



HIRER'S GUIDE

St Peters Town Hall

Ground Floor Meeting Room

Unwins Bridge Road, Sydenham NSW 2044

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.



Contents

1. Before your event

1.1 Before your event: What you need to know

1.2 Key collection and return

1.3 Parking

1.4 Deliveries

1.5 Decorating the space

1.6 General facilities

2. During your event

2.1 How to access and exit the venue

2.2 Handover checklist



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 swipe collection and return

Key swipe collection

Collect key swipe 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 swipe is ready.

Key return

Return key swipe to the front service desk before midday on the day after your event. When the key swipe has 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 swipe can be collected on the Friday before your event and returned on Monday after your event.

For early morning events the key swipe can be collected the day prior.



1.3 Parking

Only street parking is available. There is a strip of street parking along the railway line on Bolton Street just before the Inner West Council depot.

1.4 Deliveries

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

We recommend street parking. There is no onsite parking.

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

Furniture	Tables: 3 tables (1800 by 900 mm). Chairs: 20 chairs
Kitchenette	Sink Fridge
Lights	The light switch is next the door on the right.
Toilets	1 x unisex accessible toilet



2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Entrance	<p>Use the key swipe provided to access the room.</p> <p>If you are accessing the venue outside hours, use the key swipe at the main front door. The alarm will be deactivated when you swipe.</p>
Accessible entrance	<p>There is accessible ramp at the front entrance.</p>
Exit	<p>Close the door behind you to lock the premises.</p> <p>Please ensure all doors are closed.</p>
Alarm	<p>The alarm will automatically deactivate when you use the swipe key on arrival.</p> <p>When exiting the venue if you are the last to leave (St Peters Library is closed) you will need to activate the alarm. This is done by swiping the key swipe three times on the swipe at the front door. The green light will turn to red when alarm is activated.</p>



2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at St Peters Town Hall downstairs 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		
Kitchenette			
	Garbage and recycling	Garbage in garbage bins.	
		Clean kitchenette bench top	
	Fridge	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
		Turn lights off	
Meeting Room			
	Layout	Tables and chairs returned their original position	
General		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.