



HIRER'S GUIDE

Ashfield Activity Rooms

**Ashfield Service Centre, Upper Ground Floor,
260 Liverpool Road, Ashfield, NSW, 2131**

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.

Hiring more than one Activity Room

This guide is for the four activity rooms at Ashfield Service Centre. These rooms can be hired individually but can also be hired together and opened out to create larger spaces. In this case you will need let your Venue Manager know beforehand as the partition doors need to be moved.

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 Venue access

Check in at the customer service counter during business hours for venue access and an orientation briefing.

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

Let your venue manager know when you plan to attend so we can ensure we have someone available.

This venue has onsite caretakers who will assist in access, AV instructions and leaving the venue. Your venue manager will arrange a meet and greet when booking.

Outside of business hours - weekends/early morning/evening

Access can be arranged directly with your venue manager.



1.3 Parking

There is a public car park available attached to Ashfield Mall, accessed via Holden Street with 2 hours free of charge.

1.4 Deliveries

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

A loading dock can be accessed via Holden Street (take the right-hand lane). As the loading zone is the opposite side of Ashfield Service Centre you will need to walk through the Centre.

Deliveries can be dropped off here, but vehicles must not be parked illegally.

Your venue manager can arrange access to the loading zone.

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

Air conditioning/heating	The rooms are automatically pre-set to an ambient temperature during business hours but if not working out of hours there is a switch in the kitchen.
Furniture	The total number of tables and chairs across all Activity Rooms are: Tables: 10 tables (1800 by 900 mm) Chairs: 120 chairs
Lighting	There is a main switch for each room when you enter on the left side.
Kitchenette (room 4 only)	Sink with hot water.
Shared kitchenette	Zip water system with hot and cold water. (Press safety button when pouring hot water). Domestic electric cooker (upright stove & oven). Commercial chiller.
Toilets	Situated in the Centre by the lifts. Two unisex accessible toilets.

1.7 AV facilities

AV equipment	<p>Room 1 Digital screen. Connect with a HDMI cable (not provided).</p> <p>Room 4 Projector and drop-down screen. Controlled by control panel on left hand wall. Connect by HDMI cable, USB, VGA and audio socket.</p>
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2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Access	Access must be pre-arranged with your Venue Manager
Accessible entrance	The main entrance is accessible and is accessed via Liverpool Road.

Exiting the venue	Close all doors on leaving. Please liaise with your venue manager for leaving instructions.
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HANDOVER CHECKLIST

We hope you have enjoyed your event at the Ashfield Activity Rooms.

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
	Stove	Turn stove/oven off
	Fridge	Emptied and cleaned
	Benchtops	Cleaned and cleared of all rubbish
		Turn lights off
Activity Rooms		
	Layout	Please replace chairs to the back of the room and tables as they were found.
General		Lights turned off
		Doors closed and locked
		Fire exit doors clear and closed

Defects and repairs

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