



HIRER'S GUIDE

Herb Greedy Hall

79 Petersham Road, Marrickville

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.

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

Access

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



1.2 Key collection and return

Key collection

Collect key swipe from the front service desk during opening hours:

Ashfield Service Centre
260 Liverpool Street
Monday to Friday 8.30am - 5pm

Let your venue manager know when you plan to collect to ensure key swipe is ready.

Key return

Return key swipe to the front service desk before midday on the day after your event. When the key swipe has 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 key swipe can be collected on Friday before your event and returned on Monday after your event.

For early morning events the key swipe can be collected the business day prior.



1.3 Parking

Limited street parking is available on Petersham Road, Fletcher Street and Marrickville Road (please check street parking signs for time limits).

1.4 Deliveries

Deliveries must be when you are on site, there is no one to accept deliveries on your behalf.

Deliveries can be made at the rear of the building on Fletcher Street. The door leads into the kitchen.

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 \$1200 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 General facilities

<p>Air conditioning</p>	<p>2 x units – one by the front door and one at the back of the Hall.</p> <p>There is a master switch that needs to be pressed once to activate the air conditioning unit for 4 hours.</p> <p>The remote controls for each unit are hung on the wall next to each unit. Store remote controls in their wall bracket.</p>
<p>Ceiling fan</p>	<p>Ceiling fan switch is at the back of the Hall on the wall outside of the main kitchen.</p>
<p>Lighting</p>	<p>Lights are at the back of the Hall on the wall outside of the main kitchen or to the right of the front (Petersham Road) entrance.</p> <p>The kitchenette switch is on the back wall of the Hall.</p> <p>The main kitchen lighting is at the back of the kitchen to the right of the back door (Fletcher Street entrance).</p>
<p>Furniture</p>	<p>Tables: 11 tables (1600 by 800 mm) Chairs: 100 chairs</p> <p>Return table and chairs to original layout and stack remaining chairs and tables in the alcove at the side of the Hall.</p>
<p>Kitchen</p>	<p>1 x commercial gas oven and stove top. 1 x microwave 1 x domestic fridge</p> <p>Use extractor fan (switch on wall) when using the cooker.</p>
<p>Kitchenette</p>	<p>1 x Zip instant hot water tap.</p> <p>There is a master switch that needs to be pressed once to activate hot water for 4 hours.</p>
<p>Toilets</p>	<p>1 x female 2 x male 1 x unisex accessible</p>



2. AT THE VENUE

2.1 How to access and exit the venue

Street access	Use key swipe at the swipe on the right-hand side of the front door (Petersham Road). The alarm is automatically deactivated
Accessibility access	There is a ramp on the Fletcher Street side that may be used for assisted wheelchair access (this is not a compliant accessible ramp). This door is opened using the swipe key.

EXIT AND HANDOVER	
Activating the alarm	When leaving the alarm needs to be activated. Swipe the key swipe over the swipe three times until the light turns red. This indicates that the alarm has been activated. Please do not use the control panel next to the front door inside (Petersham Road).



2.3 Handover checklist

We hope you had a successful event at the Herb Greedy Hall.

This venue is one of our most popular and is often booked multiple times a day. Please 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 Overflow rubbish to bins on Fletcher Street.	
	Cooking Turn stove/oven off	
	Fridge Empty and clean fridge	
	Benchtops Cleaned and cleared of all rubbish	
Main Hall		
	Furniture Return furniture to original layout and stack remaining chairs and tables in the alcove at the side of the Hall.	
	Cleaning Rubbish removed	
Toilets	All rubbish removed	
General		
	Turn of air conditioner units and return remote control to wall brackets.	
	Lights and fan turned off	
	Doors closed and locked and fire doors clear and closed	



Defects and repairs

Use this space to let us know of any repairs that we need to carry out before the next hire.