



Broome Civic Centre

The Broome Civic Centre is a bare-wall hire. All bookings open to the public, larger events, or events that have alcohol will need to have a facility member present and will be added to your cost estimate.

All bookings with alcohol will need to have a Shire-approved security guards/s present which will be organised by the venue and added to your cost estimate.

It is the hirer's responsibility to ensure they have adequate staffing for your event. The Civic Centre can provide staffing to help with the event operations at an additional cost and is subject to availability.

The role of the facility assistant is to ensure a smooth and successful event. They are your "go-to" person should any issue arise. If you have a specific task for the facility please let us know in advance so we can prepare our staff accordingly.

If you require facility staff to assist with set up and pack down of your event, we can add this to your booking at any additional charge. Staffing is subject to availability.

Jimmy Chi hall:

A large polished wooden hall space suitable for weddings, functions, and conferences.

400 capacity. Hire of this space includes 350 chairs, 30 round tables, 8 trestle tables, toilets, house lighting, air conditioning, 2 wireless microphones, auto output, projector, lectern, and laptop. Approx. 545.96m²

Sammy Room:

The Sammy room offers an additional break-out space to both Jimmy Chi Hall and Pigram Garden. This space is suitable for pre-function gathering space, meeting room, or workspace.

92 capacity including the lobby. 50-capacity Sammy room only. Hire of this space includes chairs, round tables, trestle tables, toilets, a projector, and laptop.

PGT:

The Pigram Garden Theatre space offers an AV room, terraced space for outdoor seating, a verandah area for pre-functions events, and a bar/servery.

Capacity 363. Hire of this space includes chairs, round tables, trestle tables, toilets, house lighting

Whole venue: Hire includes all spaces and equipment within the venue, excluding hazer, linens, and dance floor.

Event checklist:

- Do you have enough event staff to set up your event and pack down your entire event ***Please see the user manual for procedures on how to pack set up and pack down your event)**
- Do you require catering for your event (please see list below for local caterers)
- If you are selling food do you have a food permit (please note this is a requirement)
- Have you created a run sheet/ map of the event- if so please email it to Broome Civic Centre
- Do you require any additional furniture or decor for your event (please see below the Civic Centre inventory list)
- Do you require an AV technician for your event (hirers will need to book AV technicians directly)
- Do you require Civic Bar Staff to operate the bar
- Do you require any road closures for food vans (If yes please let us know)
- Will there be any structural changes to the building- if yes please fill out the below form

[Public buildings and events Shire of Broome](#)

Selling your tickets for your event:

- Do you have the staff to scan tickets on the door
- Do you have a scanning app/ ticketing system
- Do you have POS for selling tickets
- Do you have a float for tickets sold on the door

Event checklist- own bar:

- Have you sent through a copy of your liquor license, approved managers, and RSA for bar staff

Please note these documents need to be displayed in the bar at all times for the duration of your event

- Have you organised your bar staff (please note they must have an RSA)
- Have you organised ice for your event
- Have you organised POS system
- Have you organised a cash float for sell of drinks

Private Party Event checklist:

- Have you registered your event with WA police <https://www.police.wa.gov.au/Police-Direct/Register-a-Party>
- Have you organised live entertainment- please note this is a requirement
- Have you organised catering- please note this is a requirement
- Have you got helpers to set up and pack and pack down your entire event

****Please see the user manual for procedures on how to pack set up and pack down your event)**

Please note security is required for a private party and will be added to your cost estimate

Vendor directory:

Local AV Technician:

- Jaye Smoker Unbound Sound: 0437 130 207
- Mitch Fowler: 0428 060 150
- Paul Zanetti: 0416 233 266

Local Caterers:

- The Aarli: 08 9192 5529 theaarli@outlook.com
- DMK The Kitchen: 08 9193 6272 dmk.broome@yahoo.com.au
- Chef Elby: 0401 076 187 contact@chefelby.com
- Pearlers Deli: 08 9192 6858
- Olive + Pickle: 0400 559 985 oliveandpickle.wa@gmail.com
- Subway: 08 9192 7900

Local event furniture hire:

- A Plus Events: info@aplusevents.net.au
- Styed by Design: styldbydesign@outlook.com
- Tomorrows Tribe: 0448 806 703

Local musicians/ entertainment:

- BPAC- Dance performers 0409 694 952 broomepac@gmail.com
- 3 Wheel: 0439 458 514 livethelifeyoulove@hotmail.com.au
- The Mexicans: 0477 277 162 : tonchimcintosh@gmail.com
- Bindi Forde: 0400 256 007 btforde@live.com.au
- Damian Watkiss: 0490 208 398 damianwatkiss@yahoo.com.au
- Dan Guidera: 0488 640 759 DanGuidera@yahoo.com.au
- Desert Rose: 0409 293 663 ralphbabe2003@yahoo.com.au
- Jake Stephen: 0449 505 353 jake.stephen44@gmail.com

Available inventory list:

Crockery:	Qty
Dinner plates	275
Entrée plates	275
Side plates	275
Knives	550
Forks	550
Spoons	310
Teaspoons	135
Tea/coffee cups	205
Saucers	145
Water jugs	30
Glassware:	
Wine	300
Champagne	230
Water glasses	300
Ice buckets	75
Furniture (Jimmy and Sammy only)	
Chairs (red theatre)	350
Round tables	30
Trestle table (standard)	8
Round black tablecloths	10
Trestle table black cloths	5
Pigram Garden Theatre	
Stools (for bar tables)	46
Chairs (for tables)	32
Chairs (extra)	100
Bar tables (long)	5
Dining tables (square)	5
Industrial fans	
Other items	
Lectern (Sammy & Jimmy hall room)	2
Mobile hanging panels	46
Microphones	2
Hazer	1
Auto poles	
Dancefloor	1
Tarkett (reversible black/white) 2m x 10.5m (total 6mD x 10.5mW)	3
Bins	

Please note there is a charge for some of the above items, this will be added to your cost estimate. If you have booked the whole everything is included except the hazer and linen

Any Civic Centre items moved from their original position need to be put back to their rightful home after your event.

Jimmy Chi Hall furniture:



Round Banquet Table

DIA: 1675 mm **HT:** 740 **Seats** 8-10



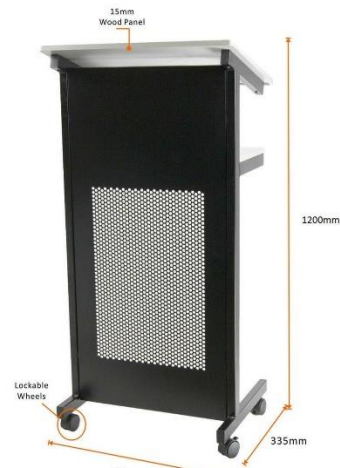
Trestle Table

LG: 1830mm **W:** 760 **HT:** 740mm **Seats:** 6



Theatre chairs

HT: 875mm **W:** 455mm **D:** 470 mm



Lectern

HT: 1200mm **W:** 335mm

Pigram Garden Theatre Furniture:



Bar chairs W: 36cm D:35 m H: 108xm



Bar table: 1800L x 700D x1100mm H



Chairs for dining tables: W: 47.5cm D: 58 cm H: 83cm



Additional chairs: