



HIRER'S GUIDE

Mervyn Fletcher Hall

81 Dalhousie Street, Haberfield

(Accessed via Dickson St)

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.

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 key is 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 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

There is no loading dock.

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

Deliveries can be made to the main entrance or fire exit doors (also on Dickson 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 \$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	Control panel is on the back wall by the TV
Ceiling fans	Controls are on the right-hand side of the room by the entrance
Furniture	9 x tables 45 x chairs
Kitchenette equipment	Small fridge No cooking equipment
Lighting	Light switch for the entrance hall is on the left-hand side by the main doors. Lights for kitchen is on the left-hand side just outside of the kitchen. Lighting for accessible toilet is automatic. Lights for male and female toilets are inside the toilets by the door.
Toilets	1 x female 1 x male 1 x unisex accessible

1.7 AV equipment and digital

Digital screen and remote control	Connect using HDMI cable (cable not provided)
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2. DURING YOUR EVENT

2.1 How to access and exit the venue.

ACCESS	Use the key provided to access the venue via the main glass doors on Dickson Street
Accessibility entrance	Main entrance is accessible

EXIT AND HANDOVER	Close all windows and doors Lock door using the key provided.
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HANDOVER CHECKLIST

We hope you had a successful event at Mervyn Fletcher Hall.

This venue is one of our most popular and is often booked multiple times a day. Please 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
Kitchenette		
	Garbage	Garbage in outside garbage bins accessed by door in the kitchen.
	Fridge	Empty fridge
Main room		
	Layout	Stack chairs in the store room and return tables to the stack in the front hall as found.
General		
	Air Conditioning	Turn off air conditioners
		Lights turned off
		All windows closed
		All doors closed and locked
	AV	Turn off screen



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.