



HIRER'S GUIDE

Learning Rooms 1.1 and 1.2

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.

Marrickville Library operating hours

Mondays - Thursday: 9am - 7.30pm

Friday: 9am - 5.30pm

Weekends: 10am – 5pm



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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. 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.



1.3 Parking

Street parking is available.

Limited underground car parking is available.

Underground car park is accessed via Livingstone Road and has a three-hour limit.

The underground car park is open from 8am-8pm. Traffic wardens may monitor during opening hours.

After 8pm vehicles can still exit the car park. 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 arranged for when you are on site, there is no one to accept deliveries on your behalf.

We recommend street parking on Marrickville Road (30mins).

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 \$1200 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

Toilets	Located outside of the learning rooms. 2 x unisex ambulant toilets 1 x unisex
Furniture	Tables: 16 tables (1600 by 800 mm) Chairs: 32 chairs
Dishwasher	Room 1.2 only
Craft sink	Room 1.2 only
Sink with Zip tap (hot water)	Room 1.2 only

1.7 AV facilities

There is a separate AV guide for full instructions on how to use the AV equipment.

Learning Room 1.1

AV equipment and digital	Data projector and drop-down screen
Hearing loop x 4 plus microphone	

Learning Room 1.2

AV equipment and digital	Digital screen with whiteboard functionality
	Microphone
	Conference call camera with microphones



2. DURING YOUR EVENT

2.1 How to access and exit the venue

Access during library hours	The learning rooms are on the first floor of Marrickville Library and can be accessed via all library entrances.
Access outside of library hours	<p>Access is through the Marrickville Pavilion via the main glass doors on Livingstone Road. There are a set of stairs on the right-hand side of the foyer next to the lift that will take you to the Learning Rooms on the first floor.</p> <p>Use the fob provided to swipe to open the main glass doors.</p> <p>If leaving the venue after library hours, there are stairs outside the Learning Rooms that will lead outside.</p>
Lift	There is a lift from the car park to the Library first floor. This is in section A and is labelled.

2.2 Instructions for fittings

Zip water system	Hot and cold water. (Press safety button when pouring hot water).
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2.3 Handover checklist

We hope you have enjoyed your event at Marrickville Library Learning 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.

	Action	Done
Garbage and recycling	Garbage in garbage bins	
Dishwasher (room 1.2)	Emptied	
Benchtops	Cleaned and cleared of all rubbish	
Layout	Return tables and chairs as they were	
Cleaning	Rubbish removed	
	Lights turned off	
	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.