

NORTHERN BEACHES COUNCIL COMMUNITY CENTRE HIRE:

[Northern Beaches Council Community Centres - General Terms & Conditions of Hire](#)

Additional Conditions of Use for Manly Town Hall Meeting Rooms

1. Approval is conditional on the availability of at least two staff/security onsite during the whole booked period.
2. All enquiries must be made one month in advance.
3. The site is not suitable for larger youth, private and other events. The rooms can cater from 12 to 100 people.
4. The venue is not suitable for private functions or parties.
5. The rooms may be available to hire when not being used for Council purposes, predominantly after 6pm on weekdays and from 6am to 11pm on weekends and public holidays.
6. Entry to secure areas of Council is strictly prohibited, including the Customer Service desk.
7. The kitchen must not be accessed. An urn is located in the foyer.
8. Please take all rubbish and belongings following the hire period.
9. The accessible lift must only be used with staff/security supervision.
10. Touching the artworks, photos and other artefacts is prohibited.
11. Two people are required to lift all furniture.
12. The Cove Meeting Room is used as storage for the tables and chairs when the rooms are opened up.
13. Windows must not be opened.
14. A staff member must be hired for the duration of the booking to operate any AV equipment. This is in addition to the security costs. No AV equipment including the projector, computers or TVs are to be operated by hirers or attendees.

Types of appropriate uses:

- Community meetings
- Workshops/training courses/seminars
- Low impact recreational activities
- Small community events