



WENTWORTH FALLS SCHOOL OF ARTS

217-219 Great Western Highway Wentworth Falls



User Guide

This User Guide provides important information and instructions for hirers of Wentworth Falls School of Arts – please read this information carefully before using the hall.

GENERAL INFORMATION

Capacities – Standing only

Area 1 Theatre 300 people

Area 2 Meeting Room 80 ; Supper Room 25

31 Car parking spaces (includes 1 accessible and 1 x 15 minute drop off space for Library Book Return Business).

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

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

EQUIPMENT PROVIDED BY COUNCIL

Area 1 : Theatre

- Seating for 171, comprising of tiered seating for 119 persons, and optional 52 seats linked in sets of 3 or 2 (approximate) with approximately an extra 20 single chairs available
- Foyer area with reception desk
- Small kitchenette, located in cupboard with fold-out doors in foyer area of Theatre, containing
 - Sink
 - Small fridge
 - Small water heater
 - Bench and cupboard space
- Stage with curtains
- Large Dressing room with 2 sinks, a toilet, large mirrors with lighting

****Also available upon request are;**

- A grand piano
- Sound equipment and microphone
- Suspended spotlights
- EWP
- Free-standing seating
- Ladder for use on the stage only

****Subject to conditions of use and fees where applicable.**

Area 2 : Front Halls

- 70 Chairs (approximate)



- 14 Foldaway Tables (approximate)
- Heaters
- Fans in Meeting Room
- Shutters in Meeting Room
- Flood lights in Meeting Room

Kitchen

- Hydro-boil
- Electric stove with oven plus a 4 hot plate cook top
- Microwave
- Refrigerator with freezer
- 1 ½ Sink
- Hand basin

Supper Room

- 3 large windows without curtains
- Hutch to kitchen

Internal toilets

- Mens, Womens. Also a Unisex larger toilet, which does not meet the Australian Standard for accessible toilets but is suitable for less mobile persons.

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 excess rubbish away with them.**

ENTRY

ENTRANCE TO AREA 1: THEATRE

Via the glass door from the car park.

The key provided will open the hired area and the external toilets. Auxiliary keys are provided as requested on the booking form. Note emergency exit door from the dressing room cannot be opened from the outside.

ENTRANCE TO AREA 2 : FRONT HALLS

Via the porch facing the highway.

The key provided will open the hired area which includes the internal toilets. Note emergency exit door near the toilets cannot be opened from the outside.

SPECIAL INSTRUCTIONS

AREA 1 : THEATRE

Lights – The switches for the theatre are located on a panel in the theatre foyer

- turn on the switch as indicated on the instructions on the wall.

External shutters (Switch in theatre foyer)

- To open shutters move the switch to the up position
- To close the shutters move the switch to the down position



- When exiting the venue move the switch to the down position.

Electrical Heaters (switch located in theatre foyer)

Must be turned on and the timer set at the switches in the Foyer. To turn the heaters on press switch in the foyer marked 'heater on/off', the press 'heater push'.

- Then turn on each heater, *which must be plugged into the red electrical sockets.*
- Adjust the control switch to desired temperature.
 - NB: the heaters are on a three hour timer and will **need to be reset every 3 hours.**

Theatre Lights

- Lights for the auditorium are located on the right hand side of the stage. Level 5 is the on/off switch. Numbers 1-4 controls the strength of the lighting.

Sound Equipment

- Instructions for the operations of the sound equipment are contained in the case. The sound equipment key unlocks the metal box on the left hand side of the stage.

AREA 2 Front Halls (Meeting Room, Supper Room and Kitchen)

Lights Shutters and Fan Switches are in **the** Front Foyer in the grey metal box by the Honour board.

- Lights Switches each area clearly marked are in the grey metal box.
- Shutters in the Meeting Room are in the grey metal box.
- Fans in the Meeting Room are in the grey metal box.

Electrical Heaters

- Each heater has an on/off switch or button on the heater.

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

- Hirer to provide internal bins and garbage bags for rubbish removal.
- 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 to the designated area.
- 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

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.

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).