



# BLAXLAND COMMUNITY CENTRE

33 Hope St Blaxland



## User Guide

**This User Guide provides important information and instructions for hirers of all areas of the Blaxland Community Centre – please read this information carefully before using the hall.**

### GENERAL INFORMATION

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Capacities – *Standing only*

Sharon Burridge Hall: 150 people

Meeting Room A: 25 people

Meeting Room B: 25 people

Meeting Room C: 25 people

Smoking is not permitted on the premises

Additional requests - please note that work and/or activities carried out by Council to suit the hirer's needs, will be charged to the hirer at cost.

### EQUIPMENT

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***Furniture and Equipment provided by Council are to remain in each individual area and returned to each specified location***

#### EQUIPMENT PROVIDED BY COUNCIL

##### ***Sharon Burridge Hall***

- 12 Tables (approximate)
- 100 Chairs (approximate)
- Air-conditioning
- Sound Equipment (on request)
- Piano suitable for social use, not for recitals or concerts

##### ***Commercial Kitchen***

- Domestic Refrigerator
- Large Oven and Cooking Range
- Tea / Coffee Making Facility
- Dishwasher

##### ***Meeting Room A***

- 6 Tables (approximate)
- 25 Chairs (Blue) (approximate)
- Whiteboard
- Air-conditioning
- Tea / Coffee making facilities

##### ***Meeting Room B***

- 6 Tables (approximate)
- 25 Chairs (Blue) (approximate)
- Whiteboard



- Air-conditioning
- Tea / Coffee making facilities
- Bar fridge

### ***Meeting Room C***

- 6 Tables (approximate)
- 23 Chairs (Blue) (approximate)
- Whiteboard
- Air-conditioning
- Tea / Coffee making facilities
- Bar fridge

### **EQUIPMENT TO BE PROVIDED BY THE HIRER**

- Garbage bags for disposal of rubbish \*
- Crockery, glassware and cutlery, pot and pans
- Tea-Towels, wash cloth and detergent
- Soap and paper towel
- Broom, dustpan, bucket and mop
- Extra toilet rolls for large functions

**\* Hirers must take all rubbish away with them as there is no garbage collection at the facility.**

### **ENTRY**

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#### **ALARM SYSTEM**

The Blaxland Community Centre has a security alarms for the various areas. Please ensure that the security code # and instructions that have been issued to you are kept in a safe place. Do not give code to others.

#### **SHARON BURRIDGE HALL AND KITCHEN**

##### ***Via the door next to the kitchen facing access road***

The alarm pad and switches for the lights are located inside the main hall on the right hand side.

The light switch for the kitchen is just inside the external kitchen door, on the wall between the kitchen and the hall.

The sound equipment is kept in the locked cupboard on the wall on the same side as the kitchen. Instructions for the use of the CD player, Tape player, Radio and PA system are in the cupboard. Access to the equipment requires a key, which is made available by ticking the box on the Booking Request form.

The key provided will open the hired areas and both toilets.

#### **MEETING ROOM C**

##### ***Via the covered walkway.***

This room is also accessible via the Sharon Burridge hall, if both areas are hired.

The alarm pad and light switch are located on the wall, on the far side of the door adjoining the Sharon Burridge Hall.

The key provided will open the hired area and both toilets.

#### **MEETING ROOMS A & B**

##### ***Via the library foyer***

The library foyer is locked outside of Library hours. It is not alarmed. The light switch is near the fire hose.



**Meeting Room A** is directly opposite the foyer door. The alarm pad and light switch are located on the right hand side of the door. The key provided will open the hired area and both toilets.

**Meeting Room B** is at the end of the corridor. The light switch is inside the entrance door, the alarm pad is further along the same wall, just before the door to the kitchenette. The key provided will open the hired area and both toilets.

The door between Room A and Room B can only be unlocked from Room B. A key is required for access and the locks are located at the top of each door.

## **SPECIAL INSTRUCTIONS**

### ***Sharon Burridge Hall***

Tables are to be stacked on the provided table trolleys, along the wall between the Kitchen and Meeting Room C.

Chairs are to be stacked in multiples of eight in the corner of the hall between the seniors' Meeting Room C and veranda. Under no circumstances are the entrance doors to Meeting Room C to be blocked.

### ***Meeting Rooms A and B***

Chairs are to be returned to the chair trolleys. Blue Chairs in Meeting Room A and Red chairs in Meeting Room B. Tables are to be returned to table trolleys – 6 tables in each room.

Do not place tables and chairs across passageways or doorways especially Exit Doors.

### ***Meeting Room C***

All tables and chairs are to be returned to the U-shaped meeting room format.

## **HIRER'S RESPONSIBILITIES**

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### **CONDUCT OF PERSONS ATTENDING FUNCTIONS**

**The hirer will be held responsible for the conduct of all persons in attendance and for the cost of any repairs as a result of damage incurred or additional cleaning required.**

Hirers are expected to have full regard and consideration for the residents. Arrival and departure must be in a quiet and orderly manner. Sounding of car horns is not permitted. All driveways and medium strips are to be kept clear. Music must not be loud or intrusive to residents.

### **ELECTRICAL EQUIPMENT**

As per the Terms and conditions of hire it is the responsibility of the hirer to ensure that all electrical articles and leads that are brought onto the premises have been tested and tagged. A minimum 4 hour call-out will be applicable if Council staff is required to attend to a problem relating to faulty equipment brought in by the hirer.

### **FIRE EXITS**

All fire exits are to remain unobstructed at all times.

### **NOISE**

All noise must cease at 12 midnight and premises vacated by 12.30 p.m.

### **SMOKING**

Smoking is not permitted on the premises.

### **PREPARATION / DECORATION / CANDLES / SIGNS IN PUBLIC PLACES**

As per the Terms and conditions of hire on the Booking Request form:

- Candles: Naked flames are not permitted.



- Nails, tacks or adhesive tape must not be used on any surface or equipment fitted in a way that may cause damage. Decorations may be hung by the use of 'blu-tac' or (on the hooks where provided by Council).
- Portable ladders, scaffolding or elevated platforms must be used in accordance with Workcover NSW requirements including operator permits, where required.
- Signs in Public Places: Permission must be sought from Council. The hirer is obliged to contact Council regarding regulations.

## **CLEANING CHECKLIST**

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- Provide garbage bags and take away all rubbish.
- Wipe down all tables and kitchen surfaces if used.
- Wipe down and clean out refrigerator, stove, oven and microwave if used.
- Ensure that no food or drink is left anywhere within the building.
- The toilets must be left in a clean condition.
- Stack away tables and chairs after use, unless otherwise instructed.
- Take away any equipment or other items brought into the hall.

## **HALL GROUNDS**

The area outside the venue should be kept clean and tidy. All rubbish bagged and removed from the site, including any cigarette butts left in the area immediately outside the complex. The grounds are not permitted for use of activities such as market stalls, entertainment or related purposes.

***If cleaning is not carried out a cleaning fee will be levied.***

## **OPENING AND CLOSING THE BUILDING**

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The hirer is responsible for opening and closing the building. Ensuring the lights, fans, heaters and kitchen appliances have been turned off and that the building has been securely locked at the completion of the hire.

***Don't forget to set the alarm.***

## **FACILITY CONDITION REPORT**

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This form is provided with the hall key. Both sides of the form are to be completed and returned with the keys. Any damage or maintenance issues are to be noted on this form.

## **AFTER THE HIRE**

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The keys, completed Facility Condition Report and Bond Refund form (where applicable) are to be returned in the buff coloured envelope provided. Please allow approximately two weeks for the bond refund cheque to be posted to the hirer.

## **AFTER HOURS SECURITY / BUILDING MAINTENANCE EMERGENCY**

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**In the event that the building is not secured or a maintenance emergency occurs after hours contact 4780 5000 and stay on the line for your call to be answered.**

All other non-urgent matters are to be reported to Council during normal business hours (8.30pm. to 5.00pm. Monday to Friday).