



## Information on hosting exhibition openings and events

# West Torrens Auditorium Gallery

Hamra Centre, 1 Brooker Tce, Hilton

Celebrate your exhibition at the Auditorium Gallery with an opening event. Your event can be held at an available time during your confirmed exhibition block.

Our tea and coffee catering package is available to purchase for small to medium events. Once your exhibition is confirmed with us, a link will be provided for you to book your exhibition opening event. To discuss your event requirements simply call the Community Centres team on (08) 8416 6333 to speak with one of our friendly staff.

### Terms and conditions

Bookings to hold an event at the City of West Torrens Auditorium Gallery must be made at least 2 weeks prior to the relevant exhibition block. Payments for any catering is required in advance.

Events can only be held during Hamra Centre opening hours, for a maximum of 4 hours:

- Monday 10am—6pm
- Tuesday 10am—6pm
- Wednesday 8am—6pm
- Thursday 10am—8pm
- Friday 10am—6pm
- Saturday 10am—4pm
- Sunday 1pm—4pm
- Public holidays - closed.

Requests are subject to availability and the City of West Torrens reserves the right, without notice to remove catering services or cancel any events at any time. Catering items are used at your own risk.

The Exhibition co-ordinator should make themselves available for an induction with Council staff prior to the event date. The induction will provide instruct on catering items, kitchen and AV equipment use. Users of the catering service should follow the instructions and guidelines of use at all times. Kitchen access is available and must be cleaned and tidied at the end of use. The user agrees to pay for any repair required to the equipment and facilities following any intentional or unintentional damages.

All events are limited to 4 hours, this includes your set-up and pack-down time.

It is the users responsibility to obtain the relevant licence for the consumption/supply of alcohol on the premises. More information and forms can be found at the SA Government website. The licence must be provided to the City of West Torrens 14 days prior to their event. The user is responsible to ensure that alcoholic beverages are not served to guests under the age of 18 years, or to guests in a state of intoxication.

Hirers wanting to use any sound, lighting, other electrical devices and mechanical equipment must submit and complete a list of such equipment for approval by the council prior to your exhibition/event.

The Gallery is a public viewing, multi-use space available for all members of the community. However, a private event sign can be provided on request.

If an alarm is activated a call out fee will be charged if it is a result of the hirer's acts or omissions. During office hours, all damage, breakages and losses must be reported to staff as soon as possible - phone 8416 6333 or e-mail [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au) Please note that Hamra Centre Library staff are not a point of contact for the Gallery.

There are no fees to hold an event at the Auditorium Gallery. However there are fees to purchase a catering package.

### Nespresso machine catering package

Cost: \$2.50 per person.

Our Nespresso coffee machine is compact but will work efficiently catering for large events. It makes coffees and delivers hot water at the touch of a button. Please note that the machine does not froth milk.

Included in the price:

- One Nespresso coffee machine
- 20 Nespresso coffee pods
- paper cups
- fresh milk
- individual packet sugars
- tea selections box and regular tea bags
- fresh orange juice
- biscuit selection tray
- napkins
- carafe chilled water x 2
- set-up and pack-down by staff.

