



St John

the Evangelist, Balmain

Anglican Church
of Australia

ST JOHN'S CHURCH HALL INFORMATION

HALL DETAILS

The St John's Church Hall is located in Birchgrove, and has been used for events, parties and filming over the years.

It allows for a capacity of 50 persons seating (but this is only due to the number of seats available), and contains a stage with stage door access.

Seating and fold out tables are available for self-setup.

GETTING HERE

The St John's Church Hall is on the corner of Birchgrove Road and Spring Street in Birchgrove. Buses reach Darling Street from 433 (from Central), 442 (from Queen Victoria Building, city) and 445 (from Canterbury Training Station and Leichhardt).

The 441 (from the Art Gallery and Queen Victoria Building, city) takes you to Rowntree Street, which is the closest stop to the Hall.

The Balmain Ferry Wharf is across Mort Bay park, and is a ten minute walk away.

There is no on-site parking. Free on-street parking is available close to the hall.

ACCESS

Entrance is at the driveway on Thomas Street with a ramp to allow disabled access. Toilets are located on the left hand side outside the hall.

HEATING AND COOLING

Radiators are scattered across the hall walls, and can be used for heating. There are no cooling facilities in the hall, however windows throughout the hall can be opened to allow ventilation.

KITCHEN AND OTHER FACILITIES

There is a kitchen with fridge, oven and stovetop, pie oven and dishwasher available for use. Cutlery and crockery are also available for use.

Any use of the kitchen must remain clean after use, and all rubbish placed in the relevant recycling and rubbish bins located outside the kitchen door

BEFORE LEAVING

- Turn off urns and similar appliances.
- Turn off lights and any heating.
- Ensure all doors and windows are securely locked.
- Please use the broom contained in the kitchen broom cupboard to ensure the floor is clean.
- Leave the hall as quietly as possible to minimise noise to our residents.

CONTACT

If you have any questions on the use of St John's Church Hall, please send an email to stjohnshallbalmain@gmail.com and Tracey will get back to you at her earliest convenience with further details.



St John

the Evangelist, Balmain

Anglican Church
of Australia

ST JOHN'S CHURCH MEETING ROOM INFORMATION

MEETING ROOM DETAILS

The St John's Church Meeting Room is located underneath the Church Hall and is located in Birchgrove.

It allows for a capacity of 15-20 persons seating and contains a tea and coffee point with toilets outside the entrance.

Seating and fold out tables are available for self-setup.

GETTING HERE

The St John's Church Hall is on the corner of Birchgrove Road and Spring Street in Birchgrove. Buses reach Darling Street from 433 (from Central), 442 (from Queen Victoria Building, city) and 445 (from Canterbury Training Station and Leichhardt).

The 441 (from the Art Gallery and Queen Victoria Building, city) takes you to Rowntree Street, which is the closest stop to the Hall.

The Balmain Ferry Wharf is across Mort Bay park, and is a ten minute walk away.

There is no on-site parking. Free on-street parking is available close to the hall.

ACCESS

Entrance past the driveway on Thomas Street, across from the toilets. There is no disabled access into the meeting room.

HEATING AND COOLING

A radiators is available from the kitchen, and a fan is available for use. Windows and doors can also be opened to allow ventilation.

KITCHEN AND OTHER FACILITIES

There is a kitchen point, which contains an urn, a basic sink, a bar fridge and tea and coffee.

Any use of the kitchen must remain clean after use, and all rubbish placed in the relevant recycling and rubbish bins located outside the kitchen door

BEFORE LEAVING

- Turn off urns and similar appliances.
- Turn off lights and any heating.
- Ensure all doors and windows are securely locked.
- Move furniture and seating back in the same position you left it.
- Leave the space as quietly as possible to minimise noise to our residents.

CONTACT

If you have any questions on the use of the St John's Church Meeting Room, please send an email to stjohnshallbalmain@gmail.com and Tracey will get back to you at her earliest convenience with further details.



St John

the Evangelist, Balmain

Anglican Church
of Australia

HIRING RESPONSIBILITIES

Use this is a checklist for when you use the hall.

Leave the hall the way you have found it by making sure:

- Replacing anything you have removed or moved
- Chairs are stacked and tables folded up and put away
- Windows are closed
- Floor is swept (there is a broom in the kitchen cupboard)
- Fans or heaters turned off
- All lights turned off
- Tables are either packed up or placed in their original positions

If you have used the kitchen facilities:

- Wipe down kitchen benches and other surfaces used
- Put away any items used
- All dishes are cleaned and put away
- Ensure any items are removed from the fridge



St John

the Evangelist, Balmain

Anglican Church
of Australia

TERMS AND CONDITIONS

These are the terms and conditions for using our facilities.

- The hirer shall have a Public Liability Insurance of at least \$10,000,000* that is active at the time of rental.
- Hire may be cancelled due to emergency need of the church facilities, eg for a funeral.
- Payments accepted via EFT, and are to be made on issue of invoice.
- Discounts are available for not for profit or community use.
- Please note there is no wheelchair access to the downstairs meeting room.

Your signature below indicates you understand and agree to our Terms and Conditions and to the list of Hiring Responsibilities for clean-up and pack-up.

Name: _____

Business: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Please return this completed form and a copy of the front page of your Public Liability Insurance that shows the nature of the policy, dates of coverage and values covered to Hall Bookings Coordinator, St John's Church PO Box 45 Balmain, NSW 2041 or by email to tracey.brooks1@gmail.com.