Venue Hire FAQs

Can I view the facility before hiring it?

Yes, viewings can be conducted Tuesday to Thursday from 10am to 3pm. There are no room viewings on Mondays, Fridays, or weekends.

Please note:

- A minimum of 24-hour notice is required to book a room viewing.
- A $50 pre-authorisation bond and a photocopy of your ID will be needed. You will also need a physical bank card to process the pre-authorisation bond.

What is included in the booking time?

When booking your function please ensure your set up and pack up time is included in your venue hire time. All deliveries and collections to the venue are to be included in this time. Preparation and the drop-off of items cannot happen outside the specified booking time.

Can I store the equipment in the room and collect after my event?

No, all deliveries and collections to and from the venue are to be included in the agreed booking time. The City of Stirling is unable to store/hold any equipment outside of the agreed time.

What portable equipment is available for hire?

Portable projectors, Audio Loops, blue tooth microphone and speakers.

Can I advertise my function on social media?

No. Under no circumstances can an event that is to be held in one of the City of Stirling's Community facilities be advertised on social media or the internet without approval from the City of Stirling.

What is the latest time a facility can be hired for a weekend function?

Due to noise and Health Department restrictions the latest that a facility can be hired to is 1.00am on Friday and Saturday nights. This includes cleaning and pack up times. All guests must leave by and noise cease by 12am. The hirer has until 1.00am to clean and vacate the facility.

To view the facility before hiring please email the team at bookings@stirling.wa.gov.au to schedule a viewing time.

What are classified as high-risk functions?

High-risk functions are any functions that meet one or more of the following criteria:

- Over 200 people attending the booking,
- Birthday parties for 16th – 23rd ages,
- Bachelor/bucks parties and bachelorette/hens parties,
- Sporting club functions (the City will require a letter from the Club president to confirm that it is a club event and will be covered by the club's public liability policies),

• Events that include the sale of alcohol.

Do I have to pay a bond?

Yes, a pre-authorisation bond is required. This will be processed using a physical bank card and is refundable upon the return of the key and inspection of the facility.

Are balloons and/or decorations allowed?

- Helium balloons are allowed, if anchored. Please deflate at the end of your booking and place in rubbish bins.
- Free standing decorations are permitted provided they are removed or disposed of at the end of the functions.
- Please do not stick decorations to any painted walls or ceilings. Decorations can be attached to the felt panels on walls that are installed in some facilities.
- Please no confetti or similar materials.

Are live band/s and/or smoke machines allowed?

No, these are not permitted.

Do I need to provide my own cleaning supplies and equipment?

Yes, the hirer must supply all cleaning equipment. The hired venue must be cleaned and vacated by the approved booking end time.

Are there bins available at the facility?

All rubbish, including emptying inside bins, needs to be placed in the outside bin compounds which hirers will have key access to. If for any reason, there is no access to bin compound all rubbish is to be removed from the premises.

What is the expectation of how the facility is to be left?

All facilities must be left in a clean and tidy condition with no equipment or personal belongings left in the room. Floors are to be swept (and mopped, if required). Tables and chairs are to be wiped down and returned to the designated storage areas. All food and drinks are to be removed from fridges/freezers. Bins are to be emptied and all rubbish needs to be placed in the outside bin compounds which hirers will have key access to. If for any reason, there is no access to bin compound all rubbish is to be removed from the premises.

For urgent issues outside business hours please call the Facility Hire team on (08) 9205 8489.

Is there an afterhours contact number in case of an issue?

For any urgent issues for bookings outside business hours please call the **Facility Hire team on (08) 9205 8489.**

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