

## TOWN HALL HIRE PROCESS

There are 8 simple steps that need to be followed in the process of hiring out one of the councils community town halls.

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### Step 1



**Check the availability.** Contact the Copper Coast Council or Visitor Information Centre to check the availability of the venue you are interested in.

Phone: 8828 1200 or 8821 2333

Email: [info@coppercoast.sa.gov.au](mailto:info@coppercoast.sa.gov.au)

### Step 2



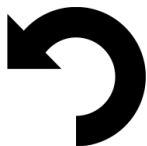
**Get a quote.** It is important to understand the price of your hire and that it may include a bond and key deposit. You can find out more of this information also through contacting the Copper Coast Council/ Visitor Information Centre or viewing our Fees and Charges Form.

### Step 3



**Complete an application form.** You must collect and complete a Hall Hire Application form. This form can be downloaded from our website, emailed, or collected from the Copper Coast Visitor Information Centre.

### Step 4



**Return the form.** Your booking of the venue will not be saved until a completed application form has been returned and approved. You can return your application form in person to the Copper Coast Visitor Information Centre or through email to [info@coppercoast.sa.gov.au](mailto:info@coppercoast.sa.gov.au).

### Step 5



**Supply all copies of insurance.** Along with your completed application form you must provide all of the appropriate copies of insurance. This may occur if your booking is not for a private function.

*lifestyle location of choice*

## Step 6



**Approval and payment.** You will receive a phone call or email to notify that your hall hire application has been approved and that you will need to finalise the approval through paying the prescribed fee. An invoice will be raised and you will be given the payment options of:

- Payment in person
- Online Payment
- Payment with a cheque

## Step 7



**Collect the keys.** Once your application is approved and paid, you may be required to collect and return the keys to the venue. Where you collect the keys from depends on what town hall you have hired. You are only allowed to collect a key a day before your booking if the office is closed the day of your hire.

If you are hiring the Kadina Town Hall within the office hours you will not require a key.

### **The Kadina Town Hall**

Location: The Copper Coast Council Office, 51 Taylor Street, Kadina

Times: Mon-Fri 9am-5pm

### **The Moonta Town Hall**

Location: Moonta Tourist Office, Blanche Terrace, Moonta

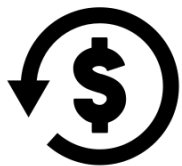
Times: Mon-Sun 9am-5pm

### **The Wallaroo Town Hall**

Location: Wallaroo Community Library, 5 John Terrace, Wallaroo

Times: Mon, Tue, Thur, Fri 10am-3pm

## Step 8



**Complete a request for refund form.** Once your booking is over and an inspection of the hall is completed you may or may not be refunded a bond (depending on the condition of the venue). The key deposit will also be refunded with this form if it is returned correctly. The request for refund form can be downloaded from our website, or sent along with your invoice.

### **Further Information**

- A hire agreement/ application can only be entered by a person over the age of 18 years.
- Tentative bookings will be held for 7 days. An application must be completed and returned or the booking will be forfeited.

*lifestyle location of choice*