



HIRER'S GUIDE

Yanada Room

Luna Apartments, 22 Hudson Street, Lewisham
(Use 12 Hudson Street for navigation/GPS)

Contacts

The venues team is available Monday - Friday, 9am to 5pm.

Tel: 02 9392 5923 or

Email: bookingsteam@innerwest.nsw.gov.au

Access and maintenance

For access and maintenance issues, contact Inner West Council's after-hours service on 02 9392 5000.

In case of emergency

In the event of an emergency, call 000 for the police, ambulance or fire brigade.



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1. BEFORE YOUR EVENT

1.1 Before your event: What you need to know

Thank for you choosing to hire a venue with Inner West Council.

Use this guide before and during your hire to ensure everything runs smoothly and you get the most out the venue.

Community venues are not staffed and Council employees that work at the site are unable to assist during your hire. We recommend that you print this guide so you can refer to it as needed.

Our venues are also hired without catering equipment (such as plates and glasses) or cleaning equipment.

Access

Venue access is during your hired hours only as the venue may be in use by other hirers directly before or after you.

We wish you a successful event and hope to see you again.



1.2 Key collection and return

Key collection

Collect key from the front service desk during opening hours:

Ashfield Service Centre
260 Liverpool Road, Ashfield
Monday to Friday 8.30am - 5pm

Let your venue manager know when you would like to collect to ensure keys are ready.

Key return

Return key to the front service desk before midday on the day after your event. When the key has been returned to the service desk the bond will be refunded.

Key return for weekend events/early morning events

If your event takes place on the weekend the key can be collected on the Friday before your event and returned on Monday after your event.

For early morning events the key can be collected the day prior.



1.3 Parking

Street parking only.

1.4 Deliveries

Deliveries must be when you are on site as there is no one to accept deliveries on your behalf.

There is no loading dock, so we recommend street parking. There is limited parking on Hudson Street.

1.5 Decorating the space

Our venues are a blank canvas to create your perfect event and you are welcome to decorate the space, just leave the space as you found it.

To avoid damaging the venues please do not:

- Use sticky tape or any other adhesive on surfaces.
- Do not use screws, nails on floors or walls.
- Use wax, powder or wet floors for dancing.
- No open flames (candles, incense, heaters, fireworks, matches). These will set off the fire alarms and will result in a false alarm fire charge of \$1600 by NSW Fire Service.

No smoking is permitted anywhere inside or within 10 metres of any council building. If your guests do smoke please ensure they dispose of their butts.



1.6 General Facilities

Furniture	Tables: 4 tables (1800 by 900 mm). Chairs: 30 chairs
Kitchen	Domestic fridge, microwave, electric benchtop cooker (two hobs and small oven), Zip hot water tap.
Lights and temperature	The light switch and air conditioner control are on the wall on the left-hand side of the entrance.
Toilets	The toilet is shared with the public. It is located outside of the hall. 2 x public unisex accessible toilets

1.7 Playground and BBQ

There is a public children's playground and BBQ just outside of the room. These facilities are open to the public and so may be used during your hire.

1.8 AV facilities

Projector and screen	Projector is on the ceiling, will display directly on the wall. No screen needed. Connect your device (e.g. laptop) via VGA or HDMI cable accessed in the AV cupboard. Please bring an HDMI cable as we do not provide them.
Wi-Fi	None
AV	Music played through USB port in sound mixer

2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Entrance	Entrance is through the main doors using the key provided.
Accessible entrance	The front entrance is accessible.
Exit	Close all doors behind you and lock them.

2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at Yanada Room.

As this is a community venue, we ask that leave the venue as you found it for the next hirer.

Please complete this form and return to bookingsteam@innerwest.nsw.gov.au no more than 2 days after your event. If you did not use certain equipment i.e., stove, please place n/a in box. All other items can be ticked when completed.

Many thanks for booking your event with us and we hope to see you soon.

Room		Checklist	
Kitchen			
	Garbage and recycling	Onsite bins can be utilised during event. Please take all waste with you at end of hire.	
	Stove	Turn stove/oven off	
		Clean oven and stove	
	Fridge	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
		Turn lights off	
Yanada Room			
	Layout	Return tables and chairs in main hall as found.	
General		Lights turned off	
		Doors closed and locked	
		Fire exit doors clear and closed	

Defects and repairs

Please let us know of anything that is not working correctly so that we can repair for the next hirer.