



Cygnet Town Hall

Booking information

HALL BOOKINGS

Bookings for the Cygnet Town Hall and the Supper Room can be made -

- At our office in person 14 Mary St Cygnet. (Front of Town Hall)
- By phoning 6295 1708
- Emailing hall@southbus.com.au

Office hours are Mon - Wed, Fri 9am to 5pm. Closed Thursday.

Keys are available from the 'Bottom IGA Supermarket' (opposite Commonwealth Bank) between 8am and 7pm 7days. Please return the key to the supermarket immediately after unlocking the doors. (Instructions are on the key tag)

The supper room is located upstairs and is unsuitable for those who would have difficulty climbing stairs. Please contact us for details.

A first aid kit is located in the cleaner's cupboard under the stairs in the main foyer. Please inform management if kit is used.

Please reduce our electricity costs by turning all lights and heaters off before you leave.

All electrical items including appliances and leads must have current test and tag certificates before they can be used in the Town Hall

CYGNET TOWN HALL HIRE FEES July 2016

Hall hire fees are set by council and are standardised for all halls in the shire

Cygnet Town Hall is a class2 hall

Hall hire	Prices include GST	
	Per Hour	Per day
Town Hall Monday to Thursday	\$22.00	\$108.00
Town Hall Friday to Sunday	\$27.00	\$128.00
Supper Room	\$15.00	\$75.00
Bona Fide community rate*	\$10.00	N/A
Function or event	N/A	\$260.00
Public Liability Insurance (Max 12 bookings per year)		\$25.00 per booking / day
Trestle hire (included when hiring hall)		\$5.50 each/day plus bond \$50.00
Chair hire (included when hiring hall)		\$1.50 each/day plus bond \$50.00
Chair / Table Bond		\$50
Birthday party 18 th /21 st Bond		\$500
Alcohol Bond (Per booking)		\$150.00
Cleaning Bond (Per booking)		\$150.00

There is a 25% discount if the hirer makes more than one booking in the same week.

Southern Business Services will charge the hirer for excess cleaning if the hall is left in an unsatisfactory state.
Excess cleaning \$50.00/hr weekdays (Not available weekends or public holidays)

Where application of the above fees upon a group would cause undue hardship such as to preclude the viability of conducting an event, the hirer may make a written application to the Huon Valley Council General Manager at PO Box 2010, Huonville 7109 for consideration of a reduction in the set fee.

*Applications for the Bona Fide community rate must be made in writing to the Huon Valley Council

Cygnet Town Hall and Supper Room are managed under contract by:
Southern Business Services Pty Ltd, 14 Mary Street Cygnet 7112. Ph: 6295 1708, Fax: 6295 1964
Email: hall@southbus.com.au Web: www.southbus.com.au/townhall.html