



HIRER'S GUIDE

Whites Creek Stables

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 Stables are a heritage stables that are now used as a community venue. Please be aware that the paved surface and surrounding ground is uneven in places.

The area included in your hire

The outdoor area in front of the Stables up to the trees is included in the hire space. The space beyond this is a public area.

Hiring with Whites Creek Cottage

If also hiring Whites Creek Cottage, you will need to deactivate the alarm at the front door of the cottage. You can then access the cottage 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

Key collection

Collect keys 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 return for weekend events/early morning events

If your event takes place on the weekend the keys can be collected on the Friday before your event and returned on Monday after your event.

For early morning events the keys 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 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:

- Do not use screws, nails on floors or walls.
- No open flames. NSW Fire Service determines the fire danger ratings in Sydney for outdoor events.

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

Furniture	Tables: 1 table (approx. 1800 by 900 mm) Chairs: 28 chairs and bench seating
Kitchen	Sink with cold water tap
Lighting	There is no lighting at this venue
Toilets	2 x unisex accessible toilet behind Whites Creek Cottage. These are public facilities shared with the park.

2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Street access	Access via White Street and using the keys provided to unlock the padlocks.
Accessible entrance	Access via White Street. The ground is uneven and assistance may be required.
Exit	Please ensure all doors are padlocked.



2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at Whites Creek Stables.

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.

Checklist		Done
Garbage and recycling	Garbage in garbage bins outside the front door of the Cottage on White Street	
	Ensure all stables doors are closed and padlocked	

Defects and repairs

Please use the space below to let us know of any issues that need to be rectified before the next hirer.