



HIRER'S GUIDE

Balmain Library

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. 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.

1.2 Access

This venue is on Balmain Library premises and available during Library opening hours.

Venue access is during your hired hours only as the venue may be in use by other hirers directly before or after you.

Balmain Library staff will provide access to the rooms upon arrival.

This venue hire does not include use of the outdoor courtyard.

We wish you a successful event and hope to see you again.



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

Lighting	One main switch when you enter on the left-hand side of the door
Furniture	Tables: 2 tables (1800 by 900 mm) Chairs: 20 chairs
Kitchenette	Sink with warm water. No light switch (sensor operated).
Toilets	Facilities are shared with Library customers and located inside the Library. 1 x unisex accessible toilet

1.7 AV facilities

TV screen	Connect your device to the screen by HDMI cable (provided). There is also a HDMI connect point in the wall on the left-hand side (HDMI cable not provided).
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2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Access and accessible entrance	Via the large main entrance at the front of the building. This entrance is accessible although assistance might be required to open the heavy glass doors.
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Exiting the venue	Close all doors on leaving and switch off lights in meeting room. Let Library staff now that you are leaving so that they can lock the doors.
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2.2 HANDOVER CHECKLIST

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

As this is a community venue, we ask that you 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	
	Benchtops	Cleaned and cleared of all rubbish	
Meeting Room			
	Layout	Please replace chairs and tables as found.	
General		Lights turned off	
		Doors closed and let Library staff know you are leaving.	

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.