

# UNANDERRA COMMUNITY HALL

## Managed by the UNANDERRA COMMUNITY CENTRE

P.O. Box 294

UNANDERRA NSW 2526

Phone/Fax: 02 4271 2213

### **CHECKLIST- VERBAL INSTRUCTIONS TO HIRERS**

**The Booking Officer is required to verbally advise the hirer of the following prior to a booking and at the time of key pick up or if keys not issued, at time of final payment.**

- **Keys, alarm codes**

- Key return arrangements (time and return box – check times written are right).
- Hirer is totally responsible for:
  - (1) what happens during the booking
  - (2) The Centre is used safely & is totally secured on exit.
  - (3) Costs if keys, alarm codes are lost or misused.
- Shown which keys fit which doors – shown how to use.

- **Additional costs & Bond return**

- Additional costs may be incurred by hirer (see Conditions of use pg 1 No 6)
- Bond return arrangements (Centre checked, bond cleared/kept, keys returned, time for cheque to be drawn).

- **Use of Centre – please pay special attention to this item**

- Hirer to stay on site for the duration of the function – totally responsible.
- Hirer to keep to times on application form. Bookings after office hours monitored by alarm system. Going over time will result in hirer being charged. Problems for others with bookings following your event – additional costs may be incurred by hirer as a result.
- After office hours, hirers should consider having someone at front door while guests arrive and leave – with doors kept locked during the booking.

- **Safety of guests/Centre**

- Hirer responsible for safety of guests – misuse of equipment, inappropriate behaviour.
- Hirer should get public liability insurance cover.
- Hirer responsible for safety of the Centre – misuse of equipment, inappropriate use eg. tap dancing on timber floor, ball games and misuse of fire extinguishers & hoses and any equipment.

- **Consider others**

- Hirer responsible for any environmental effects on neighbours (eg. noise to cease 11.30pm, general behaviour, rubbish, leaving quietly, tyre screeching etc).
- Guests share space (foyer, toilets, etc) with others.

- Keep doors to rooms closed as much as possible to avoid noise/activity disrupting other users.
- Locate and face portable speakers to minimise noise problems for neighbours

- **Security and safety systems**

**Call 000 in the event of fire as this Centre is not linked to fire station.**

- Smoke alarm in kitchens (locations, what will set off, how to avoid misuse/damage, what to do if alarm sounds).
- Security Alarm (locations, shown how to operate, what to do if a problem-eg press wrong numbers)

- **Emergency evacuation procedures**

- Shown map and procedure, location of exit doors.
- Hirer to verbally advise guests of emergency evacuation procedures at start of function eg. location of exit doors and assembly area, hirer responsibility.
- Either a) siren for smoke alarm activates b) issue arises requiring evacuation.
- Hirer to evacuate guests to nearest designated assembly area (as shown on map) – check toilets, stores, kitchen, hall, meeting rooms on way out to ensure all have left.
- If no siren, dial 000 and advise of problem.
- Hirer to ensure no one returns to building until given all clear by Fire Brigade.

- **Equipment & Clean Up**

- Shown furniture & equipment (storage, set-up options, pack up expectations).
- Shown cleaning equipment (storage, use).
- Shown kitchen appliances (how to operate and clean up requirements).

- **Building maintenance issues**

- Emergency maintenance procedures (eg. building not lockable or secure, sewerage or water leaks, vandalism) ring Oztech Security 4226 0000.
- Routine maintenance procedures (eg. dripping tap) ring Centre 4271 2213 and leave message on answer machine.

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 All of the items ticked above were discussed with me prior to the booking and I understood each of the issues raised and procedures shown to me.

Name of Hirer: .....  
 Signature ..... Date: .....

Booking Officer: .....  
 Signature ..... Date: .....

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