



# HIRER'S GUIDE

## Michael Maher Room

**Haberfield Centre and Library**

**78 Dalhousie Street, Haberfield**

### **Contacts**

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

Tel: 02 9392 5923 or

Email: [bookingsteam@innerwest.nsw.gov.au](mailto: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.

### **Haberfield Centre's operating hours**

Mondays - Wednesday: 10am - 5.30pm

Thursday: 12pm - 7.30pm

Friday: 10am - 5.30pm

Saturday: 10am – 4pm

Sunday: Closed

### **Contents**



## **1. Before your event**

- 1.1 Before your event: What you need to know
- 1.2 Key collection and return
- 1.3 Parking
- 1.4 Deliveries
- 1.5 Decorating the space
- 1.6 General facilities
- 1.7 AV facilities

## **2. During your event**

- 2.1 How to access and exit the venue
- 2.2 Instructions for blinds
- 2.2 Handover checklist



## **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 Street  
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 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 is available.

### **1.4 Deliveries**

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

Deliveries can be delivered via the door in the Michael Maher room that opens to Dalhousie 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 \$800 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

<b>Air conditioning/heating</b>	<p>Located on the back wall labelled PAC – 2 A/H CONTROL.</p> <p>This switch will restore/maintain the room at a pre-set ambient temperature for 2 hours.</p>
<b>Blinds for both street and garden windows</b>	<p>The remote is located on the wall to operate blinds.</p> <p>See instructions in section 2.2.</p>
<b>Furniture</b>	<p>Trolleys are available to stack and move tables and chairs.</p> <p>See instructions in the storage room opposite the kitchenette for stacking and moving tables.</p> <p>The table legs have wheels on one end for easy movement.</p> <p>Please return the tables and chairs to their permanent layout.</p>
<b>Kitchenette</b>	<p>Fridge with small freezer.</p> <p>Zip water system with hot and cold water. (press safety button when pouring hot water).</p> <p>No cooker facilities.</p>
<b>Lighting</b>	<p>Pendant and ceiling lights are dimmable.</p> <p>Press and hold switch.</p>
<b>Garden area</b>	<p>This can be used when hiring the Michael Maher room but it is a shared space with library customers during library hours.</p> <p>Please leave all the furniture as found.</p>
<b>Toilets</b>	<p>1 unisex ambulant  Male: 1 and 1 ambulant  Female: 2 and 1 ambulant</p> <p>Located on the ground floor and shared with library customers.</p>



## 1.7 AV equipment and digital

Hearing Loop (x6)	Available on request
Projector and drop-down screen	See instructions.
WIFI	Connect to 'IWC guest', no password required.

### 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 (x6)
  - Microphones (handheld or lapel).

**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.**

See AV Guide for full instructions.



## 2. DURING YOUR EVENT

### 2.1 How to access and exit the venue.

<b>ACCESS</b>	
During Haberfield Centre's operating hours	<p>To open the Michael Maher room scan fob at the scanner located outside of the room.</p> <p>To open from the inside press green mushroom-shaped button located on the left side of the door.</p> <p>To open the glass doors (garden and street view) unlock with the provided key and slide to open.</p>
Outside of Haberfield Centre's operating hours	<p>To access the main Haberfield Centre building:</p> <p>Open front door by scanning the provided tag to the scanner located on the left-hand side of the door. The door will unlock and stay open for couple of seconds before locking again.</p> <p>Once inside, press the green mushroom-shaped button to the left of the door to open door for guests.</p> <p>Use the room scan fob to open the door using the scanner outside of the room.</p> <p>To open from the inside press green mushroom-shaped button located on the left side of the door.</p>

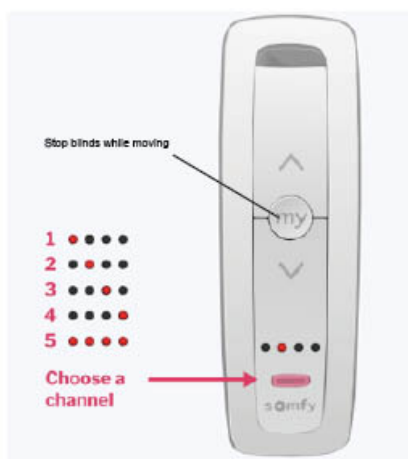


<b>EXIT AND HANDOVER</b>	
During library operating hours	<p>Close and lock both sliding glass doors in the room.</p> <p>Close the door to Michael Maher room behind you as you leave.</p>
Outside of library operating hours	<p>Lock all glass doors in the room, including the glass door near toilet.</p> <p>Shut the door to the Michael Maher room behind you as you leave.</p> <p><b>You will need to activate the alarm to the entire building when leaving.</b></p> <p>Scan the fob provided three times to lock and set the building alarm.</p> <p>When scanning fob at the scanning point, do not scan too fast. You need all three scans to register.</p> <p>Wait for couple of seconds.</p> <p>The green light on the scanning point will turn red, if the alarm has been correctly activated. Once the door closes and you hear the lock click, it is locked, and the alarm is set for the venue/building.</p>

For safety do not allow entry to anyone you don't know outside of the Centre's operating hours and please advise your guests.

## 2.2 Instructions for blinds

The remote for the blinds is by the Crestron control panel. There are two sets of blinds on each window (sheer and blackout). Use the channel to select the which blinds you want to control.



### Channels

1. Sheer blinds (Garden view)
2. Sheer blinds (Street view)
3. Blackout blinds (Garden view)
4. Blackout blinds (Street view)



## HANDOVER CHECKLIST

We hope you had a successful event at the Haberfield Centre.

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](mailto: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
<b>Kitchenette</b>		
	<b>Garbage</b>	Garbage in garbage bins
	<b>Fridge</b>	Empty fridge
<b>Michael Maher room</b>		
	<b>Benchtops</b>	Cleaned and cleared of all rubbish
	<b>Layout</b>	Return chairs to classroom style
	<b>Cleaning</b>	Rubbish removed
<b>General</b>		Lights turned off
		Sliding glass doors closed and locked

### 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.