



INNER WEST COUNCIL

HANNAFORD COMMUNITY CENTRE VENUE INFORMATION

USE OF VENUE

The Hannaford Community Centre may be inspected by appointment. Bookings will not be accepted outside the following times:

Monday to Thursday	8am - 9pm
Friday and Saturday	8am - 10pm
Sunday	10am - 7pm

The balcony may not be used after 7pm, or before 9am, 7 days a week.

The hirer must cease playing or broadcasting music no later than 10:00pm and comply with the Noise Control Act and Regulations. Amplified bands are not permitted.

Bookings will not be accepted for High Impact Events as assessed by Council officers.

The Hannaford Community Centre must be dedicated to senior use 80% of the time. Depending on the nature of concurrent and/or adjacent bookings, this may impact your Booking Application.

MAXIMUM ROOM CAPACITIES

Heffernan Hall (Mail Hall - First floor)	80 persons
Activity Room (Ground floor)	30 persons
Therapy Room (Ground floor)	4 persons
Meeting Room (2nd floor)	15 persons
Lounge (2nd floor)	8 persons

INCLUSIONS

20 tables and 80 chairs included in hire of Heffernan Hall. Kitchen including refrigerator, dishwasher, gas stove/oven, and two sinks included in hire of Heffernan Hall. Common kitchenette including hot water, and sink available for use by hirers.

HEATING AND COOLING

Air conditioning unit and ceiling fans installed in Heffernan Hall.

AV EQUIPMENT

AV equipment must be used as instructed by Council Officers.

ALARM

If there is no other group in the building upon departure, the alarm must be reset before leaving. Instructions will be provided by Hannaford Community Centre staff when the key is collected.

LOCK UP PROCEDURE / CHECKLIST

- Wipe over tables and return all tables and chairs to storage area (no more than 20 chairs per trolley).
- Turn off all fans, heaters and air conditioning units.
- Turn off all lights (including toilets).
- Ensure all doors and windows are securely locked

AFTER HOURS CONTACTS

Inner West Council - Leichhardt After Hours Service can be contacted on 02 9367 9222.