



# THE LAWSON MECHANICS INSTITUTE

284 Great Western Highway Lawson



## User Guide

This User Guide provides important information and instructions for hirers of **The Lawson Mechanics Institute** – please read this information carefully before using the hall.

### GENERAL INFORMATION

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#### Capacity

The capacity of this hall is 142 people.

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

##### Main Hall

- Chairs approximately 98
- Tables 2 large round tables
- 3 rectangular tables
- Piano

##### Kitchen

- Sink and cupboard
- Fridge
- Bench and cupboard space
- Oven and stove
- Microwave
- Zip boiler
- Cutlery
- Crockery
- Glasses



## Kitchenette

- Sink and cupboard
- Small fridge
- Oven and stove
- Two microwaves
- Small benchtop oven with two hotplates
- Zip boiler

## **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 Hall.**

## **ENTRY**

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Hirers must enter and exit the premises via the western side of the hall to be able to access the alarm pad.

## **ALARM SYSTEM**

The Lawson Mechanics Institute has an alarm system. 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 give access to the Main Hall and associated areas but not the back two rooms.

## **BIG FAN**

- Start fan – press large control knob.
- Stop fan – press large control knob.
- Increase speed – turn to clockwise towards the +
- Decrease speed – turn anticlockwise towards the –

**Note** When the fan starts you will need to allow several minutes for it to start rotating. It is normal to see “cogging” where it will abruptly change direction as the fan positions itself to the motor starter. Allow the fan to start operating before adjusting the speed.

## **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 reminded that the Hall is in a suburban area. They 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 SafeWorkNSW 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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- Clean up after all spillages.
- Hirer to provide garbage bags and take away all rubbish dirt and dust.
- 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 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 should be kept clean and tidy and 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 will be responsible for opening and closing the building.

It is the responsibility of the hirer to ensure that 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).