



HIRER'S GUIDE

Ashfield Town Hall

260 Liverpool Road, Ashfield, NSW, 2131

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.



Contents

1. Before your event

- 1.1 Before your event: What you need to know
- 1.2 Venue access
- 1.3 Parking
- 1.4 Deliveries
- 1.5 Decorating the space
- 1.6 General facilities
- 1.7 AV facilities

2. During your event

- 2.1 How to access and exit the venue
- 2.2 Handover checklist



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 Venue access

Check in at the customer service counter during business hours for venue access and an orientation briefing.

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

Let your venue manager know when you plan to attend so we can ensure we have someone available.

This venue has onsite caretakers who will assist in access, AV instructions and leaving the venue. Your venue manager will arrange a meet and greet when booking.

Outside of business hours - weekends/early morning/evening

Access can be arranged directly with your venue manager.



1.3 Parking

There is a public car park available attached to Ashfield Mall, accessed via Holden Street with 2 hours free of charge.

1.4 Deliveries

Deliveries must be when you are on site and during your hire time as there is no one to accept deliveries on your behalf.

A loading dock can be accessed via Holden Street, and down the right-hand lane. As the loading zone is the opposite side of Ashfield Service Centre you will need to walk through the Centre.

Deliveries can be dropped off here, but vehicles must not be parked illegally.

Your venue manager can arrange access to the loading zone.

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	The room is automatically pre-set to an ambient temperature.
Furniture	Tables: 30 tables (1800 by 900 mm) Chairs: 260 chairs
Venue lighting	There is a main switch when you enter on right side of the door and one at the back of the hall.
Programmable stage lighting	Please speak to your venue manager to arrange a briefing.
Lectern	Free standing lectern, can be moved as required.
Kitchen	Zip water system with hot and cold water. (Press safety button when pouring hot water). No cooking equipment Commercial chiller Microwave Dishwasher
Baby grand piano	Please do not remove from stage area
Three phase power	Access backstage
Toilets	One unisex accessible toilet 1 x male accessible toilet 1 x female accessible toilet 3 x female toilet

1.7 AV facilities

Our caretaker will provide a full briefing on the equipment upon request through your venue manager.



2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Access	Access must be pre-arranged with your Venue Manager
Accessible entrance.	The main entrance is accessible and is accessed via Liverpool Road.

Exiting the venue	Close all doors on leaving. Please liaise with your venue manager for leaving instructions.
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2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at the Ashfield Town Hall.

As this is a community venue, we ask that 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, 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	
	Fridge	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
		Turn lights off	
Town Hall			
	Layout	Please replace chairs to the back of the room and tables to the storeroom.	
General		Lights turned off	
		Doors closed and locked	
		Fire exit doors clear and 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.