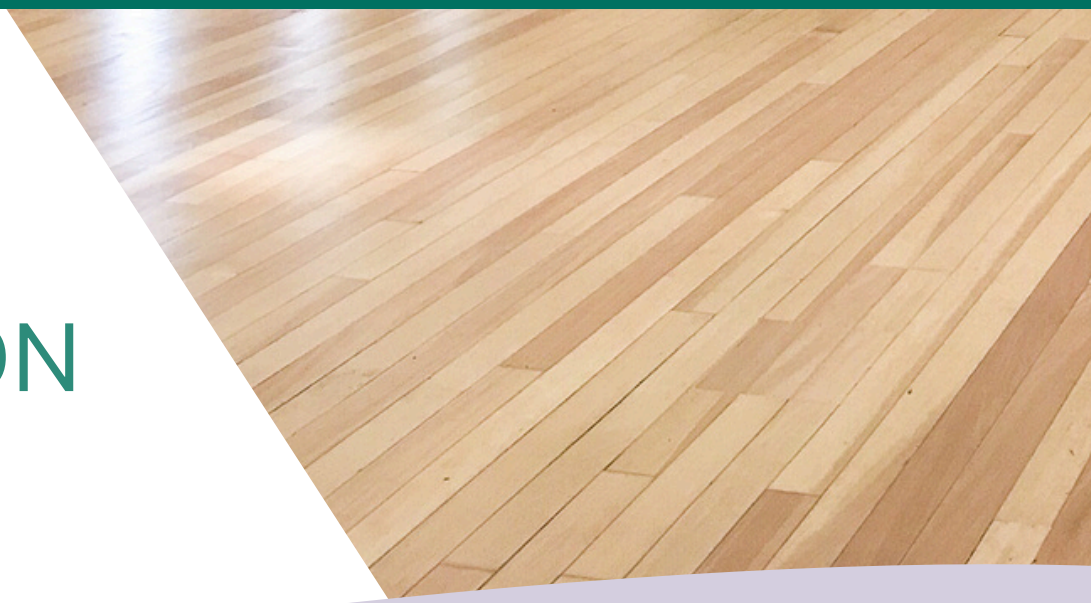


TOWN HALL



VENUE INDUCTION BOOKLET

City of Burnside

WELCOME

Originally built in the 1920s, the Burnside Town Hall features wooden floors, high ceilings, and ornate windows. Ideal for large or small private functions, regular classes, meetings, dances, musical or theatrical rehearsals and performances.

IMPORTANT HIRE INFORMATION



- Bring your own cleaning products such as cloths, bin liners, and cleaning solutions
- Ensure you bring any required AV connections and cables
- Clean all tables, chairs, and equipment, then return to its designated location
- Sweep and spot clean floors for spills, sticky marks and debris
- Turn off all lights, AV equipment, and air conditioners. Ensure windows and doors are closed, and all personal items are removed



- Sticky tape, nails/pins and glue are not permitted
- Helium balloons are not permitted
- Only utilise your hired space in the agreed time
- Jumping castles and similar inflatables are not permitted inside or outside the venue
- Smoke machines are not permitted

HOUSEKEEPING

Please place all rubbish in the bins provided (General Waste – **RED** / Recyclables – **YELLOW**), place these rubbish bags into the outdoor bins and then re-line ready for the next hire. If the outdoor bins are full, you are required to take any excess waste away with you.

To access the outdoor bins, head out the entrance you came through and move to the front of the Ballroom. You will locate a staff entrance gate, to the left of the main entrance. Hold your access card over the reader to your right, until it emits a beep. After this, the gate will begin to open – please do not push on the gate as this operates automatically and does not need assistance. Pass through the gates and the bins will be ahead of you.

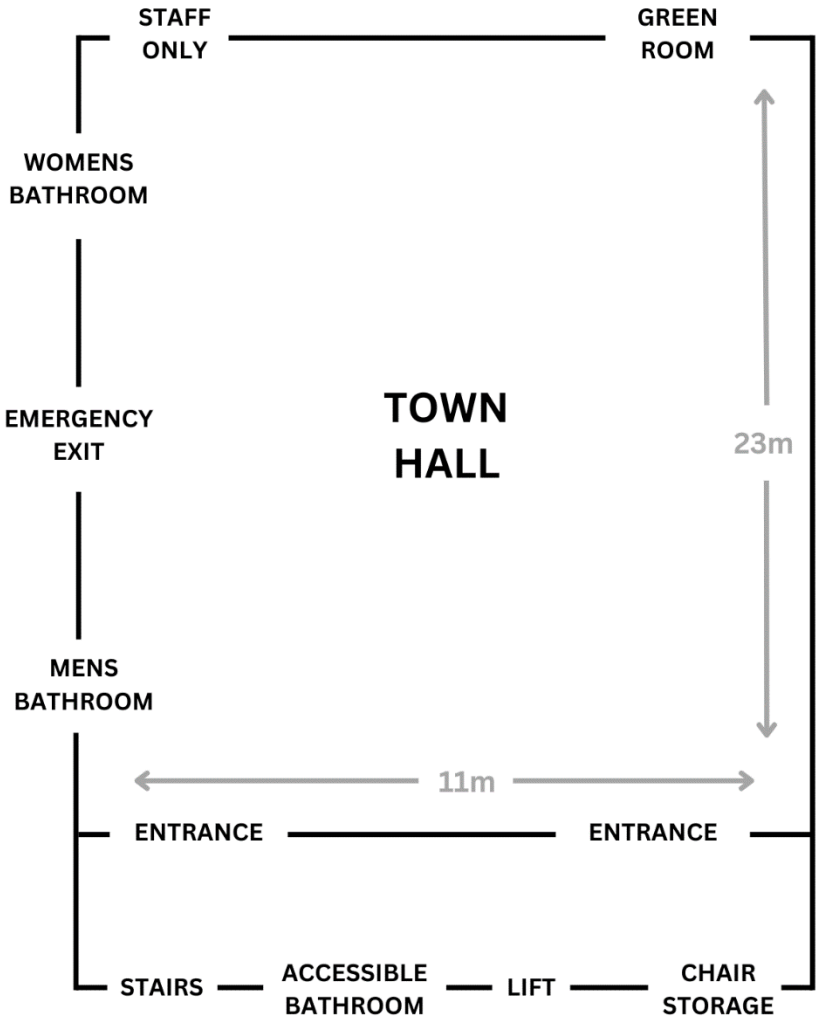
Wipe all tables, chairs, and equipment, then return to its designated location. Sweep and spot clean floors for spills, sticky marks and debris.

Remove all personal items and equipment that you or any of your guests or contractors have brought into the venue.

Please note the heritage windows are not to be opened. Prior to exiting the building, remember to turn off all lights and air conditioners, and ensure doors are closed.

CAPACITIES AND FLOORPLAN

	Burnside Town Hall
Max Capacity Seated	100
Max Capacity Standing	200
Floor Area	260 sqm
Floor Surface	Wood

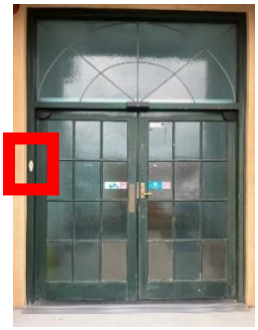


ENTERING AND EXITING THE BUILDING

Entering the Building

Access to the Burnside Town Hall is via the entrance located closest to the intersection of Portrush and Greenhill Roads. At the green doors, you will notice a reader to the left. Hold your access card over the reader, until it emits a beep. After this, the doors will unlock, allowing you to enter.

Head straight forward once you have entered the foyer, and you will reach another door with a reader to your right. Once again, hold your access card over the reader, until it emits a beep. After this, the doors will unlock, and you will be able to use the wall hook to leave the door open.









The first set of doors will need to be set to automatically open, to provide your guests with access. Inside the foyer, locate the Tormax panel on your right. Use the grey selector button labelled 2, to illuminate Automatic 1. The doors will now automatically open when someone approaches from either side.

You can now use the stairs or elevator to move up to level 1 where the Town Hall is located.



SELECTOR BUTTON

AUTOMATIC 1

EXIT

Exiting the Building

It is very important to leave your hired space in the condition it was prior to your event, taking care to follow the housekeeping information and Post Event Checklist. Ensure the inner foyer door is not being held open by the wall hook. Revert the setting of the automatic doors, using the grey selector button labelled 2, illuminate the Exit option. Exit the building, using the 'Press to Exit' button if required, ensuring the doors close behind you.

Drop your access card in the white mailbox located by the staff entrance, outside of the Burnside Ballroom (pictured).



FURNITURE

Hirers will have access to the furniture listed below.

Tables	Chairs
11 x Standard Trestle Tables (1830 x 760mm for 6 pax 8 x Round Banquet Tables for 8-10pax 	100 x Black Plastic Chairs 

To set-up the tables, wheel the trolley into position and secure the wheel breaks into the locked position. Extend the legs of the table out and pivot the table onto its legs. When packing tables away, simply wheel the trolley back into position and tip the table back onto the trolley. To prevent tipping, ensure the edge of the last table sits behind the raised lip of the trolley's front edge.

Chairs can be found in the storeroom next to the elevator. Chairs are stacked on trolleys which must be used when moving more than one chair at a time. Once you have moved the trolley into place, secure the wheel breaks into the locked position and lift chairs off as required. Chairs are to be left clean, and with the backs in a reclining position on trolleys, before moving them back into the storeroom at the end of the hire. Do not stack more than 18 chairs per trolley.

ROOM CONTROLS

Air Conditioning & Heating

Press the 'O/RIDE' button to turn on the air conditioning and then use the arrow buttons to set your preferred temperature. This control is on a timer which will automatically switch off in 1-hour. If your booking exceeds this, you will need to reactivate the unit at the end of every hour.

Lights

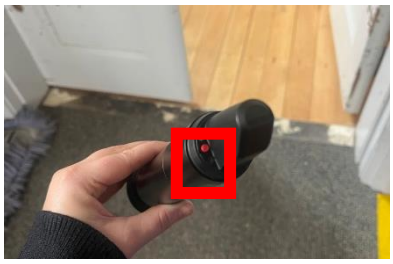
There are three separate control panel sections around the hall which operate the lighting. The lights can operate with up-lighting, downlighting or both together. The uplighting is controlled by the standard light switch and the downlighting by pressing the round button, and then spinning this to the preferred dimmer setting.

AV EQUIPMENT

PA System

In the green room at the far end of the Town Hall, are two cordless microphones available for your use. They're stored in a holder on the black AV cabinet, just inside the door and to the left. Hold down the red button on the bottom of the microphone until the screen turns on. If they don't power on, ensure the two boxes labelled SENNHEISER within the AV cabinet are switched on. If necessary, press and hold the red power button on the right side of each box.

This system is set up with announcements in mind. Performers wishing to have greater control over their sound, or requiring inputs are recommended to bring in their own sound equipment.



MICROPHONE POWER BUTTON



SENNHEISER UNIT

Bluetooth Connectivity

To connect your device via Bluetooth to the Town Hall speakers, first ensure Bluetooth is turned on, on your device. Press the labelled button on the wall for 3 seconds, once it appears on your device (DN-300BR), select to pair. Use the buttons on the wall to control music volume, the microphone level is fixed.

Data Projector & Screen (Via Request Only)

A data projector and screen can be available via request only. The projector is on a trolley and can be rolled into the preferred location, you can then set-up the screen across from this. Press the power button on the projector to turn on. Remember to turn this off, pack up the screen at the end of your hire. A reminder that all connection cables must be provided by the hirer.

Whiteboard

A whiteboard is available via request only.

Piano

The Grand Piano at the entrance to the Town Hall is owned by the Burnside Symphony Orchestra and not available for use as part of your hire. It may be available to hire at the discretion of the owners and written requests can be directed to info@bso.org.au.

Wi-Fi Connection

If you require a Wi-Fi connection, this must be pre-arranged with the City of Burnside.

CORNER ROOM

The Corner Room is a separate venue located on the ground level of the Town Hall and is suitable for small meetings or green room purposes. Access to this room may be arranged via a locked door to the rear and right of the Ballroom stage, or via an external entrance and is only available to hirers who have secured a booking for this room. An hourly hire fee applies.

The corner room covers 25sqm and includes a small kitchenette equipped with microwave, kettle and fridge. All crockery, cutlery, glassware, etc. is not provided and must be brought in by the hirer.

Hire of the Corner Room includes access to a TV, 3 flip top tables (1800 x 800mm), 1 trestle tables and 20 grey fabric chairs.

At the conclusion of your hire, you will need to wipe all surfaces, equipment, and tables down. Ensure all lights, equipment, the TV, and air conditioning have been switched off prior to exiting the venue.

EMERGENCY INFORMATION

Upon entering the building, please take note of the location of the defibrillator and make yourself familiar with the emergency action plan.

In the event of an emergency, please use the following:

000 – Police, Fire Ambulance
131 444 – Non Urgent Police Assistance
8366 4200 – Council Emergency Contact Number*

**Staff available at this number can only address emergency building concerns and maintenance, they cannot assist with general venue and AV support.*

In the event of on non– urgent equipment breakdowns and failures that will have minimal impact if any on your ability to conduct your hire or the hire of others, please report the issue to the Community Venues Team by emailing: facilitiesmail@burnside.sa.gov.au or calling 8366 4200 on the next business day.

POST EVENT CHECKLIST

Prior to departing the venue, please take the time to read through the below checklist and ensure everything relevant to your hired space has been completed.

- ☐ Turn **OFF** all lights, air conditioning, projectors, and any other electronic equipment in the room
- ☐ Close all doors
- ☐ Wipe all tables, chairs, benches, etc.
- ☐ Sweep and spot clean floors for spills, sticky marks and debris
- ☐ Remove any decorations, flyers, etc. that have been placed on the walls, doors or windows
- ☐ Remove **ALL** rubbish
- ☐ Check venue to ensure all guests have exited
- ☐ Return all furniture to its designated location
- ☐ Ensure the inner foyer door is not being held open by the wall hook
- ☐ Set the automatic doors to exit
- ☐ Return your access card to the white mailbox located by the staff entrance, outside of the Burnside Ballroom.