

Booking Release 2025-2026

Dear Valued Clients,

Our bookings calendar for the Entertainment Venues and Community Centres/Halls for Hire will open on **27 September 2024 at 9am** for the hire period of **1 July 2025 to 30 June 2026**.

Entertainment venues:

- Marana Auditorium
- Civic Theatre
- Hurstville Senior Citizens Centre (only available as a package)

Community Centres/Halls for Hire:

- Blackshaw Gould Community Pavilion
- Carss Park Life Saving Hall
- Carss Park Straw Bale Shed (Not-for-profit organisations only)
- Kingsgrove Community Centre
- Kogarah School of Arts
- Mortdale Community Centre
- Oatley Community Hall
- PJ Ferry Reserve Community Hall
- Hurstville Senior Citizens Centre
- St George Community Centre

Due to high demand of our Entertainment venues, booking allocations will be assessed under the following criteria:

- I. Number of hired venue bookings. Example:
 - a. Marana Auditorium with Civic Theatre and Hurstville Senior Citizens Centre
 - b. Or any combination of two or more venues for the same duration.

- II. Order in which the booking enquiry is received.

All booking enquiries will be time-stamped and assigned a unique reference number upon submission.

- III. Historical bookings

To verify that you have provided accurate details, please refer to the instructions outlining the submission process for the Online Enquiry Form.

Note:

- Contact information must be the best point of contact who will receive all correspondence from Council regarding your booking.
- Ensure all information is correct prior to clicking '**Finish**' as adjustments to your booking will not be permitted after submission.

Instructions – Creating a Booking Enquiry (Entertainment Venues)

1. Access online booking portal: [Performance Venue Booking](#) or access www.HEC.org
If you are asked for a Client ID, please insert: GRC Entertainment
2. Fill in required text boxes accurately.



New Enquiry

Please fill out the information below and click submit.

Contact Information

First Name:*	Happy
Last Name:*	Smiles
Primary Phone:*	555 1234
Mobile Phone:*	555 1234
Primary Email:*	Happy@smiley.com
Address Line 1:*	123 Georges River Road
City:*	Hurstville
State:*	NSW
Post Code:*	2220
Country:*	Aust

Company Information (If Applicable)

Company Name:	2023 bookings
---------------	---------------

3. Select your preferred date, time and location.
If your booking has multiple dates, please enter booking dates sequentially in the '**Event Type**' section.

Performance venue example

Booking Details (Casual Performance Venue Booking)

Event Name:* Dance Concert

Event Type (i.e.1st birthday party):*	12/12/25	7 am – 9pm	Marana	Eisteddfod
		12pm – 8pm	Civic Theatre	Eisteddfod
		10am – 10pm	Seniors Hall	Eisteddfod
	22/02/25	10 am – 10pm	Marana	Dance Concert
			Civic Theatre	Dance Concert
			Seniors Hall	Dance Concert

Booking Date:* 12/12/2025

Access Start Time:* 10:00 AM

Access End Time:* 10:00 PM

Preferred Location:* MARANA AUDITORIUM

Attendance:* 200

Type of Event (for marketing purposes):* Ticketed Event (open to the public)

Finish

Community centre/halls regular hire example

Booking Details (On Going Booking)

Event Name:* Dancing in the evening

Booking Dates and Times:* Every Wednesday 9am to 11:30am - 2 July 2025 to 24 June 2026

OR

Mortdale Community Centre - Thursdays (6:30pm - 9:30pm)
 July 10/07/25
 24/07/25

Preferred Location:* MORTDALE COMMUNITY CENTRE

Attendance:* 60

Type of Event (for marketing purposes):* Private Event

Finish

Continued - Mortdale Community Centre - Thursdays (6:30pm - 9:30pm)

July	10/07/25	August	21/08/25	October	10/10/25
	24/07/25		28/08/25	...	


**Add required days, time, and date range. Please specify if you wish to remove public/school holiday dates.*

Note: The best way to enter multiple dates quickly is to have them already typed up in a separate document and copy and paste them all at one time. This will ensure that you do not spend too long entering in your details on the day.

Please ensure that you check your information prior to clicking '**Finish**' as adjustments to your Booking Enquiry will **NOT** be permitted during the assessment period.

4. Wait for Booking Enquiry outcome.

If your Booking Enquiry is submitted successfully, you will see the following text:

 **Success**

Thank you for submitting this form.
Your enquiry has been successfully completed.
We will respond to you within 2 business days.
Please note that this stage signifies an enquiry request only and is not a confirmation of your booking.

Important:

- ! Response/outcome timeline will vary depending on the number of submissions.
- ! A successful Booking Enquiry does not equate to a confirmed booking.
- ! Booking information can be changed via email once the Programming and Operations team convert the Online Enquiry to a Tentative Booking.
- ! Booking enquiries will be processed sequentially, following the criteria.

If your Online Enquiry is successful, you will receive a ***Tentative booking email*** outlining the venue hire details and costs.

- There will be a 7-day deadline to return the signed Terms and Conditions document and make payment of the deposit.
- If documentation and payment is not received, your tentative booking will be cancelled.
- Entertainment Venue fees can be accessed [HERE](#)
(**Please note:** On 1 July every year, fees and charges are subject to an increase)



Reminder:

- Any changes to your booking will be reviewed after other bookings have been processed, which may delay the confirmation of your booking.
- **Any Booking Enquiries made prior to 9am, 27 September 2024 will be declined.**

For further information on Council's venues for hire please visit the HEC [website](#).

Should you have any enquiries, please contact the Programming and Operations Team on (02) 9330 6160 or entertainment@georgesriver.nsw.gov.au.

We look forward to welcoming you to our venues in the future.

Kind regards,

Programming & Operations Team

