



MID MOUNTAINS COMMUNITY CENTRE

3-7 New St Lawson



User Guide

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

GENERAL INFORMATION

Capacities – *Standing only*

Mavis Wood Hall 200 people

Joy Anderson Room 70 people

Grace Tooth Dining Room 70 people

Small Meeting Room 15 people

Smoking is not permitted on the premises.

The premise has central gas heating.

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

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

EQUIPMENT PROVIDED BY COUNCIL

Mavis Wood Hall

(Approximations only for chairs and tables)

- 40 Banked chairs
- 70 Single chairs,
- 200 chairs in the storeroom
- 14 Foldaway Trestle Tables
- P/A system
- Stage lighting
- Ceiling fans
- Wheelchair Lift to stage
- Microphone**
- Piano**

**On request

Grace Tooth Dining Room

(Approximations only for chairs and tables)

- 4 Small Round Tables (each table seats 5 people)
- 3 Large Round Tables (each table seats 8 people)
- 44 Stackable Chairs
- Ceiling fans
- Internal Unisex Accessible Toilet
- Hearing loop

Commercial Kitchen

- Boiling Water System
- Dishwasher
- Fridge (without Freezer)
- Gas oven with stove top
- Microwave

Joy Anderson Room

(Approximations only for chairs and tables)

- 4 Foldaway Trestle Tables
- 4 Children's Tables
- 20 Stackable Chairs
- 20 Children's Chairs
- 2 Chair Trolleys
- Ceiling fans



- Internal Unisex Accessible Toilet
- Hydro-boil
- Microwave
- Bar fridge

Small Meeting Room

(Approximations only for chairs and tables)

- 15 Chairs
- 10 Children's Chairs
- 3 Rectangular Tables
- Small tea / coffee making facilities
- Toilet access – main building via courtyard.
- Air conditioning
- Bar fridge
- Microwave oven

EQUIPMENT TO BE PROVIDED BY THE HIRER FOR ALL AREAS

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

ENTRY

ALARM SYSTEM

The Mid Mountains Community Centre has a security 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 alarms for all areas are controlled by the alarm panel located on the left hand side of the main door upon entry. The alarm in the Joy Anderson Room can also be activated by the alarm panel within the room.

ENTRY TO THE BUILDING is via the Main Door from New Street or from the Courtyard.

The key to each hireable area will also open the Main Door and the door from the Courtyard to the main corridor, providing access to the toilets.

The light switches for the main corridor and toilets are located on the right hand side of the main door upon entry.

MAVIS WOOD HALL

Left side of the Main Corridor from New Street. The key provided will open the door off the corridor, the back stage doors, the PA cabinet, the accessible lift to the stage, tables/chairs store if locked and the kitchen, as well as the main entry and courtyard door.

The Piano key and microphone are provided upon requested. Refer to the booking form.

The light switch for the hall is to the left hand of the door upon entering. The stage lights are on the right hand side of the stage facing the hall. The PA cabinet is located at the back of the stage at the top of the stairs.

GRACE TOOTH DINING ROOM

Down the Main Corridor, to the door on the right hand near the kitchen.

The light switch for the room is on the left hand side of the door upon entry.

The key provided will open the room and the kitchen, as well as the main entry and courtyard door. The lock on the door from the courtyard to the room does not function at this time.

The hearing loop is located in a cabinet under the window.

COMMERICAL KITCHEN

At the end of the Main corridor.

The key provided will also open both the kitchen and back access to Lowden Lane.

JOY ANDERSON ROOM

Via the door on the south-east corner of the courtyard. (nearest the playground) (closest to New St)

The alarm panel, lights and heater are on the left side of the door upon entry. The alarm code will also activate the main corridor, giving access to the toilets. The alarm can also be controlled by the alarm panel near the main



entry. The key provided will open the doors to the room from the courtyard and from the playground, as well as the main entry and courtyard door.

SMALL MEETING ROOM

Via the door on the south-west corner of the courtyard(opposite Joy Anderson Room) (furthest from New Street). *The alarm in the main corridor must be disarmed before entering the room.* The alarm panel in the room does not function correctly, do not use.

The light switch for the room is on the left hand side of the door upon entry.

The key provided will open the door to the room, as well as to the Main entry and courtyard door.

SPECIAL INSTRUCTIONS

MAVIS WOOD HALL

Chairs are to be stacked in multiples of three (3).

The piano is not to be removed from the stage.

Tape, e.g. duct tape, is not to be used on the wooden floor as it strips the protective coating.

GRACE TOOTH DINING ROOM

Return the Dining Room furniture to the standard meals service set-up after use. This set-up comprises 6 chairs around the large tables and 4 chairs around the smaller tables. Hirers using this area are required to sweep the dining room floor and wipe the tables down. The remaining chairs are to be stacked in multiples of five.

COMMERCIAL KITCHEN

Stove **The pilot light is to be left ON** as it is extremely difficult to re-light once it has been turned off.

Wall sockets – switches on the wall sockets for the refrigerator, water boiler or other switches which have been taped are **not to be turned to the off position**, even for a short period of time.

Steamer unit adjacent to the stove is **not** to be used.

The dishwasher is available for use. **Please turn off after emptying.**

There are refrigerators in the kitchen which are padlocked and are not available to hirers.

There is a hirer's fridge available for use **Please note:** There is no freezing compartment in this refrigerator.

Before vacating the premises remove leftover food from the hirer's refrigerator and wipe clean.

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 any 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 if used.
- Wipe down and clean out refrigerator, stove, oven and microwave if used.
- Mop up all spills in the kitchen.
- 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 courtyard, playground and 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

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

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).