



HIRER'S GUIDE

Balmain Town Hall

Meeting Room

370 Darling St, Balmain NSW 2041

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.

This venue hire does not include the outdoor courtyard.

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:

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.

You will receive 2 keys, one for the entrance and one for the storeroom that houses the AC control.

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

Metered street parking is available.

1.4 Deliveries

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

We recommend street parking.

There is a laneway next to the Town Hall with limited street parking. Deliveries can be dropped off here, but vehicles must not be left unattended or parked illegally.

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 Facilities

Air conditioning/heating	Control panel inside storeroom (key provided).
Lighting	One main switch when you enter on the left-hand side of the door
Furniture	Tables: 10 tables (1800 by 900 mm) Chairs: 80 chairs
Kitchen	Zip water system with hot and cold water. (Press safety button when pouring hot water). Electric stove with oven Standard fridge Microwave Dishwasher
Toilets	One unisex accessible toilet



2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Entrance	Access the meeting room via the rear of the building – there are steps leading to door – entrance through to the kitchen. There is an entrance on the left hand side (LHS) of the building with a ramp but this is bolted and needs to be unlocked from the inside.
Accessible entrance	There is a side entrance (LHS) via access ramp near laneway. See above.
Light switch	On left hand side of door.

Exiting the venue	Close all doors on leaving. Bolt the side entrance door (ramp).
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2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at the Balmain Town Hall meeting room.

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	
		Bins taken to side of Town Hall near laneway	
		Turn stove/oven off	
		Clean oven and stove	
	Fridge	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
		Turn lights off	
Meeting Room			
	Layout	Please replace chairs to the back of the room and tables to the storeroom.	
General		Lights turned off	
		Doors closed and locked	
		Fire exit doors clear and closed	

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.