INNER WEST

HIRER'S GUIDE

Marrickville Pavilion

Marrickville Library and Pavilion

Patyegarang Place

313 Marrickville Road

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.

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

Access

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

1.2 Key collection and return

Key collection

Collect key from the front service desk during opening hours:

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

Let your venue manager know when you plan 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 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.

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1.3 Parking

Street parking is available.

Limited underground car parking is available. Accessed via Livingstone Road the car park has a three-hour limit and is open from 8am-8pm. Wardens may inspect during opening hours.

After 8pm vehicles can still exit the car park. Access to the car park is via the fire stairs in the foyer after 8pm. Automatic sensors will open doors upon leaving the car park.

The underground car park has a vehicle height limit of 2.2m.

1.4 Deliveries

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

We recommend using the lift in the underground car park for deliveries or street parking on Marrickville Road (30mins).

For large deliveries and items that cannot fit into the lift there is a drop off point accessed via Livingstone Street. The three metal bollards can be manually removed (keys upon request). Please do not drive on the lawn or leave vehicles unattended/parked as this entrance is used for emergency service/access.

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 buts.
- Do not use pins in the grey acoustic panels on the back wall of the Pavilion.

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1.6 General facilities

Furniture	Tables: 10 tables (1600 by 800 mm) Chairs: 100 chairs
Kitchen	Zip hot water tap Commercial six burner gas stove with oven Catering fridge Microwave
Lift From Pavilion foyer to car park (section C)	The lift needs to be activated once you enter the building. The lift is controlled using a panel located in Pavilion foyer. See instructions.
Toilets	2 x unisex accessible toilets 1 unisex toilet

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1.7 AV equipment

AV equipment	3 x drop down screens and projectors (there are 2 options to choose from depending on how the room is configured) Lectern with microphone 4 x Hearing loop (available on request)
WiFi	Connect to IWC GUEST. No password required.

With your own laptop or other device and the AV equipment you can project the screen and audio from your laptop to the screen(s) in the room.

The AV is controlled using a Crestron control panel in the Pavilion main hall.

What you will need before your event:

1. A device that contains your chosen content/presentation (e.g. laptop).

2. A HDMI cable, and if using a MAC - a HDMI to MAC connector.

3. For wireless presentation the Crestron Airmedia app downloaded to your laptop. Wireless presentation is unavailable for mobile phones or tablets. (Please note that this is a third-party product and we advise you to read their terms & conditions prior to use.)

4. Request in advance to use:

   - Hearing Loops (x4)
   - Power table; a table that contains a HDMI cable so you don't need to bring one.

We strongly recommend using HDMI cable or power table; there is no IT support at the venue and wireless presentation can be unreliable due to the device settings, software, operating systems or connection issues.

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2. AT THE VENUE

2.1 How to access and exit the venue

Street access	Use fob provided to gain access to via Hospital Lane or Livingstone Road.
	To access the venue from the Pavilion Hall front door (opposite the Main Library Entrance) you will need to swipe once (x1) with the toggle, and the door will unlock to swing open outward.
	There is then an internal (white fire door) that you then also need to swipe once (x1) with the toggle (there is a green push button on the inside of the hall to operate this door once you are inside).
	You also have the option of locking open this door via the access panel next to the lift in the Pavilion foyer – please find the instructions in the Hire Guide attached.
	When you depart the venue, you need to swipe the toggle at the main front entry door three (x3) times to activate the alarm to the building – ensure that each time you swipe, you move your hand away to allow the swipe to register and you will hear a 'beep' each time.
	The large double sliding doors (main doors) that open onto the lawn can only be opened from inside the building.
	Accessible entrance. There is lift access to the Pavilion level next to the Library café on Marrickville Road.
	Enter the Pavilion using the accessible entrance on Hospital Lane. Using the fob these large glass automatic doors are sensor operated from the inside only but can be held open using the control panel (see notes).
Access from underground car park	Access to underground car park from Livingstone Road.
	In car park (section C) there is a lift to the Pavilion (labelled) and fire stairs next to the lift.
	First time access to the Pavilion is via the fire stairs (section C) of underground carpark or the steps beside the car ramp.
Lift	The lift needs to be activated before it can be used using the control panel in the Pavilion foyer. See notes.

Access to the Pavilion main hall from the foyer is either by swiping your fob to open the door or holding the door.

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1.2 Pavilion control panel – located in foyer

The control panel operates the lift, large main glass doors on Hospital Lane and the internal door between the foyer and Pavilion.

LIFT	
Activate lift	1. Enter code 9925 OPEN, OK 2. Scroll using ^ to: Pavilion Lift 2 is ON 3. To turn off security alarm- Press OFF, END Lift security is switched off and the lift will operate.
Inactivate lift	1. Enter code 9925 OPEN, OK 2. Scroll to Pavilion Lift 2 OFF 3. Press ON, END Lift security is switched on and it is parked
Glass doors at Hospital Lane	
To override sensor and hold doors open	1. Enter code 9925, OK 2. Scroll using ^ to: *Pav Main Door Open is OFF 3. Press ON 4. Press END
To switch off the hold open function. Sensor works from inside only	1. Enter code 9925, OK 2. Scroll using ^ to: Pav Main Door Open is ON 3. Press OFF 4. Press END
Pavilion/foyer door	
Door stays open	1. Enter code 9925, OK 2. Scroll using ^ to: Pavilion GF Hall is OFF, 3. Press ON
Door stays closed	1. Enter code 9925, OK 2. Scroll using ^ to: Pavilion GF Hall is ON 3. Press OFF

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2.3 Handover checklist

We hope you had a successful event at Marrickville Pavilion.

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	Done
Kitchen			
	Garbage and recycling	Garbage in garbage bins Overflow rubbish to bins on Lilydale Road	
	Cooking	Turn stove/oven off	
	Fridge	Empty and clean fridge	
	Benchtops	Cleaned and cleared of all rubbish	
Pavilion hall			
	Furniture	Return tables to storage room Return chairs to theatre style layout	
	Cleaning	Rubbish removed	
Pavilion foyer			
	Cleaning	All rubbish removed	
Furniture		Return to initial layout	
Toilets		All rubbish removed	
General		Lights turned off	
		Lift deactivated	
		Doors closed and locked and fire doors clear and closed	

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Defects and repairs

Use this space to let us know of any repairs that we need to carry out before the next hire.