



CLONTARF COTTAGE VENUE INFORMATION

USE OF VENUE

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

The boundary of Clontarf Cottage is the metal fence and gate that bound the front garden area of the Cottage. The pathway behind the metal gate is for use by residents of the units behind the facility and service staff only.

The person opening the facility may access the back door of the facility, but others must not enter or make noise in the area immediately to the rear of the Cottage. Nails, screws, tacks, sticky tape, masking tape, blu-tac or any other fixing capable of marking or defacing the facility or its fittings are not to be used.

ACCESS

Currently no disabled access.

ROOM CAPACITIES

Maximum capacity of Clontarf Cottage and surrounding grounds is 50 persons.

INCLUSIONS

25 wooden chairs and 25 plastic chairs included with hire.

8 small wooden tables, 4 trestle tables and 5 card tables included in hire.

Small basic kitchen with bar fridge and domestic stove.

PARKING

On street parking only.

Please do not park vehicles in the parking spots that are designated for the disabled in the surrounding streets or in the spaces allocated to the units in Adolphus Street.

FURNITURE

When moving furniture between rooms, please use the french doors in order to avoid damaging the door frames between rooms.

Please ensure that all furniture is wiped over and returned to the right room prior to vacating the premises. Four wooden tables are to be left in each room and the chars are to be stacked neatly.

ALARM

If there is no other group in the facility upon departure, the alarm must be reset before leaving. Instructions will be provided by Council Officers when the key is collected.

LOCK UP PROCEDURE / CHECKLIST

- Turn off all lights
- The hot water and light switches (in the electrical fuse box in the passage next to the kitchen) are to be turned off.
- Ensure all doors and windows are securely locked, including concealed bolts in the front doors.
- Toilets must be left clean.

AFTER HOURS CONTACT.

Emergency After Hours Building issues (e.g. door not locking, windows broken, odour, flooding, electrical fault etc.) please contact **Council's After Hours Service on 9367 9222.**

Council's After Hours Service will log your issue and escalate this to the appropriate Council Officer or Contractor. Council will endeavour to contact you (within 20 minutes) of your report with assistance and/or how Council will respond to your issue.

If your enquiry has not been responded to within 20 minutes and/or you need to leave the premises please contact Council's After Hours Service on 9367 9222 and request to speak with the escalation supervisor.