INNER WEST

HIRER'S GUIDE

Marrickville Town Hall

303 Marrickville 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.

INNER WEST

1. Before your event

2. During your event

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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

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

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1.2 Key collection and return

Key collection
Collect key 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 keys are ready.

Key return

Return key to the front service desk before midday on the day after your event.
When the key 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 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

Street parking is available.

There are two accessible car parking spots outside the Hall on Marrickville Road and Petersham Road.

1.4 Deliveries

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

Delivery vans can offload at the front of the Hall to the right of the bus stop. There is a designated driveway layback (look for the lowered kerbside).

1.5 Food trucks

Food trucks can be parked on the pavement just outside of the main entrance. Use the designated layback as above.

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 buts.

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1.6 General facilities

Lights	**Foyer:** Light switches for the foyer (inside and outside) are on the LHS (left hand side) of the wall next to the front door. **Main Hall:** On the LHS of the main hall doors (inside the Hall). There is another set of light switches for the main hall on a white panel on the stage (just behind the red curtain) above the AV cupboard (labelled).
Fans	Controls are on the stage on a white panel (just behind the red curtain) above the AV cupboard (labelled).
Furniture	Tables: 60 tables (1600 by 800 mm) Chairs: 400 chairs Use the trolleys provided to move tables and chairs to avoid damage to the heritage wooden floor.
Kitchen	Commercial kitchen with six gas burner and oven, hotplate, large commercial oven, hot water.
Stage lighting	There is basic stage illumination. There are switches next to the audio mixer.
Toilets	One unisex accessible toilet (by accessible entrance) Female x 2 + accessible in main hall Male x 2 + accessible in main hall Two unisex accessible (one in each dressing room off stage)

1.7 AV equipment

Audio	In-situ speakers with mixer. See manual for StudioLive AR8c: https://www.presonus.com/products/StudioLive-AR8c/downloads

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2. AT THE VENUE

2.1 How to access and exit the venue

Street access	Use the key provided to the front main doors.
Accessible entrance.	The building can be accessed by a ramp at the side of the Hall on Marrickville Road. The door will need to be opened from the inside.

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2.2 Handover checklist

We hope you had a successful event at Marrickville 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	Done
Kitchen	Garbage and recycling	Garbage in garbage bins	
		Overflow rubbish to bins just outside the kitchen doors.	
		Turn stove/oven off	
		Turn hot water off	
	Fridge	Empty fridge	
	Benchtops	Cleaned and cleared of all rubbish	
Main Hall			
	Layout	Return tables to storage room	
Toilets		All rubbish removed	
General		Lights turned off	
		Fans turned off	
		Doors closed and locked	
		Fire exit 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.