

# Venue Hire

## Venue Information Pack

## DENHAM TOWN HALL

The Denham town hall is equipped to host entertainment/performances with an inbuilt stage and audio system. The open floor space is also ideal for meetings and presentations.



### EQUIPMENT

#### INCLUDED IN HIRE

- Kitchen facilities – includes fridge, oven, stove, microwave and urn
- 8 x tables\*
- 100 x chairs\*
- In-built projector and audio system (instructions are provided upon hire)
- In-built stage and back of stage facilities (refer to the picture below)
- Stage lighting (prior approval required)

\*PLEASE NOTE: requires minimum 1 week notice

#### NOT INCLUDED IN HIRE

- Tea/coffee/milk/catering
- Crockery
- Laptop (if using projector)

#### ADDITIONAL EQUIPMENT FOR HIRE

Some additional equipment is available upon request. Please refer to page 7.

### OVERVIEW

#### ADDRESS

50 Hughes Street, Denham

#### MAXIMUM CAPACITY

100 seated

#### TOILETS

Venue is located next to public toilet facilities

#### AIR CONDITIONING

Yes

#### ACCESS & INCLUSION

Wheelchair accessible building with ACROD parking available

#### FEES & CHARGES

Please refer to page 9.



## MEETING ROOM

The meeting room is located inside the Shark Bay Recreation Centre. It is equipped for meetings and presentations, with a whiteboard, TV, and HDMI capacity.



## EQUIPMENT

### INCLUDED IN HIRE

- Kitchen facilities – includes fridge, oven, stove, microwave, urn and crockery
- 8 x tables
- 50 x chairs
- TV with HDMI cord (instructions are provided upon hire)
- Whiteboard and markers
- Small fridge (located in meeting room)

### NOT INCLUDED IN HIRE

- Tea/coffee/milk/catering
- Laptop (if using projector)

### ADDITIONAL EQUIPMENT FOR HIRE

Some additional equipment is available upon request. Please refer to page 7.

## OVERVIEW

### ADDRESS

Francis Street, Denham

### MAXIMUM CAPACITY

50 seated

### TOILETS

Toilets are located within the Recreation Centre

### AIR CONDITIONING

Yes

### ACCESS & INCLUSION

Wheelchair accessible building with ACROD parking available

### FEES & CHARGES

Please refer to page 9.



## INDOOR COURTS

The indoor courts are located inside the Shark Bay Recreation Centre. They provide a large multi-use purpose court that hosts a number of indoor sports and recreation.



## EQUIPMENT

### INCLUDED IN HIRE

- Kitchen facilities\* – includes fridge, oven, stove, microwave, urn and crockery
- Multi-purpose nets
- Crowd stands

\*PLEASE NOTE: while access to the kitchen is included, food cannot be consumed inside the indoor courts.

### NOT INCLUDED IN HIRE

- Tea/coffee/milk/catering
- Sporting equipment

### ADDITIONAL EQUIPMENT FOR HIRE

Some additional equipment is available upon request. Please refer to page 7.

## OVERVIEW

### ADDRESS

Francis Street, Denham

### MAXIMUM CAPACITY

300 standing

### TOILETS

Toilets are located within the Recreation Centre

### AIR CONDITIONING

Yes

### ACCESS & INCLUSION

Wheelchair accessible building with ACROD parking available

### FEES & CHARGES

Please refer to page 9.



## GEORGE WEAR PARK

Located on Denham Foreshore, George Wear Park is a grassed area surrounded by trees and shade. This venue is ideal for outdoor community events, markets and entertainment.



### EQUIPMENT

#### EXCLUSIVE ACCESS HIRE ONLY

Please note, George Wear Park is a public open space, and sections can be hired for exclusive use. If required, fencing panels can be hired from the Shire at an additional cost.

#### INCLUDED IN HIRE

George Wear Park is a large open area of lawn, and includes a public barbecue and shaded picnic bench. To discuss what options are available, please contact Shire staff.

#### ADDITIONAL EQUIPMENT FOR HIRE

Some additional equipment is available upon request. Please refer to page 7.

### OVERVIEW

#### ADDRESS

Knight Terrace, Denham

#### MAXIMUM CAPACITY

2,000 standing

#### TOILETS

Public toilets are located on either side of the park

#### AIR CONDITIONING

No

#### ACCESS & INCLUSION

Wheelchair accessible area with ACROD parking available

#### FEES & CHARGES

Please refer to page 9.



## DENHAM OVAL

Denham Oval is the size of a football field and can be used for sports, community events and entertainment. It features amphitheater seating that overlooks the oval.



### EQUIPMENT

#### EXCLUSIVE ACCESS HIRE ONLY

Please note, Denham Oval is a public open space, and sections can be hired for exclusive use. If required, fencing panels can be hired from the Shire at an additional cost.

#### INCLUDED IN HIRE

Denham Oval is a large open area of lawn, and includes a public barbecue and football goal posts. To discuss what options are available, please contact Shire staff.

#### ADDITIONAL EQUIPMENT FOR HIRE

Some additional equipment is available upon request. Please refer to page 7.

### OVERVIEW

#### ADDRESS

Francis Street, Denham

#### MAXIMUM CAPACITY

2,000 standing

#### TOILETS

Public toilets are located next to the oval

#### AIR CONDITIONING

No

#### ACCESS & INCLUSION

Wheelchair accessible area. ACROD parking located at the Recreation Centre.

#### FEES & CHARGES

Please refer to page 9.



## ROSE DE FREYCINET ART GALLERY

Rose de Freycinet Art Gallery is located inside the Shark Bay World Heritage Discovery & Visitor Centre. The venue can be used for art exhibits and cocktail style events.



### EQUIPMENT

#### ACCESS

Located within the building, event attendees are required to enter via the merchandise store. The theatre is also co-located in the gallery. The room does not have access to kitchen facilities. External catering required.

#### INCLUDED IN HIRE

The Gallery includes setup for 20 seated guests (table, chairs and crockery items). Cocktail style event can be set up with a range of cocktail tables.

#### ADDITIONAL EQUIPMENT FOR HIRE

Some additional equipment is available upon request. Please refer to page 7.

### OVERVIEW

#### ADDRESS

53 Knight Tce, Denham

#### MAXIMUM CAPACITY

70 standing

#### TOILETS

Public toilets are located within building

#### AIR CONDITIONING

Yes

#### ACCESS & INCLUSION

Wheelchair accessible area.

#### FEES & CHARGES

Please refer to page 11.



## EQUIPMENT FOR HIRE

The Shire of Shark Bay has a range of additional equipment that can be hired for events and functions. Please discuss your options with the Shire's Customer Service Officer.



### EQUIPMENT BOND (EXCLUDING MARQUEE)

Please note: an equipment bond is required for all equipment hire, as referenced in the below fees.

Equipment Hire Bond Less Than \$100	\$100.00	Per Hire
Equipment Hire Bond More Than \$101	\$200.00	Per Hire

### MARQUEE

The marquee is a large white pavilion that can be erected with or without walls. The full size of the marquee is 10m W x 20m L x 4.8m H. The marquee must be delivered and erected by Shire staff and has a minimum 5 day hire fee.

5 Day Hire (minimum)	\$1,400.00	Per Event	1 Available
Additional Days	\$155.00	Per Day	1 Available
Marquee Bond	\$1,000.00	Per Event	

### PORTABLE STAGE

The portable stage is made up of 6 pieces measuring approximately 2m W x 4m L each, and can be arranged in multiple ways. The portable stage will be delivered and picked up by Shire staff.

Portable Stage	\$80.00	Per Day	1 Available
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### PORTABLE SOUND SYSTEM

The portable sound system includes a mixer, 2 speakers and 6 microphones. It **does not require access to external power sources**. The system must be picked up and returned by the hirer during office hours.

Portable Sound System	\$50.00	Per Day	1 Available
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## EQUIPMENT FOR HIRE CONT...

The Shire of Shark Bay has a range of additional equipment that can be hired for events and functions. Please discuss your options with the Shire's Customer Service Officer.



### TEMPORARY FENCING

There are 30 temporary fence panels available for hire measuring 2.4m W x 1.8m H. The fence panels will be delivered and picked up by Shire staff.

Temporary Fencing (per panel)	\$2.00	Per Day	30 Available
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### ELECTRONIC STREET SIGNAGE

The electronic street signage (speed awareness monitor) can be a great way of advertising your event. The street signage can be delivered and erected by Shire staff or can be picked up by the hirer during office hours.

Electronic Street Signage	\$20.00	Per Day	1 Available
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The electronic street signage has 4 frames that alternate at different times, and each frame has 3 lines with space for 12 letters (including spaces).

### OTHER EQUIPMENT

The Shire has a range of other equipment that can be hired for events. Please contact the Shire's Community Service Officer during office hours with any queries regarding equipment.

A-Frame Power Box	\$20.00	Per Day	1 Available
Air Balloons (per balloon)	\$15.00	Per Day	2 Available
Bin (240L) (per bin)	\$10.00	Per Day	20 Available
Chairs (per chair)	\$1.00	Per Day	100 Available
Trestle Tables (per table)	\$5.00	Per Day	10 Available
Lectern with In-built Microphone	\$30.00	Per Day	1 Available

## SHORT TERM HIRE FEES

For one-off or short term bookings (less than one booking per week), the venue hire fees and charges (as of July 1st 2025) can be seen below.



### FEES & CHARGES (EFFECTIVE 1 JULY 2025)

The Shire of Shark Bay's Fees & Charges for short term or one-off venue hire bookings can be seen below. Payment will be requested by the Customer Service Officer once available dates have been confirmed.

#### DENHAM TOWN HALL, INDOOR COURTS AND MEETING ROOM

Hourly Hire	\$26.00	Per Hour
Daily Hire	\$156.00	Per Day
Weekly Hire	\$520.00	Per Week
Funeral Service Hire (not available for wakes)*	\$260.00	Per Event

**PLEASE NOTE :** Funeral service hire is only available at the Denham Town Hall.

#### DENHAM OVAL AND GEORGE WEAR PARK (EXCLUSIVE USE OF AREA)

Hourly Hire	\$16.00	Per Hour
Daily Hire	\$93.00	Per Day
Weekly Hire	\$208.00	Per Week

#### VENUE BOND

Venue Bond (without alcohol)	\$300.00	Per Function
Venue Bond (with alcohol)	\$1000.00	Per Function
Key/Tag Bond	\$100.00	Per Key/Tag
Surcharge for Additional Cleaning	\$110.00	Per Hour

## LONG TERM HIRE FEES

For regular or long term bookings (minimum of one booking per week for at least one month), the venue hire fees and charges (as of July 1st 2025) can be seen below.



### FEES & CHARGES (EFFECTIVE 1 JULY 2025)

Payment will be requested by the Customer Service Officer once available dates have been confirmed.

#### ALL FACILITIES : \$5.01 - \$20.00 PER PARTICIPANT

All Bookings	No Charge	No Charge
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**PLEASE NOTE :** Venues must be booked through reception and bookings may be cancelled for a paid hire.

#### DENHAM TOWN HALL, INDOOR COURTS AND MEETING ROOM : \$5.01 - \$20.00 PER PARTICIPANT

1 x Weekly Booking	\$62.00	Per Month
1 x Weekly Booking	\$124.00	Per Term
2 x Weekly Booking	\$83.00	Per Month
2 x Weekly Booking	\$166.00	Per Term
3 or more x Weekly Booking	\$104.00	Per Month
3 or more x Weekly Booking	\$208.00	Per Term

#### DENHAM TOWN OVAL AND GEORGE WEAR PARK : \$5.01 - \$20.00 PER PARTICIPANT

1 x Weekly Booking	\$30.00	Per Month
1 x Weekly Booking	\$62.00	Per Term
2 x Weekly Booking	\$41.50	Per Month
2 x Weekly Booking	\$83.00	Per Term
3 or more x Weekly Booking	\$62.00	Per Month
3 or more x Weekly Booking	\$124.00	Per Term

## ROSE DE FREYCINET GALLERY FEES

Fees for the Rose de Freycinet Art Gallery differ from other Shire of Shark Bay venue hire fees. The venue hire fees and charges (as of July 1st 2025) can be seen below.



### FEES & CHARGES (EFFECTIVE 1 JULY 2025)

Payment will be requested by the Centre Manager once available dates have been confirmed.

#### ROSE DE FREYCINET GALLERY (FUNCTIONS)

Facility Hire - function/meeting (exclusive use)	\$26.00	Per Hour
Facility Hire - function/meeting (exclusive use)	\$156.00	Per Day
Event equipment set up for a maximum of 20 people (includes staff cleaning of crockery items as the room has no access to kitchen facilities)	\$104.00	Per Function
Hire of additional event equipment over 20 people	\$5.00	Per Person
Staff surcharge for all events held outside of Centre operating hours	\$83.00	Per Staff Member Per Hour (minimum 1 staff member)
Venue Bond (Without Alcohol)	\$300.00	Per Function
Venue Bond (With Alcohol)	\$1,000.00	Per Function

#### ROSE DE FREYCINET GALLERY (ART EXHIBIT)

Art Exhibit - Local Artists	\$156.00	Per Week
Art Exhibit - Other Artists	\$260.00	Per Week
Art Exhibit - Commission on Sales	20.00%	On All Sales

**PLEASE NOTE :** Installation/removal of art work is required to be completed by and/or supervised by Centre staff within Centre operating hours.