensure that the ballroom and supper room remain in a tidy state at all times. At the end of the hire, the venue must be left tidy, free of rubbish and with any spills spot-mopped. For spills that occur during your event, venue officers can provide cleaning supplies and may be able to assist. No hirer shall return to clean the next day. The person in charge will be required to conduct a site inspection with the venue officer to ensure the venue, including kitchenette and commercial kitchen if used, is in a clean state at the end of the hire. The hirer may be requested to conduct further cleaning at the venue officer's discretion. Failure to do so may result in additional charges.

8.4 Internet Access

Publicly accessible Wi-Fi is now available at Williamstown Town Hall precinct shared between public users and the library and the Town Hall. The network name is Williamstown Library & Town Hall, there is no password, but conditions need to be accepted through an internet browser. Access issues cannot be fixed by venue officers, and we do recommend tethering to your own connection or using downloaded content for critical applications.

9.0 Emergency Management

The Town Hall provides venue officers with first aid certification who have undertaken emergency warden training. The Town Hall is equipped with smoke detectors, VESDA and sprinklers in addition to fire extinguishers throughout the venue. Up-to-date evacuation diagrams are provided in each hire space and are included with this pack. All hirers must be inducted by thoroughly reading this pack and undertaking a walk-through of the site with a representative from the Venues Unit.

First aid kits and automated external defibrillators are provided throughout the venue.

Any further risk and emergency management plans requested by funding bodies or insurance companies are event specific and must be developed by the hirer. The hirer maintains responsibility and liability for their own risk management. Hobsons Bay City Council Venues will not provide, assume liability for or sign-off on risk management plans for hirers.

Once patrons have arrived, a public address may be made informing guests of the emergency exits, evacuation points and of the need to keep all walkways and exits clear. The following text or similar may be read by the host or MC through the PA system:

Could all patrons please take a moment to locate their nearest emergency exit? In the case of an emergency, please proceed to your nearest exit. Proceed to the car park at the back of Coles or the Ferguson St car park at the front of the Town Hall, where Hobsons Bay staff will advise further action. During the event, make sure not to obstruct exits and walkways with your possessions. Larger objects, such as prams, may only be stored in designated pram stowage areas while not blocking walkways.

9.1 Emergency Exit Points

Emergency exits are located off the ballroom, ballroom foyer, supper room foyer, Ferguson St entrance and through the link way. Evacuation from the balcony occurs through the stairs into the ballroom foyer and out through foyer emergency exits. Evacuation from the upstairs meeting rooms and the old council chamber is through the upstairs hallway, down the internal stairs, then either through the Ferguson St exit or ballroom foyer depending on the location and nature of the incident.

Fire plans featuring locations of exits and fire safety equipment are included in the appendix.

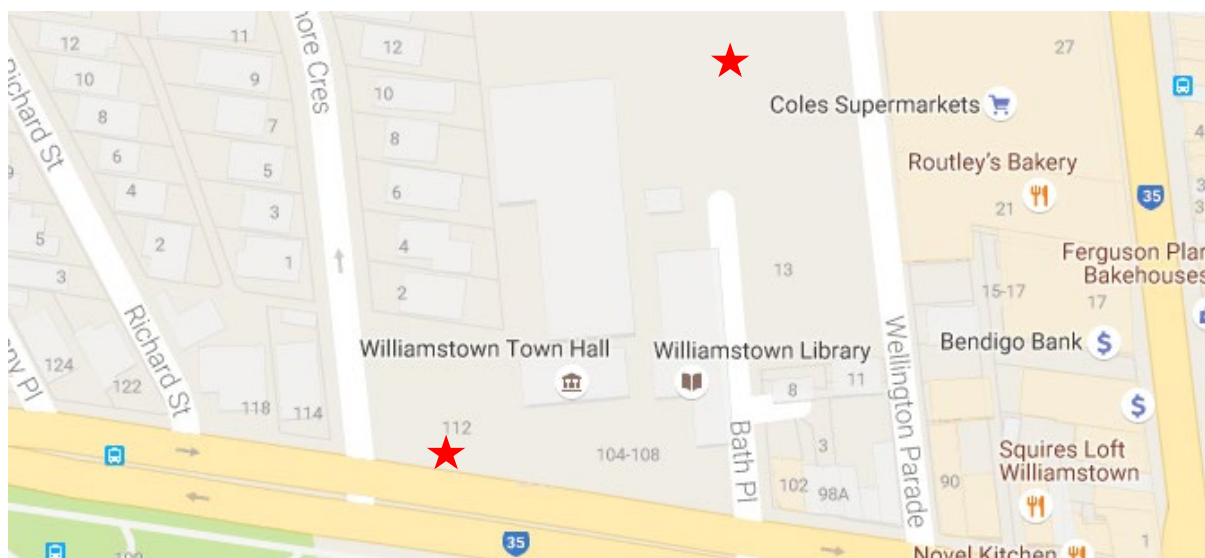
9.2 Obstructions

During bump in, your event and bump out, it is imperative that doorways are left clear, with minimum two meters egress around all doors. Patron belongings must not be placed in a way that obstructs access to doorways or walkways. In the first instance, duty venue officers may direct contractors or patrons to move their belongings. If walkways, access doors or exits remain blocked, duty venue officers may remove obstructions at their discretion or terminate your event.

9.3 Emergency Evacuation

In the event of an evacuation, duty venue officers will oversee the evacuation of the building. All clients, external contractors and patrons are to follow directives of venue officers and to remain outside of the building until the all clear is given by the venue officer.

9.4 Evacuation Assembly Points



Emergency evacuation assembly points are in the car parks to the north and south-west of the Town Hall, shown above with red stars.

9.5 Fire, Open Flame and Smoke Machines

No fires or open flames are to be used inside the venue or in the venue precinct other than for cooking within designated kitchen areas. Use of candles and incense is not allowed in the venue, including when used in table centrepieces, candelabras and ceremonial holders.

Smoke, Haze, Fog Machines and ceremonial flames may be used for theatrical events, film shoots and weddings. This must be identified on your event requirement form, booked and paid for in advance and non-venue supplied equipment cannot be used. Please discuss any questions with the Venue Operations Officer.

Any callouts and fees from fire or emergency services relating to approved or unapproved use of fire, open flames or any visual effects are the sole responsibility of the hirer.

9.6 First Aid

First aid kits are available in the kitchenette at the rear of the Town Hall and in the operations office in the front section of the building. Hobson's Bay venue officers are trained first aiders and will contact emergency services if needed.

9.7 Emergency Contact Information

Emergency Services	000	
Williamstown Police	9393 6555	<i>100 Nelson Place, Williamstown</i>
Williamstown Hospital	9393 0100	Emergency Operating Hours 8:00am - 11:00pm <i>Railway Crescent, Williamstown</i>
Western Hospital	9319 6666	Emergency Operating 24 Hours <i>Eleanor St, Footscray</i>

Any urgent maintenance issues should be immediately directed to the venue officer. Hobsons Bay City Council After-Hours Emergency Service is **9947 4685**.

10.0 Access

The Town Hall is adjacent to the Williamstown Library and shares a link way. The link way offers accessible public entry and can be operated in tandem with the original Ferguson St entrance to enable full access and prevent audience bottlenecks.

Other entrances off the ballroom and supper room may be used by hirers for set up, waste management or to assist in moving people through the venue. The supper room foyer is not a loading entrance and under no circumstance should hirers or contractors block any walkways or carpark areas. Needs should be discussed with the Venue Services Officer and the duty venue officer.

The hirer must permit access to the venue during the hire period if required to do so by the Venue Services Officer or any other officer that Council deems appropriate to have such access.

10.1 Load In/Out



Equipment can be loaded into the ballroom and commercial kitchen via loading ramps from the car park at the rear of the Town Hall as shown on the diagram above with red and blue stars respectively. There is no loading from western entrances. Under no circumstances is anything to be delivered or collected outside of hire times without prior written authorisation and may not be possible. Any catering supplies left behind for approved later collection must be thoroughly cleaned, dried and stored. Additional fees (up to, and including, a full day hire fee for each day that equipment remains) may apply for unauthorised storage.

11.0 Equipment

11.1 Audio Visual

A summary of available audio-visual equipment is provided below. For more information, visit the website for the full [technical specifications](#) document. Duty venue officers may be familiar with the audio and lighting system but are not trained technicians and are not provided to operate audio or lighting equipment or services. For events requiring audio and stage lighting, [AV packages](#) must be booked. Technician's start and finish times will be determined by the Venues Unit based on the information supplied on application forms and if required discussion with the hirer. All technical fees must be paid prior to gaining access to the facility and cancellation fees apply.

A maximum of one representative of the hirer may be in the operations desk area.

Videographers may be used, however hirers will be responsible for supplying copies of their videographer's insurance, cable management plans while completing their Event Requirements form. Please note that Videographers must have their own working space separate to the venues main technical operations desks which hires will need to account for in their floorplans. If this is not supplied, videographers will not be permitted to set up.

Lighting

House lights in the ballroom, foyer and supper room can be adjusted in sections, with a variety of lighting possibilities including down lights, ceiling clusters, LED pelmet strips and work lights. Discuss house lighting options with the duty venue officer on the day of your event prior to guests arriving.

The ballroom has five main lighting trusses with additional border and arch positions available. The standard lighting rig can be controlled with the in-house HES Hog lighting desk. A variety of profiles, fresnels, cyclorama lights, LEDpars and moving lights are available. The lighting plot is available on the council website. The lighting rig and patch bay must be returned to its original state or a reset fee will apply.

Permanent outdoor lighting is available throughout the Town Hall precinct, with clear lighting surrounding the Ferguson St entrance, the library link way and ramps to help direct patrons.

Audio

The ballroom features a d&b T-Series line array system suitable for speeches, presentations and music, comedy or theatrical productions. For events needing to meet specific riders, we can provide external systems at the hirer's cost with adequate notice. There is in-house Allen & Heath SQ7 console and a good selection of wired and wireless microphones available that may be booked prior to your event. For smaller functions we have sound systems available to use in the chamber and supper room, fees apply.

Projector and Monitors

A range of projectors and screens can be hired for use in the meeting rooms, chamber and supper room. We can also provide a theatre projector for use in the ballroom to project onto the cyclorama at rear of stage with a number of our [technical packages](#).

Piano

An upright piano and a grand piano are available for use. The upright may be used in the supper room and ballroom at floor level. The grand piano is currently stored and may be booked for use with at least three weeks' notice with costs for moving and tuning at the hirer's expense.

Ticketing

Williamstown Town Hall uses Ticket Search for ticketing and is able to provide ticketing support such as sales, ticket printing and box office operation. These services attract a fee and can be discussed with the Venue Services Officer during the booking process.

11.2 Furniture

Williamstown Town Hall has a variety of tables that may also be used as tables for food and drinks service, by stall holders, or for a variety of other tasks. The Town Hall has comfortable modern black/charcoal banquet seating to complement the tables or provide sufficient seating for 850 patrons in theatre-style. The venue has:

- Forty-five 1800mm round trestle tables
- Thirty 1800 x 750mm rectangle trestle tables
- Ten 2400 x 750mm rectangle trestle tables

The Venue Services Officer will provide a link to standard floor plan options and discuss which of our standard options suits your event or design a one-off floor plan, fees apply. We can provide a sturdy carpeted staircase for direct access to stage. Venue officers will set the furniture up in advance of your event day as per the floor plan submitted during the booking process. This must be submitted at least one week prior to your event and late changes may result in additional labour charges. The technical setup is considered permanent and won't be moved for events.

No stickers may be stuck to chairs, as this is detrimental to the long-term condition of the chairs. Hirers are responsible for bringing free standing signage or using ties to attach numbers to identify row and seat numbers. If stickers are attached to any surface these will be immediately removed by venue staff and the hirer will be charged a fee.

The venue does not provide linen but can recommend suppliers. It is a requirement of your booking that all round tables must have tablecloths and trestle tables used for food service, preparation or dining must be clothed. Single use plastic tablecloths are not permitted.

12.0 Code of Conduct

We expect all hirers, clients and contractors to cooperate and relate in a friendly and polite manner with all patrons and staff. Discrimination on any grounds, including but not limited to age, sex, race, sexuality and disability will not be tolerated. The hirer is responsible for the conduct and behaviour, including compliance with the Terms and Conditions, of all of its employees, agents, contractors and patrons.

13.0 Local Laws and Venue Specific Policies

13.1 Smoking

Smoking, including electronic cigarettes, is prohibited inside the venue. Smoking is prohibited within five meters of entrances or ramps leading to the link way. The two bins on Ferguson St at the edge of the Ada Cambridge forecourt have butt bins attached for use by smokers. Smokers may not take drinks outside. Smokers should keep noise to a minimum and return inside promptly to minimise impacts on neighbours. A portion of your bond may be withheld if cigarette butts are discarded outside, notably on the Ferguson entrance steps.

13.2 Alcohol and Other Drugs

Williamstown Town Hall is not a licensed venue. Hirers organising social events or events where alcohol will be provided free of charge must register their function with the Victorian Police Partysafe scheme. Registration forms can be obtained from the Venue Services Officer, via www.police.vic.gov.au or by contacting your local police station.

Hirers selling alcohol or providing alcohol included within the price of admission are required to have a liquor license for their event and staff with current copies of their valid Responsible Service of Alcohol certificates on-site during the event. The venue will provide general waste and recycling bins. Empty bottles must not remain on tables and should be cleared as soon as practical. Hirer staff and volunteer levels must take clearing and removal of glasses and bottles during your event into account. In rare cases, service of alcohol may be suspended at the duty venue officer's discretion to ensure patron and venue safety.

Alcohol is not to be consumed outside within the Town Hall precinct. Illicit drugs are not accepted at the venue, anyone found under the influence will be asked to leave the venue immediately and/or be reported to police.

13.3 Amplified Music and Noise

Williamstown Town Hall operates in compliance with EPA and Victorian government policies and recommendations. Any additional sound equipment brought into the venue must be approved by the Venue Operations Officer prior to your event. Venue officers have acoustic monitoring equipment and sound systems must be turned down at their request. Non-compliance with venue officer directives is a breach of the Terms and Conditions and may result in the early termination of your event and loss of bond.

13.4 Photography and CCTV

Council takes photographs on Council premises and in public spaces. These photographs may be used for publicity purposes. If you would prefer Council does not take photos at your event, please request this in writing when making your booking. If photos are to be taken by the hirer, we can provide signage to display at your event if requested. If Council is handling your ticketing needs, notice can also be included in the booking information.

Many public areas of the Town Hall precinct have CCTV coverage.

13.5 Children

Hobsons Bay City Council is a Childsafe organisation.

Children are welcome at the Town Hall and must always be under adult supervision. They must not be allowed to play in stairwells, corridors, backstage, the foyers, the toilets or on the balcony. Children must not, under any circumstances, be allowed in the commercial kitchen. If you are planning an event where children are the main audience, please get in touch to discuss how we can best accommodate your needs. There is limited pram parking available in the foyer and meeting room 1 can be booked for additional pram storage, but these cannot be taken into the ballroom.

13.6 Sustainability and Waste

No confetti, stickers, throwing rice, polystyrene or straw bales are allowed in the venue. The use of any of these in the venue will not be approved and will incur a partial forfeiture of bond.

Under no circumstances will balloons be allowed in the venue or forecourt.

Single use plastics should be avoided where possible and hirers must comply with the Victorian Government's Single Use Plastic Ban, see the [Victorian Government website](#) and section 16.0 for more information.

13.7 Food, Food Vans, Catering and Caterers

No roasting spits are allowed in the venue or any outdoor areas in the Town Hall precinct. No outdoor cooking is permitted anywhere in the precinct and no gas bottles may be brought on site.

Food vans are not permitted at Williamstown Town Hall events. For non-catered events, there are cafés, bakeries, restaurants, supermarkets and other dining options available near the Town Hall on Ferguson St, Douglas Parade and surrounds.

Meals must only be available for consumption seated at tables. Meals cannot be taken into the ballroom for theatre style shows. Dry snacks, whether pre-packaged cold or warm, can be consumed in a seated theatre style setup. Examples of permissible snacks include crisps, nuts, prawn crackers, arare, chicharon, jerky, biscuits, chocolates, mithai, sandwiches, sushi, pasties, and samosas.

Where the supper room is used as a dining hall for theatre-style events held in the ballroom, security engaged by the venue must be present to ensure meals are not taken into ballroom. No food can be served in single-use plastic or bio-plastic takeaway containers, hirers that do so will forfeit their bond with any other outstanding costs billed separately.

Preferred Caterers

Name	Web	Phone	Large Event	Meeting
Mabu Mabu	www.mabumabu.com.au	9121 0510	Yes	Yes
Advanced Catering Concepts	www.acc-catering.com.au	9555 4000	Yes	No
Elizabeth Andrews Catering	www.elizabethandrews.com.au	9670 4361	Yes	No
Silver Platter	www.silverplattercatering.com.au	0408 105 575	Yes	No
Essential Catering	www.essentialcaterer.com.au	9761 4188	Yes	No
Jai Ho	www.jaiho-indian-restaurant.com	9369 3899	Yes	No
Checkers	www.checkerscatering.com.au	9391 3430	Yes	Yes
Sardellis	www.sardelliscatering.com.au	9562 6051	Yes	No
Fabulous Catering	www.fabulouscatering.com.au	1300 850 720	Yes	No
Silks Catering	www.silkscatering.com.au	0433 671 595	Yes	No
Salt n Peppa	www.saltnpacafe.com.au	9398 1874	No	Yes
Provisions	www.provisionsonline.com.au	9399 9955	No	Yes
Altona Fresh Fine Foods	www.freshfinefoods.com.au	9399 1390	No	Yes
Asylum Seeker Resource Centre Catering	www.catering.asrc.org.au	9939 6320	No	Yes

13.8 Booking Suitability

Williamstown Town Hall is a historic building suited to events and bookings that support the social, community and cultural life of the city. Due to the nature and setting of the building, some types of bookings are not supported.

These include:

- Gambling, no games of chance at which money is passed either directly or indirectly as a prize. Raffles must have gained appropriate permits in order to be an approved activity in a Council venue.
- Parties and informal private celebrations, including, but not limited to, schoolies, 18th and 21st birthday parties, hen's nights and buck's nights.
- New Year's Eve bookings.
- Combat sports including, but not limited to, boxing, kickboxing, mixed martial arts (MMA) and Muay Thai.

14.0 Occupational Health and Safety

All external electrical equipment brought into the venue must have up-to-date Test and Tag stickers with power cables in good condition. Appliance testing and tagging may be made available to hirers where sufficient notice is given. Equipment without tags or with unsafe cabling should not be brought into the venue. Equipment or power leads without valid tags found in the venue will be immediately removed from use and must be taken off-site. Failure to do so will be considered a breach of the Terms and Conditions and may result in the early termination of your event. The safety and operation of the hirer's equipment while on council property is the responsibility of the hirer.

Ladders and work platforms are for use by venue staff and venue technicians only. Photographers are not to use ladders as working platforms in the venue. Only staff with appropriate Working at Heights and Elevated Work Platform qualifications and documents are permitted to work at heights.

15.0 Schedule of Hire

Hire and access times will be arranged during the booking process, these must include adequate time for bump in and bump out. This schedule will be discussed during your booking and a final schedule submitted with the Events Requirement Form. Use of the venue outside of scheduled booking times, such as bookings that go overtime, may affect your insurance and will result in additional facility hire charges and/ or forfeiture of bond.

16.0 Waste and Environmental Management

Hobsons Bay City Council supports responsible environmental and waste management practices. Where possible, efforts should be made to reduce waste. Waste management is the responsibility of the hirer and waste must remain separated into general waste and commingle recycling. Organics bins are available for food and organically compostable packaging waste.

The venue is complying with the [Victorian Government's single use plastic ban](#) and avoiding single use plastics altogether where practical. Caterers are encouraged to use re-usable crockery, cutlery and drinkware. Where this is not possible, organic, non-bio-plastic alternatives should be used, and the venue can recommend suppliers. Guests to your event should be informed to bring reusable fillable water bottles with them.

Venue officer will provide the person in charge with small bins for use in the hired spaces, larger bins for use in bar type areas and facilitate access to the 240 litre bins and skips. When moving or emptying bins, care must be taken to not create excessive or late noise, to minimise impacts on neighbouring properties. At the end of your event, the venue officer will undertake a site inspection with the person in charge in which the integrity of the recycling bins is checked. If bins are found to be contaminated, the person in charge will be responsible for rectifying the issue.

Events expecting to generate large quantities of waste (more than 500 litres combined) should notify the venue during the booking process so that rubbish pickup can be coordinated. An excess rubbish fee may apply where more than 500 litres of waste is generated.

Where possible, bathroom and office supplies used at Williamstown Town Hall are from recycled and sustainable sources. Cleaning supplies used at the Town Hall comply with Hobsons Bay City Council's environmental standards policy and are available for hirer use. Please ask duty venue officer for cleaning supplies as required.

17.0 Heritage Management

As Williamstown Town Hall is a heritage-listed building, some restrictions must be placed on its use. Restricted activities include, but are not limited to, the use of fire and open flames, smoke machines, water and steam. Activities that pose potential risk in any sense must be approved by with the Venues Services Officer during the booking procedure. Absolutely no tape or blu-tack is to be affixed to wooden, painted or tiles walls. No gaffer or electrical tape is to be used on any walls or floors. Non-marking painter's tape may be used on the floor with venue officer's approval. Any residue left on any surface from tape (approved or unapproved), paints, stains, etc., will be removed by Council and the hirer may be charged associated costs.

Free standing rigging can be used in the ballroom, however the roof is not designed to accommodate further rigging than the FOH truss. The stage truss and lighting bar are not rated to facilitate the flying of people. Any rigging brought into the venue must be approved in writing by the Venue Operations Officer and be installed by suitably qualified riggers. The earlier your requirements and plans are provided, the easier it will be for us to accommodate your requirements and address heritage and OH&S concerns.

18.0 Security

Council has the right to arrange police/security staff attendance at any function held at the venue. The Venue Services Officer will conduct a risk assessment and notify the hirer where security is deemed necessary, this may include coverage for the car park, forecourt and deck areas. In the event that security is required, the venues unit will book security on your behalf, but the hirer will be responsible for any associated costs. If the hirer has been directed to engage security, the venue will not be opened to the public until the required amount of appropriately qualified and registered guards are present and signed in. Where catering is offered with theatre style seating is used or the balcony is open, security will be required.

19.0 Personnel

For the duration of your hire, including bump in and out, the venue will provide venue officers. While the venue officers may at times assist the hirer and patrons, their key duties are to ensure the integrity of the building, safety of the patrons, oversee contractors, minimise impact on local residents and to maintain a respectful and inclusive environment.

External videographers may be engaged by the hirer but must be approved and venue technicians must be always on site when the videographer is present. External catering companies may be engaged by the hirer, but use of the commercial kitchen requires registration.

All external contractors' details must be provided to the Venue Services Officer in advance of the event date.

20.0 Getting To Williamstown Town Hall

The Williamstown Town Hall is located at 104 Ferguson St, in central Williamstown. While limited parking is available at the venue, we encourage patrons to consider using public transport, particularly for larger events. Parking in nearby streets is restricted and Lenore Cres, that borders the venue, has no visitor parking.

20.1 Public Transport

By Train

During peak hours, catch the Williamstown train. At all other times, catch a Werribee train and change at Newport Station for the Williamstown train. Get off at Williamstown North Station, cross Station St and head east down Ferguson St. Cross at the roundabout on the corner of Ferguson St and Melbourne Rd. The Town Hall is located 150 metres on the left.

By Bus

Route 415 (Laverton-Williamstown) stops at Laverton and Williamstown North train stations. The bus runs via Ferguson St and there is a bus stop 50 metres from the Town Hall at the corner of Ferguson and Richard St.

Route 471 (Sunshine- Williamstown) runs from Sunshine Station to The Esplanade in Williamstown. The bus runs via Ferguson St and there is a bus stop 50 metres from the Town Hall at the corner of Ferguson and Richard St.

Route 472 (Moonee Ponds- Williamstown) runs from Mt Alexander Rd and Pascoe Vale Rd in Moonee Ponds to The Esplanade in Williamstown. The bus runs via Ferguson St and there is a bus stop 50 metres from the Town Hall at the corner of Ferguson St and Richard St.

By Bike

There is a bike path that runs along the Coastal Trail or along The Strand. Head west at the roundabout on the corner of Ferguson St and The Strand and travel along the cycle lane to the pedestrian crossing at the front of the Town Hall. Limited bicycle parking rails are available at the front of the library precinct.

20.2 Driving

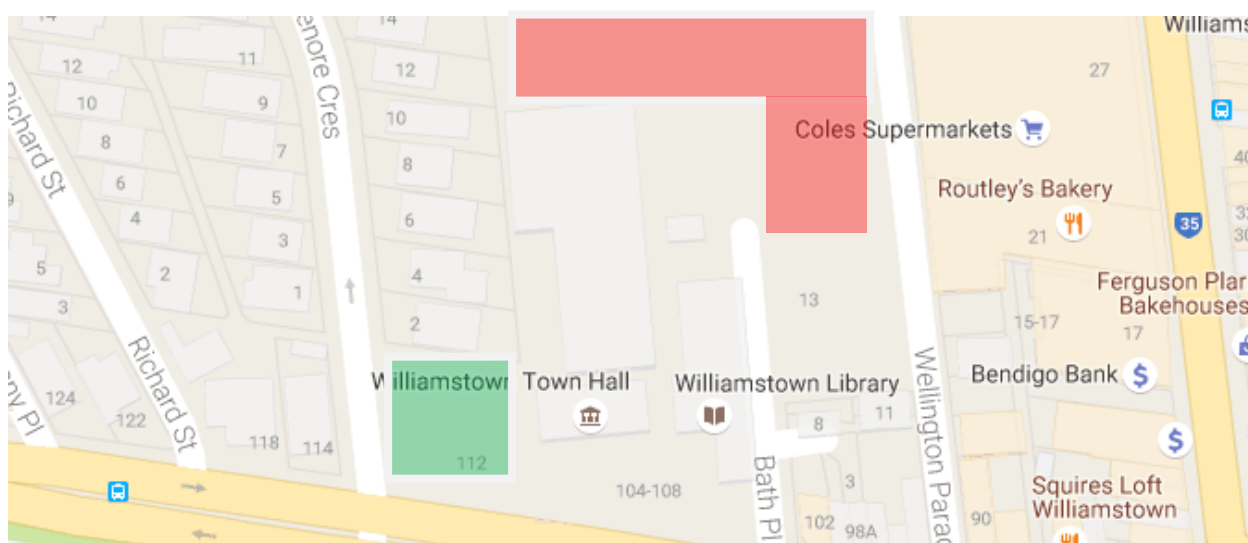
Williamstown Town Hall can be found in the Melways, page 56 Reference C8.

Two-hour parking is available in the car park located to the rear of the Town Hall (highlighted in red), which can be accessed from either Bath Pl or Wellington Pd. A smaller car park is located on the western edge of the Town Hall (highlighted in green), which can be accessed directly from Ferguson St. Please read parking signs carefully as some parks may be for Council-use only and fines apply if a vehicle is parked incorrectly. Please take care not to block driveways, walkways, access points, stairs or loading bays as fines may apply. We request that you inform your guests or patrons to not park in the streets bordering the Town Hall and make clear that there is no visitor parking in Lenore Cres which borders the venue to the West.

Parking permits may be made available for hirers, allowing extended parking in appropriately signed areas. For general hires up to five parking permits can be requested, while sales, fairs and expos may request up to fifteen permits.

This frees up valuable parking space for your guests or patrons, improving their experience of your event, while also enabling local residents and guest to the area parking near the Ferguson St and Douglas Parade precinct.

Parking permits will not be provided for patrons.



21.0 General Reminders

Please be mindful that we are situated in a residential area. Our neighbours matter to us.

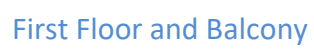
Please ensure that your patrons leave your event/function quietly and respectfully.

We ask that you encourage your patrons to leave the area at the close of the event and discourage post function gatherings in the car park and surrounding areas.

Please note that alcohol is not permitted to be taken outside of the venue at any time.

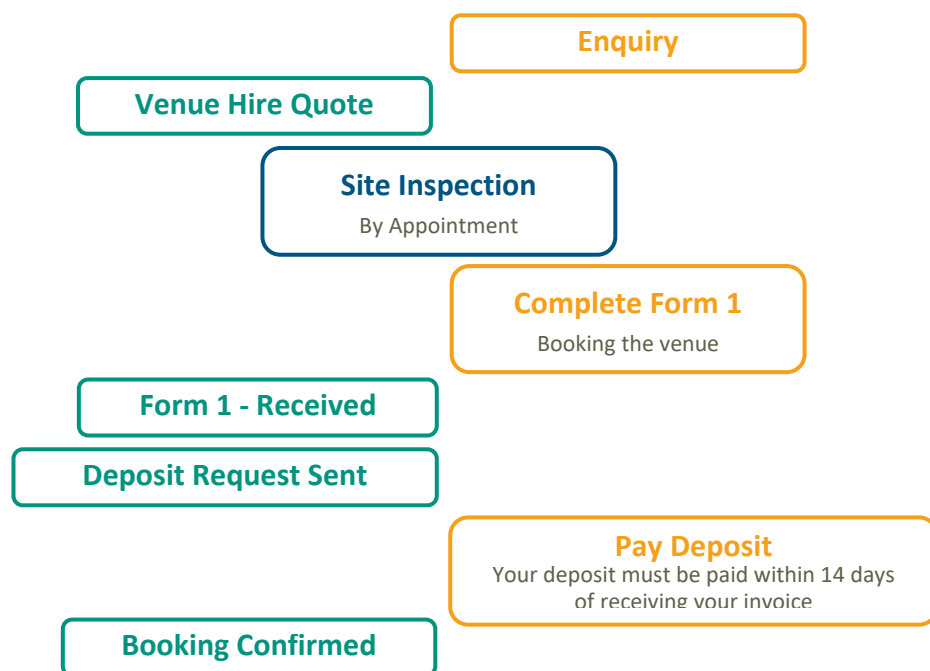
Please observe local laws in relation to local streets and limited access, and note car parking limitations. Parking inspectors enforce these laws and we are unable to support any disputes in relation to fines. There is no visitor parking in Lenore Cres.

Ground Floor



22.2 The Booking Process

Initial Booking Process



5 weeks before your event

