

# BALWYN

## COMMUNITY CENTRE

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### **FUNCTION HALL FREQUENTLY ASKED QUESTIONS**

**How many does the hall cater for?**

100 seated

**How many tables and chairs are there?**

10 tables and 100 chairs

**How big are the tables?**

They are round tables with a diameter of 1800mm and can seat 10 people per table.

**What do I need to provide?**

All catering, cutlery, crockery and glasses. We also suggest hiring tablecloths as although the tables are new they look much more attractive covered up!

### **Where could I hire tablecloths and anything else we might need?**

We do not have any affiliation with companies so highly recommend doing your own research. However, companies who have assisted in the past on previous functions include Balwyn Events and Chatham Primary School.

### **Can I use my own caterer?**

Absolutely, we don't provide catering so all food and drink needs to be brought in by you.

### **What's in the kitchen?**

Our kitchen includes an electric oven, gas cooktop, microwave, pie warmer, fridge, urn and dishwasher.

### **Is crockery included?**

Although we have a small quantity of cups and saucers (40) and cutlery which you are welcome to use, most crockery will need to be provided by you.

### **What PA and technology is available?**

Access to sound system, microphone, Ipad dock connector, TV and CD player is available free of charge. A data projector can be hired for \$50.

### **Function Centre Hire Rates**

- Fri or Sat night \$415
- \$490 for 21<sup>st</sup> birthday
- Hire available from \$55 per hour at other times for a minimum of 6 hours.