



HIRER'S GUIDE

Balmain Town Hall

370 Darling St, Balmain NSW 2041

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 Key collection and return

1.3 Parking

1.4 Deliveries

1.5 Decorating the space

1.6 General facilities

1.7 Technical 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.

The venue hire does not include use of the outdoor courtyard.

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



1.2 Key collection and return

Key collection

Collect key from the front service desk during opening hours:

Leichardt Service Centre
7-15 Wetherill Street, Leichhardt
Monday to Friday 8:30AM - 5PM

Let your Bookings Officer know if you have limited windows of time to collect keys so they can ensure keys are ready.

Key return

Return key to an Officer at the front service desk before midday on the weekday after your event. When the key has been returned to that officer the booking may be cleared for bond refund.

Key return for weekend events/early morning events

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

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



1.3 Parking

Metered street parking is available.

1.4 Deliveries

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

We recommend street parking.

There is a laneway next to the Town Hall. Deliveries can be dropped off here, but vehicles must not be left unattended or parked illegally.

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 \$1,776+ 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

Furniture	<p>Tables: 30 tables (1800 by 900 mm). Please note, these tables may require 2 people to move.</p> <p>Chairs: 300 chairs</p>
Kitchen	<p>Zip water system with hot and cold water. (Press safety button when pouring hot water).</p> <p>Four burner gas stove and oven (bring matches or lighter).</p> <p>Standard fridge.</p> <p>Hot water urn.</p>
Lifts	<p>The accessible lift entrance is at the side of the building. Follow the signs.</p>
Lights	<p>The main master light switches are next to the lift entrance and the main entrance just by the door. <i>This must be in turned on for any lights to work.</i></p> <p>There is a second set of switches that control lights individually behind the stage curtain next to the power boards.</p> <p>If the master switches don't turn on the lights, you may need to switch on the second set behind the stage curtain.</p>
Toilets	<p>1 x male 1 x female 1 x unisex accessible toilet</p>
Power (See floor plan for locations)	<p>15 AMP power in kitchen.</p> <p>Three phase power behind stage</p>

1.7 Technical facilities

Wi-Fi	Connect to IWC GUEST. No password required.
A / V	None.



2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Entrance	Use the key provided to access the door marked Main Hall.
Accessible entrance	There is accessible lift via Darling Street entrance on right hand side of building. Follow signs for lift. Unlock the door for access using main key.
Exit	Close the door behind you to lock the premises. Please ensure all doors are closed.

2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at Balmain 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 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	
Kitchen			
	Garbage and recycling	Garbage in garbage bins.	
		Excess rubbish taken to outside bins by the accessible entrance.	
		Turn stove/oven off	
		Clean oven and stove	
	Fridge	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
		Turn lights off	
Main Hall			
	Layout	Chairs stacked neatly at the back of the Hall.	
		Tables returned to the cupboard.	
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.