

Woodend RSL Hall Hire

Frequently Asked Questions V2

1. How many tables and chairs are available for use?

In the Main Hall there are 12 tables, each 90cm x 150cm that each seat 6 people (when placed alone). There are also 2 tables, each 90cm x 210cm that seat 8 people. The Hall has 80 upholstered chairs and 20 plastic chairs. There are approx. 6 additional folding tables, each 75cm x 180cm. There are also two children's tables and stools for 8 children. Our maximum capacity in the hall is 100 people.

2. Is the bar available?

Yes, dependent upon the availability of members who are certified for Responsible Service of Alcohol and trained on Woodend RSL bar operations. At all times two members must be present. A fee will usually be charged for bar service to cover operating costs, cleaning and wastage. Woodend RSL bar prices for functions are generally 20% below comparable hotel prices. No BYO alcohol is permitted in the hall.

3. Is the kitchen available?

Yes. The kitchen is certified as a level 2 commercial kitchen. It is available for hire at standard rates that cover operating costs, cleaning and consumables. It is a requirement that the kitchen be cleaned after use to an acceptable standard. The supervisor in the kitchen must hold (and bring a copy with them) a current Safe Food Handling Certificate. If food is to be brought into the hall or food prepared in the kitchen then an indemnity that protects Woodend RSL must be signed. A hot water boiler and basic tea, coffee, sugar facilities are provided free of charge. BYO milk.

4. Can the hall be setup as we would prefer by Woodend RSL prior to our hire?

Yes, subject to the availability of volunteers. Early advice and a diagram of the preferred configuration will be required.

5. Is there adequate parking?

Yes, but it is street parking only.

6. Are we able to clean up the next day?

Yes, usually the hall can be opened for cleaning at 9am the day following a hire. Notice will be given if the hall is required for another function on the day following a hire, in which case the hall must be cleaned the night before.

If the hall is not cleaned to an acceptable standard a cleaning charge will be applied.

7. What crockery, cutlery and utensils are available in the kitchen?

Usually sufficient capacity to enable 3 course meals to be prepared and served to 80 people. Additional capacity can be obtained on request.

8. What emergency facilities are provided?

The hall has a First Aid Kit (in the kitchen), adequate Fire Extinguishers and Fire Blankets and a Defibrillator (in the Main Hall). Emergency evacuation procedure notices are positioned at both the front and rear entrances.

9. What are the access arrangements?

A member will unlock and close-up the hall as required. A key safe holds keys at the front door in case a member is not available.

10. Is there heating/cooling in the hall?

Yes. There are two gas heaters in the Main Hall that are simple push-button operation and are adequate to heat the entire hall. There is an electric heater in the Meeting Room.

There are two air-conditioner units in the main hall. These are operated by remote controls that are positioned near the audio system.

Please switch off all heaters and air conditioners when finished and switch of the heating/cooling master switch next to the switchboard in the main hall, left of the entrance, beside the switchboard

12. Is there an audio system in the hall?

Yes. A basic system with microphone, amplifier and speakers in installed in the hall.

13. Is Wi-Fi available in the hall?

Yes. Password available on request.