# Glen Eira Town Hall

# Function and meeting rooms for hire

**City of GLEN EIRA**

**GLEN EIRA CITY COUNCIL**

Bentleigh | Bentleigh East | Brighton East | Carnegie | Caulfield | Elsternwick
Gardenvale | Glen Huntly | McKinnon | Murrumbeena | Ormond | St Kilda East

# Auditorium

Built in the 1920s, the Auditorium ballroom has a magnificent art deco leadlight window ceiling supported by white Corinthian columns.
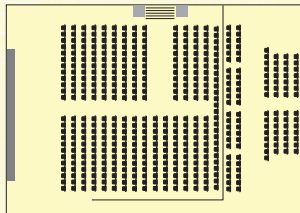
With a fully equipped stage, the Auditorium's versatile function areas — split over three levels — can showcase a diverse range of events from weddings, dinner dances, business events, concerts and bar/bat mitzvahs.
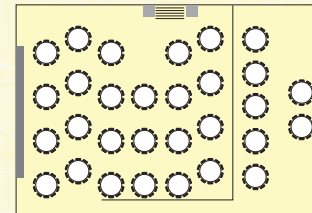
Features
- Audio visual system, including data projector and two motorised screens on stage, sound mixing desk and lighting console
- Flexi staging, which adds versatility to stage production set-up for choirs or band equipment
- Lectern
- Dressing room
- Full commercial kitchen
- Break-out area for buffet serving
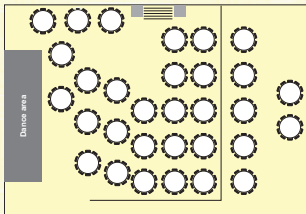


Theatre style — capacity 480



Banquet style — capacity 300

Dinner dance — capacity 280

# Theatrette

With an inclined floor, compact stage and permanent tiered seating with slide-out writing tables, the Theatrette is a contemporary venue perfect for trade presentations, seminars and small scale theatrical or musical performances. The Theatrette holds up to 122 guests.

Features
• Large projector screen
• Lighting console
• DVD/Blu-ray player
• Lectern
• Air conditioning
• Laptop connectivity

Capacity
Fixed seating — 122

# Caulfield Cup Room

A large meeting room suitable for seminars, trade presentations, small lunch or dinner meetings and product launches.

With alabaster wall and chandelier lights, silky oak wood panelling and frosted glass doors, the Caulfield Cup Room offers intimate surroundings in a relaxed atmosphere.

Features
• Data projector with a large motorised screen
• DVD player
• DVD/Blu-ray player
• Lectern with microphone
• Tea and coffee making facilities
• Access to kitchen for catering purposes

Capacity
Cocktail format — 100
Theatre style — 80
Round table — 60
U-shape format — 30

# Yarra Yarra Room

Furnished with original oak furniture, a large oval table and featuring a combination of natural and reflected light. The Yarra Yarra Room is spacious and suitable for meetings, seminars, presentations and luncheons.

Features
• Data projector with a large motorised screen
• Tea and coffee making facilities
• Access to kitchen for catering purposes

Capacity
Boardroom table — 20

# Labassa Room

Natural light beams across the room, providing a warm and inviting atmosphere. Luxurious high backed chairs and silky oak wood paneling add to the comfort of the Labassa Room.

Features
• 50-inch flat screen television with laptop connectivity
• Tea and coffee making facilities

Capacity
Boardroom table — 14



# Councillors' Room

A spacious meeting room furnished with original oak furniture. Featuring a combination of natural and reflected light, the room is suitable for meetings, seminars, presentations and luncheons. Luxurious high-backed chairs and oak wood paneling add to the formal atmosphere of the room.

Features
• 50-inch flat screen television with laptop connectivity
• Tea and coffee making facilities

Capacity
Boardroom table — 10

# Rippon Lea Room

Furnished with original oak furniture and featuring a combination of natural and reflected light, the Rippon Lea Room is suitable for meetings, seminars, presentations and luncheons.

Features
• 50-inch flat screen television with laptop connectivity
• Tea and coffee making facilities

Capacity
Boardroom table — 16



# Ogaki Room

With high-backed leather chairs and a large circular table, this art nouveau styled room is suitable for meetings and small seminars. This room acknowledges Glen Eira's 'friendly cities' relationship with Ogaki in Japan with traditional Japanese paintings adorning the walls and a wooden Koto — a Japanese musical instrument — a feature of the room.

Features
• 50-inch flat screen television with laptop connectivity
• Tea and coffee making facilities

Capacity
Boardroom table — 12

# Glen Eira
# Town Hall

Originally known as Caulfield Shire Hall, the building was designed by Shire surveyor Sydney Smith. The foundation stone was laid in December 1884 by Shire President J W Crosbie. A second storey and a portico were added in 1891.

In 1931, Caulfield Town Hall was remodelled to include the Auditorium and a neo-Grecian portico with Corinthian order columns. Local materials were used wherever possible. The project involved many local unemployed tradesmen, and was a major part of Council's local employment relief scheme during the Great Depression.

# Contact us

For further information and for bookings contact:

**Facility Hire Officer**
**Glen Eira City Council**
**Corner Glen Eira and Hawthorn Roads,**
**Caulfield**
**Phone: 9524 3333**
**Email: mail@gleneira.vic.gov.au**

Office hours are 8.30am–5pm
Monday to Friday

National Relay Service
Glen Eira City Council is now National Relay Service-friendly. If you are deaf, hearing-impaired or speech-impaired, we ask that you call us via the National Relay Service.

Online
Internet relay users connect to the National Relay Service https://internet-relay.nrscall.gov.au/ then ask for 03 9524 3333.

By phone
If you are deaf, hearing-impaired or speech-impaired, we ask that you call us via the National Relay Service Teletypewriter (TTY) users phone 133 677 then ask for 03 9524 3333.

Speak and Listen (speech-to-speech) users phone 1300 555 727 then ask for 03 9524 3333.

# Accessibility

Glen Eira Town Hall is accessible to people of all-abilities. Customer parking, including disabled parking, is available.

# Online resources

Further information is available at Council's website **www.gleneira.vic.gov.au/Places-and-events/Venues-for-hire** including:
• community and social room hire;
• hall hire;
• conditions of use;
• fees and charges; and
• casual room hire agreements.

# Location



**Map 1 labels:**
- Melbourne City
- NORTH
- St Kilda Road
- Nepean Highway
- Caulfield
- Glen Eira Road
- Glen Eira Town Hall
- Hawthorn Roads
- Port Phillip Bay
- Monash Freeway
- Dandenong Road
- Springvale Road
- South Road

**Map 2 legend:**
- **T** Theatrette entry
- **A** Auditorium entry
- **F** Function Rooms entry
- **P** Parking

**Map 2 labels:**
- NORTH
- Glen Eira Road
- Entry
- Caulfield
- P T A F
- P
- Glen Eira Town Hall
- Hawthorn Road
- Entry

Glen Eira Town Hall is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district.

Customer parking, including disabled parking, is available in Town Hall's car park and surrounding streets.

**Glen Eira Town Hall
Corner Glen Eira and Hawthorn Roads, Caulfield**