



INNER WEST COUNCIL

JIMMY LITTLE CONDITIONS OF HIRE

USE OF VENUE

Viewing of the facility is by appointment only.

No smoking on the premises or in the grounds.

Functions are to cease by 11.00pm and the premises must be vacated no later than midnight.

The hirer is to cease the playing or broadcasting of music no later than 11.00pm and comply with the Noise Control Act and Regulations. Bookings will not be accepted for High Impact Events as assessed by Council officers.

Access to the toilets in the hall area must be given to concurrent users of the facility, such as the Meeting Room.

The Children's playground is a common area. This area is available to concurrent users of the Centre.

The meeting Room is not available for parties.

ACCESS

Main entry is fully accessible.

Room Capacities

Main Hall 100 persons (standing), 80 persons (seated)

Meeting Room 30 persons (standing), 20 persons (seated)

INCLUSIONS

MAIN HALL

Kitchen available with wall mounted hot water urn, stove, microwave, dishwasher and refrigerator. Cutlery, crockery and cooking utensils not provided.

10 tables and 80 chairs included in hire of Main Hall.

MEETING ROOM

Kitchenette with cold water only. A kettle is provided.

4 Tables and up to 20 chairs are included in hire of Meeting Room.

FURNITURE, FITTINGS & EQUIPMENT

Hirers must not use any other equipment that is stored in the store room (eg. playgroup equipment)

Please do not drag furniture across the polished floor boards, or use sticky tape on the wooden mural on the back wall of the hall.

Please note that the use of confetti, rose petals, rice, glitter and metallic sprinkles is not permitted within the facility or surrounding grounds.

Fire extinguishers are located in the hall and kitchen. There is also a fire blanket in the kitchen.

PARKING

We request that you do not occupy parking in the rear laneway. Where possible, please park in O'Neill Street. Parking is not permitted in the accessible car parking space without a valid Mobility Parking Permit. This includes for the purpose of loading and unloading vehicles, as well as parking for service vehicles such as coffee carts and pizza vans.

EMERGENCY EVACUATION

Please refer to the attached emergency evacuation diagram.

AFTER HOURS CONTACT

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

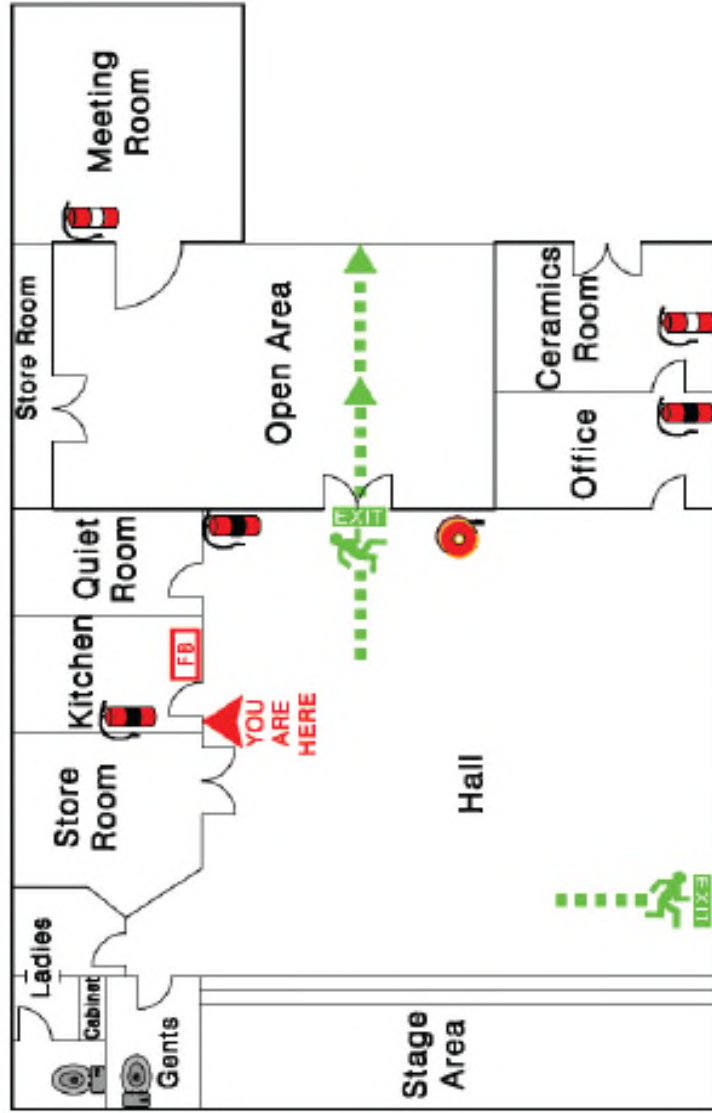
IF YOU FAIL TO COMPLY WITH THE ABOVE, YOUR BOND MAY BE RETAINED BY COUNCIL



EVACUATION DIAGRAM



NAME : LILYFIELD COMMUNITY CENTRE
ADDRESS : 19 CECILY STREET, LILYFIELD, NSW



NOT TO SCALE

EVACUATION PROCEDURE

RACE PRINCIPLE
STAGE 1:- REMOVE people, occupants and staff away from the danger.

STAGE 2:- ALERT the Fire Services. Telephone "000". Notify Warden/Chief Warden.

STAGE 3:- CONTAIN the danger (fire) where possible, where safe to do so and if trained to do so.

STAGE 4:- EVACUATE: Follow (chief) warden's instruction, close doors behind you and go to the assembly area.

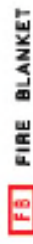
LEGENDS



FIRE EXTINGUISHER (CO2 TYPE)



FIRE EXTINGUISHER (ABE)



FIRE BLANKET



FIRE HOSE REEL

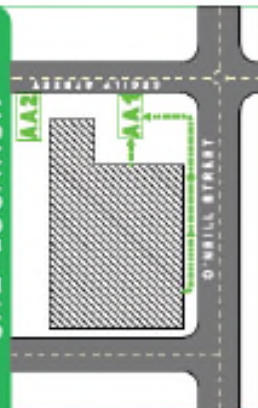


EXIT SIGN/ROUTE



ASSEMBLY AREA

SITE LOCATION



Prepared by:

SPS Engineers Pty Ltd

Contact: 1800 799 147

www.spservices.com.au

Date Prepared:

21-Nov-2012





CHECKLIST FOR FACILITY ORIENTATION

• DOORS

The Centre Officer will demonstrate how to open and close all doors. Hirers should test the front door locking.

• SMOKING

Smoking is NOT permitted on the premises or within the perimeter of the grounds (including the accessible car parking space).

• NOISE

Our neighbours live very close. Please be respectful of neighbours when you arrive, during your booking, and upon vacating the premises. Noise must be kept at a level that would give no cause for complaint.

• PARKING

We request that you do not occupy parking in the rear laneway. Where possible, please park in O'Neill Street. Parking is not permitted in the accessible car parking space without a valid Mobility Parking Permit. This includes for the purpose loading and unloading vehicles, as well as parking for service vehicles such as coffee carts and pizza vans.

• TOILETS

Access to toilets must be provided to all concurrent facility users.

• SET UP

All tables and chairs are in the store room which can be accessed with your key. Please respect the centre and do not drag any items across the polished floor boards. Nails, screws, tacks, sticky tape, masking tape, blu-tac, or any other fixing capable of marking or defacing the facility or its fittings is not to be used. Glitter is not permitted in the facility. The dye from streamers will stain our floor. Please ensure that streamers used in the centre are colourfast when wet.

• PACK UP

All tables and chairs should be returned to the store room and packed away appropriately.

• CLEAN UP

You will be shown where cleaning materials are stored. All spillage is to be mopped and floors swept. Please wipe over all tables and chairs before returning them to the storage area. Rubbish is to be disposed of appropriately and in accordance with the guidelines indicated on each receptacle. This includes nappy bins.

• LEAVING THE FACILITY

Turn off stove, lights, fans, and heaters.
Ensure all doors and windows are securely locked.
Please leave the facility as quietly as possible to minimise noise in a residential area.
If the sandpit is used, please put the cover back on (this is to prevent cats from using it as a toilet).

• KEYS

Keys are to be returned the following working day by arrangement.

• EMERGENCY

In an emergency, please contact 02 9367 9222.

IF YOU FAIL TO COMPLY WITH THE ABOVE, YOUR BOND MAY BE RETAINED BY COUNCIL.

Date of Booking:

Name of Booking:

Time to enter building:

Time to exit building:

I have read and understand the above information with regard to the use of the Jimmy Little Community Centre

Signed:

Date: