



# Pearl Beach Progress Association

## Pearl Beach Community Hall Hall Hire Information Pack

The Pearl Beach Memorial Hall is a unique Central Coast venue with a rich 70-year history. A short 90 min drive from Sydney in the beautiful beachside village of Pearl Beach, home to the award-winning Pearls on the Beach restaurant, Pearl Beach Arboretum, gorgeous Ocean Pool and great Cafe. Located at **9 Diamond Rd, Pearl Beach NSW 2256**, the Hall is available to hire between the hours of **8 am - 11 pm 7 days a week**.

**Please note: Until further notice only those who are double vaccinated may enter the Pearl Beach Memorial Hall.**

### Facilities

#### Capacity

The floor area is 149 square metres (approx 17.8 x 8.2 m but not an actual rectangle, see the floor plan on the last page).

For a seated function the maximum number of people of 100 is optimal. Sufficient chairs are available to meet the seating capacity. The limit for stand-up functions is 120 people.

There are 20 rectangular tables that each seat 8 people. Alternatively, there are 12 round tables that can seat 8 or 9 people. For the rectangular tables, there are 10 white commercial heavy quality tablecloths available for hire for \$120. The fee of \$12 per table cloth covers the cost of dry cleaning. If the hirer wants to use the round tables they can order tablecloths from OZONE ([info@ozoneexpress.com.au](mailto:info@ozoneexpress.com.au)/02 4322 6854) who will deliver them to the hall, and collect them when used.

**COVID capacity:** 1 person per 4 square metres = 37 people (seated or standing) and 10 on the back deck. 1 person per 2 square metres = 74 people (seated or standing) and 20 on the back deck.

## Features

Polished floorboards, large industrial ceiling fans, basic piano, gas heaters, male, female and unisex disabled toilets, Bluetooth sound system. Wall hanging system for art shows, displaying of pictures. There is also a large covered deck and a grassed area out the back

## Stage

There is a 5m x 2.8m stage set up at the end of the Hall near the kitchen. It is flexible, consisting of a few pieces plus steps. The stage can also be removed altogether. Hirers are not to move or change the configuration of the stage unless prior arrangements are made. A representative of the PBPA will assist with moving the stage. If you need to move or remove the stage then there is an additional fee of \$100.

## Audio Visual Equipment

A Bluetooth sound system is standard and you can pair your phone with it. There is the opportunity for the usage of 2 microphones and a PA system. This needs to be set up and packed away by a representative of the PBPA. There is an additional charge of \$150 to use the microphones and extended sound system.

## Kitchen

The hall has a fully equipped commercial kitchen with an electric oven and gas stovetop. Other amenities in the kitchen include a microwave, dishwasher, and refrigerator. There is a continuous hot water machine and coffee/teapots. Utensils, crockery and cutlery to cater for 100 people. 100 water glasses & wine glasses, plus 12 large water jugs. If the kitchen is required for a Commercial single hire (private function or wedding) then an additional fee of \$200 applies.

Accessibility - Ramp access and a unisex disability access toilet

## Booking

You must be 18 years and over to book the Hall. Bookings will not be accepted within two (2) days of a proposed event date.

If the booking is more than 30 days before the event then a 25% deposit is required to hold the date/time you want with the balance including the bond being payable 30 days or more before the event starts. If a booking is made within 30 days then the total amount plus bond is due to confirm the booking. If you haven't paid then the booking is not confirmed.

All bookings need to include set up and pack up time if required. The Hall and Kitchen need to be left as it's found or a cleaning fee will be deducted from your bond. Please allow enough time to complete the Pack Up list below.

To make a booking fill out our [Hall Hire Booking Request Form](#)

To arrange a tour please contact us at [hallhire@pearlbeachprogress.org.au](mailto:hallhire@pearlbeachprogress.org.au)

## Fees

*1st July 2021 - 30th June 2022 (Rates are subject to change at the beginning of the financial year)*

<b>Hourly Rate</b>	\$80 (minimum of 2 hours per booking)
<b>Hourly Rate - Set up and Pack up time</b>	\$40 (must be immediately before or after the booked event)
<b>Commercial Kitchen</b>	\$200
<b>Tablecloths</b>	\$240 (covers the cost of drycleaning)
<b>A/V Equipment</b>	\$150
<b>Stage Handling</b>	\$100
<b>Cancellations</b>	Free anytime until 30 days prior to the event, after that it's 100% of the hire charges (details below)

## Discounts

<b>100% discount for local community initiatives</b>	Gold coin donation per attendee or \$20 per session. Whichever is more. Please collect and deposit into the PBPA Bank Account (details below)
<b>50% discount for charity/NFP hire</b> ( <i>Does not apply to extras such as Kitchen and Tablecloth usage</i> )	Incorporated NFP organisation, Unincorporated local NFP group, Religious institutions (ATO defined)

## Back-Up Venue

The Hall is available as a backup for outdoor functions in the event of bad weather. A non-refundable fee of \$200 applies if the Hall is not used. Should the Hall be required then applicable hourly charges will apply (as outlined above) less the amount already paid. Please contact us on [hallhire@pearlbeachprogress.org.au](mailto:hallhire@pearlbeachprogress.org.au) or 0407 100 120 to advise use of your backup booking no later than 12 hours before to arrange access.

## Bond

A bond of \$500 is required for all bookings. The bond is to be paid 30 days prior to your booking via EFT to the **PBPA Bank Account BSB: 633-000 Account No: 164913360**. The bond will be refunded via EFT once the booking is completed. Include your bank account details when sending the bond receipt to [treasurer@pearlbeachprogress.org.au](mailto:treasurer@pearlbeachprogress.org.au).

**Terms:** Refundable bonds will be returned upon the premises being left in a satisfactory condition as determined by the Hall Admin Officer or representative of the PBPA. 50% of the bond will be deducted (along with the cost of breakages) if the Hall is not left in a clean condition. Costs associated with not meeting the Conditions of Hire may also be deducted from your Bond prior to refunding.

## Recurring Commercial Hire

To hire the hall on a regular basis for commercial purposes the fee (eg Fitness or Yoga classes) is \$30 for a minimum of 1.5 hours and \$10 per half hour thereafter. Your booking may be cancelled if payment of fees is beyond 60 days in arrears. Regular hirers are requested to make bookings for the following financial year by 30 June of the preceding year. Bookings may be subject to cancellation or reschedule if Association events require the hall. Hirers will be informed via email with at least one month's notice. No recurring commercial bookings will be accepted for weekends.

## Conditions of Hire

By renting this Hall you agree to the following code of conduct and hiring rules for all guests. Not following these conditions of hire may result in termination of permission to hire the hall.

The amenity of local residents must be protected. All loud noise and music must not disturb neighbours and must cease by closing. On Friday, Saturday or any day preceding a public holiday closing is 11:00 pm and the Hall must be vacated by 11:30 pm. On all other days, closing is 10 pm.

All hirers are responsible for the safe use of the Hall and the equipment in the Hall. Any instructions for the use of equipment must be observed and if uncertain seek assistance. Any damage must be reported to the Hall Admin Officer in person on Check Out or email to [hallhire@pearlbeachprogress.org.au](mailto:hallhire@pearlbeachprogress.org.au) and a determination will be made whether there's any impact on the bond.

All hirers are to leave the hall as they find it. Chairs and tables are to be disinfected and returned and the floor swept. The kitchen is cleaned and all items in the kitchen clean and put away.

The Hall is not to be used for the purpose of holding any activities that may be considered discriminatory or inappropriate.

Smoking is prohibited on the premises of the facility.

Your event must comply with the Hall COVID safety plan.

## Cancellations

Cancellation must be made in writing to [hallhire@pearlbeachprogress.org.au](mailto:hallhire@pearlbeachprogress.org.au)

For bookings cancelled 30 days or more prior to the event, no cancellation fee will be charged and your deposit will be returned to you. Please include EFT details for the return of this deposit in your cancellation email.

Bookings that are cancelled less than 30 days prior to an event will incur a cancellation fee of 100% of the hire charges.

Bookings made within 30-days of the event that are then cancelled will also incur a cancellation fee of 100% of the hire charges.

If an event backup booking is cancelled the \$200 deposit is not refunded.

If an event is rescheduled to be outside the 30 day cancellation period and is then cancelled there will be no refund.

## Set-Up

A representative from the PBPA will meet you at the Hall to open up for your booking.

All tables are in the storeroom which will be opened up for you. Please respect the Hall and do not drag any items across the polished floorboards.

Nails, screws, tacks, sticky tape, masking tape, blu-tac, or any other fixing capable of marking or defacing the facility or its fittings are not to be used.

## Pack Up

A representative from the PBPA will meet you at the end of the booking unless prior arrangements are made.

The Hirer must ensure that the premises are promptly and wholly vacated at the expiry of the booked time.

All items of property owned by The Hirer must be removed from the venue at the completion of the event

If tables and chairs are used they will need to be cleaned, disinfected and returned to where you found them.

If you have rented the tablecloths return dirty tablecloths to the large dark blue bag ready for dry cleaning pick up. Contact OZONE Express Laundrette at [info@ozoneexpress.com.au](mailto:info@ozoneexpress.com.au) or call 02 4322 6854 to arrange pick up and return to the hall.

Cleaning materials are kept in the kitchen under the sink. All spillage is to be mopped and floors swept.

The Kitchen is to be left how you found it. All utensils, crockery, glassware and cutlery are to be washed and put away.

Rubbish is to be disposed of appropriately and in accordance with the guidelines indicated on each receptacle.

When leaving the facility please turn off the stove, lights, fans, and heaters.

Ensure all doors and windows are securely locked.

Please leave the facility as quietly as possible to minimise noise in a residential area.

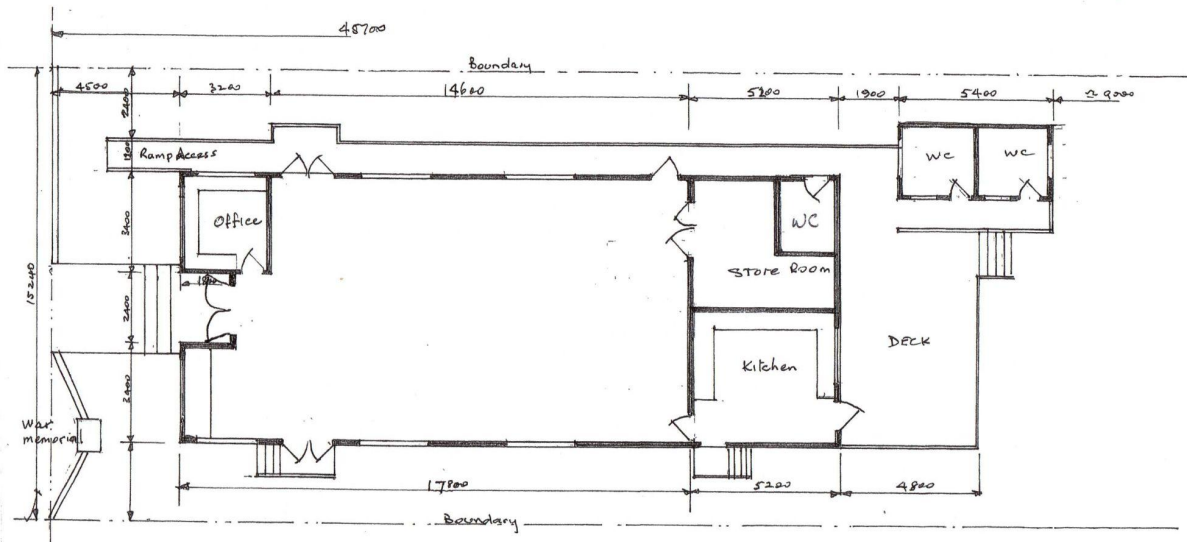
## Emergency

In an emergency, please contact the Hall Administration Officer Malcolm Davison on 0407 100 120.

## Contact Us

[www.pearlbeachprogress.org.au](http://www.pearlbeachprogress.org.au)

[hallhire@pearlbeachprogress.org.au](mailto:hallhire@pearlbeachprogress.org.au)



ASSOCIATION STOCKS  
 Removable Stage - 5 m x 2.8m  
 FOLDING TABLES - 18 - 1.86 x .76  
 STACKABLE CHAIRS - 100 + 50  
 ART SCREENS - 4 x 130cm  
 QUILT RACKS - 4

PEARL BEACH PROGRESS ASS'N  
 MEMORIAL HALL  
 3 DIAMOND RD PEARL BEACH  
 PLAN FOR EVENT LAYOUTS  
 Scale 1: 100