



HIRER'S GUIDE

Seaview Street Hall

14 Seaview Street, Dulwich Hill

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.

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



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 would like to collect to ensure key swipe is ready.

Key swipe 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 swipe return for weekend events/early morning events

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

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



1.3 Parking

Street parking is available. There is a small public car park on Caves Lane.

1.4 Deliveries

There is no loading dock.

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

Deliveries can be made via the main entrance.

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 \$1600 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

Air conditioning/heating	Air conditioner remote control is on the wall in a bracket.
Wall fans	There is a switch on the wall to control the wall fans.
Furniture	10 x tables 50 x chairs
Kitchenette equipment	1 x domestic fridge 1 x domestic electric oven and stove 1 x ZIP tap with hot water 1 x microwave
Lighting	Light switch for the entrance hall is on the left-hand side by the main doors. Lights for kitchen is on the left-hand side just outside of the kitchen. Lighting for accessible toilet is automatic. Lights for male and female toilets are inside the toilets by the door.
Toilets	3 x female 3 x male 1 x unisex accessible



2. DURING YOUR EVENT

2.1 How to access and exit the venue.

ACCESS	Use key swipe at the swipe on the left-hand side of the front door.
Accessibility entrance	The main entrance is accessible. To open both doors, unlock top and bottom bolt on door, press the green exit button to unlock the door, push open door.

EXIT AND HANDOVER	<p>Close all windows and doors. Windows are operated by a window crank, be sure to close all the way.</p> <p>Return remotes to the wall brackets.</p> <p>Press the green exit button to open door.</p>
Alarm	<p>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.</p> <p>Please do not use the control panel next to the front door (inside).</p>



HANDOVER CHECKLIST

We hope you had a successful event at Seaview Street 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
Kitchenette		
	Garbage	Garbage in garbage bins
	Fridge	Empty fridge
Main room		
	Layout	Stack chairs and tables to the back of the room as you found it
General		
	Air conditioning	Turn off air conditioner and fan
		Lights turned off
		All doors closed and locked
		All windows closed

Defects and repairs

Please use the space below to let us know of anything that is not working correctly so that we can repair for the next hirer.