



# HIRER'S GUIDE

## Petersham Town Hall

107 Crystal Street, Petersham, NSW 2049

### Contacts

The venues team is available Monday - Friday, 9am to 5pm.

Tel: 02 9392 5923 or

Email: [bookingsteam@innerwest.nsw.gov.au](mailto: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 from the front service desk during opening hours:

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

Let your venue manager know when you would like 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 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**

Street parking only.

### **1.4 Deliveries**

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

There is no loading dock, so we recommend street parking.

### **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

<b>Furniture</b>	Tables: 70 tables (1800 by 900 mm).  Chairs: 500 chairs
<b>Kitchen</b>	Commercial kitchen with large fridge, 4 burner gas stovetop and large grill, microwave and large food warmer.
<b>Lights</b>	See floor plan for light switches.
<b>Toilets</b>	2 x male 4 x female 1 x unisex accessible toilet
<b>Power</b>	Three phase power in kitchen and behind stage. (See floor plan for exact locations.)

## 1.7 AV facilities

<b>Basic audio mixer</b>	For large scale events we recommend an audio professional as equipment is very basic.
<b>Basic lighting bar</b>	There is a one switch (on/off) basic lighting bar.
<b>Wi-Fi</b>	None

## 2. DURING YOUR EVENT

### 2.1 How to access and exit the venue.

<b>Entrance</b>	Entrance is through the main doors at the front using a swipe
<b>Accessible entrance</b>	There is a ramp at the front entrance
<b>Exit</b>	Close all doors behind you.  The main door will lock automatically when closed.

## 2.2 HANDOVER CHECKLIST

We hope you have enjoyed your event at Petersham 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](mailto: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	
<b>Kitchen</b>			
	Garbage and recycling	Garbage in garbage bins that are either located in the foyer or just outside the foyer (on Fredrick Street side. RHS if facing the main hall)	
	Stove	Turn stove/oven off	
		Clean oven and stove	
	Fridge and warming oven	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
		Turn lights off	
<b>Main Hall</b>			
	Layout	Return tables and chairs in main hall as found. Return any additional tables and chairs to the Green Room outside kitchen.	
<b>General</b>		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.