



THE Norma Richardson Hall WOODEND

FAQ

Booking process

How do I book the hall?

To book the hall complete the [online enquiry form](#) or contact

Hall Manager: Trudy Shepherd on 0419 535 547. We will respond as soon as we can.

How far ahead can I make a booking?

Our calendar runs for 18 months ahead.

Hire rates

How much does it cost to book the hall?

See hire rates form on the website

How much is the deposit?

Payment for all functions/events is due at the time of booking. A refundable deposit of \$500 for the hall and \$50 for the key are required when you collect the key.

Can I pay by credit card?

All payments should be made by cash, cheque or bank transfer. We do not have credit card facilities at this stage.

Facilities

How big is the main hall?

The main hall is 140m²

What is the capacity of the hall?

The hall can accommodate a maximum of 100 people.

Are there baby change facilities?

Yes, the disabled toilets have a baby change station

Is there wheel chair access?

Yes, the main entrance has full wheel chair access and there is an access ramp to the rear.

Who is responsible for the cleaning?

Hirers are responsible for cleaning

Are there tables and chairs?

Yes, there are enough tables and chairs to seat 100 people.

Is there Internet access?

No.

What audio-visual facilities are available?

We have a data projector, full black out blinds, eight built-in speakers, HDMI sockets and acoustic panels. You can project directly on to the white walls.

Catering**Do you offer a catering service for events?**

No.

Need more information?

Please get in touch at woodendanglican@gmail.com



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