



HIRER'S GUIDE

Whites Creek Cottage

31 White Street, Lilyfield, 2040

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.

Whites Creek Cottage is a multi-use venue and two of the rooms are hired by artists in residence. These rooms are not available for hire and the facilities are shared by the artists; they may be on site during your hire.

Hiring with Whites Creek Stables

If also hiring Whites Creek Stables, after deactivating the alarm in the cottage, the cottage can be accessed from the back using stairs that lead up to the kitchen.

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.

There is a public accessible car spot outside the cottage (will need permit).

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 on White 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.

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

Furniture	Tables: 4 tables (1800 by 900 mm) Chairs: 39 chairs and 7 armchairs
Kitchen	Zip hot water tap (press safety button at the front of tap to release). Domestic electric oven with electric stovetop Domestic fridge
Lights and fans	The main switches for the Melaleuca room fans and lights are in the room next to the door closest to the front door. The fans are on a timer and will turn off automatically.
Toilets	1 x unisex accessible toilet accessed from kitchen



2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Street access	Access via White Street. The venue is alarmed and you will be provided the alarm code and instructions by your Venue Manager.
Accessible entrance	Same entrance as above.
Exit	Please ensure all external doors are closed. Activate alarm if you are the last to leave.



2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at Whites Creek 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 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 outside the front door.	
		Turn stove/oven off	
		Clean oven and stove	
	Fridge	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
		Turn lights off	
Melaleuca Room			
	Layout	Tables and black chairs should be stacked and returned to the storage cupboard. Armchairs can be left in the main room.	
General		Lights turned off	
		Doors closed and locked	
		Alarm activated	

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.