



# WARRIMMO CITIZENS HALL

7 Eley Hawkins Drive Warrimoo



## User Guide

This User Guide provides important information and instructions for hirers of **Warrimoo Citizens Hall** – please read this information carefully before using the hall.

### GENERAL INFORMATION

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Capacity (standing only): 150 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

- 12 Trestle Tables (approximate)
- 130 Chairs (approximate)
- Under sink hydro boil unit
- Stove
- Refrigerator with freezer
- microwave
- Piano suitable for social use, not usable recitals or concerts

#### EQUIPMENT TO BE PROVIDED BY THE HIRER

- 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

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Entry is from the car park via the door on the western side of the building. Hirer will be provided with a key to the doors; lights and air vents

### SPECIAL INSTRUCTIONS

#### *Kitchen*

- Stove – To activate, turn the on the wall knob. NB: Turn off before leaving.
- Hot water – turn on both wall switches located above either end of the sink.
  - Right hand side for instantaneous hot water, left hand side for hot water to sink
  - NB: Turn off before leaving.
- The microwave is turned on and off at the wall. NB: Turn off before leaving.



- **DO NOT TURN THE FRIDGE OFF**

- The cupboard alongside the stove is for 'safe storage' for hirer's bags etc – top shelf only.

#### **Lights**

- The lights for the building require a key to turn them on and off.

#### **Power points**

- There is no power to the points between 12 midnight and 6.00 a.m. The lighting circuit is unaffected.

#### **Forced Air Ventilation**

- The forced air ventilation system is controlled by keyed access on the right hand side of the stage
- The temperature is automatically controlled
- The forced ventilation system automatically cuts out after 2 hours – wait until you hear all motors have stopped working before restarting the system.

The hall does not have air-conditioning (heating /cooling). It does have a ventilation system that needs to be operating whilst the hall is occupied to provide fresh air from outside. During cooler months, when the air temperature reaches a pre-set temperature of 22-23 degrees, a thermostat brings on heating coils in the ductwork and the air is heated.

#### **Ceiling Fans**

- Ceiling fan controls are on the left hand side of the kitchen door. NB: Turn off before leaving.
- Do not attach any items / decorations to Ceiling fans.

## **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.**

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).



- The use of 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.
- Take away any equipment or other items brought into the hall.

## **HALL GROUNDS**

The area outside the venue including Ardill 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, 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.

## **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).