



# HIRER'S GUIDE

## Clontarf Cottage

4 Wallace Street, Balmain

### 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.



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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**

### **Keys collection**

Collect key swipe from the front service desk during opening hours:

Leichardt Service Centre  
7-15 Wetherill Street, Leichhardt  
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 keys to the front service desk before midday on the day after your event. When the keys have been returned to the service desk the bond will be refunded.

### **Key swipe 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 is available.

### **1.4 Deliveries**

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

Deliveries can be made via the main entrance at the rear of the building.

### **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.

Smoking is not 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 Facilities

<b>Furniture</b>	Tables: 8 tables (1800 by 900 mm) Chairs: 60 chairs  26 garden chairs
<b>Kitchen</b>	Small kitchen with bar fridge and domestic stove.
<b>Hot water</b>	There is a switch to turn on the hot water next to the alarm in the back hall/foyer.
<b>Lights</b>	Each room has a light switch next to the door.
<b>Toilets</b>	2 x unisex toilet
<b>Windows (front room)</b>	Use key provided to unlock and undo bolts on the top and bottom of each window.



## 2. DURING YOUR EVENT

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

<b>Access</b>	<p>Access is via the back of the cottage. There is a lane on the left-hand side that will lead around to the back door.</p> <p>Use the swipe to access, this will also turn off the alarm.</p>
<b>Exit</b>	<p>Please ensure all external doors are closed.</p> <p>When leaving the alarm needs to be activated. Close the door, you will hear the door click as it locks. Swipe the key swipe over the swipe three times until the light turns red. This indicates that the alarm has been activated.</p>
<b>How to open and close the front door</b>	<p>The front door can only be opened from the inside.</p> <p>There are two locks – one modern and one vintage (black with gold handle).</p> <p>There are bolts on the top and bottom of the door.</p> <p>To lock or unlock the vintage lock is a two-step process:</p> <p>To unlock – move the gold switch on the side down and slide the gold round handle to the right.</p> <p>To lock – move the gold switch on the side upwards and slide the gold round handle to the right to close.</p>



## 2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at Clontarf Cottage.

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>Kitchen</b>			
	Garbage and recycling	Garbage in garbage bins outside the back door.	
	Stove	Turn stove/oven off	
		Clean oven and stove	
	Fridge	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
	Hot water switch	Turn off when you leave to save power	
<b>Cottage</b>	Layout	Tables and chairs should be stacked and returned as found	
<b>General</b>		Lights turned off including those outside on the veranda	
		Doors closed and locked	
		Windows closed and locked	
<b>Alarm</b>		Alarm activated using the swipe as shown in 2.1.	

### 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.