



GLORIA PARK PAVILION

Gloria Park 21 Lester Ave Hazelbrook



User Guide

This User Guide provides important information and instructions for hirers of **Gloria Park Pavilion** – please read this information carefully before using the hall.

GENERAL INFORMATION

Capacity (standing only): 65 people

Smoking is not permitted on the premises

Special Instructions:

- 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

EQUIPMENT PROVIDED BY COUNCIL

- 5 Tables (dimensions 1.97m x .68cm) (approximate)
- 13 Chairs (approximate)
- Heating and ceiling fans
- Tea and coffee making facilities, boiling water system, microwave
- Unisex accessible toilet, two change rooms with showers and toilets (access upon request)

EQUIPMENT TO BE PROVIDED BY THE HIRER

- Garbage bags for disposal of rubbish *
- Crockery, glassware and cutlery, 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 pavilion.

ENTRY

ALARM SYSTEM

The Gloria Park Pavilion has a security alarm. 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.

The key provided will open the hall and kitchen, as well as the change rooms if requested.

ALARM PAD

This is located on the right hand side of the door facing the verndah.

HIRER'S RESPONSIBILITIES

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

- Provide garbage bags and take away all rubbish.
- Wipe down all tables and kitchen surfaces 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 in the hall that have been used.
- Take away any equipment or other items brought into the hall.

HALL GROUNDS

The area outside the venue including Gloria Park 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.

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

OPENING AND CLOSING THE BUILDING

The hirer will be 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

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

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

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).