



Barwon Heads Community Hall

Instructions for users

27/7/2012

Lighting for the main body of the hall is controlled through the main switchboard found on the south side of the front entrance.

Trestle tops are kept in the cupboards under the stage.

Cupboard doors are to be placed at the sides of the cupboards when removing trestles. Please do not lay these cupboard doors on the floor.

Trestle legs are stored in the room adjacent to the south side of the stage.

White plastic chairs are stored in the room adjacent to the south side of the stage.

Important instructions for leaving the hall:

- Chairs are to be placed in stacks of 5 around the walls
- Hall is to be left as found – sweeping and mopping may be done with equipment found in the rear store room, next to the toilet for the disabled.
- Objects e.g. balloons, streamers etc must not be stuck to paintwork
- All objects installed by hirers must be removed at the end of the function
- The piano must not be moved
- All equipment must be returned to where it belongs
- Kitchen is to be cleaned and left as found
- Rubbish must be removed by Hirers
- Check that all gas and electrical appliances, lights and heaters are turned off when leaving.
- Lock hall and return key to Booking Officer: place in wooden letterbox at 99 Hitchcock Avenue

Damage to the hall building, floor fittings and surrounds are the responsibility of the hall Hirer. The Hirer must obtain the appropriate license or permits related to the consumption of alcohol.

Public Liability Insurance:

The hall committee has public liability insurance covering the hall committee for property damage or bodily injury caused by negligence by the committee.

The hall committee does **NOT** have public liability insurance covering any event or activity that occurs in the community hall.

It is the responsibility of the Hirer to provide their own public liability insurance to cover them selves.

Residential Noise Regulations [section 48a (5) Environmental protection act 1997]:

Noise from musical instruments and any electrical amplified sound producing equipment (including stereo, radio, television or public address system) must not be audible in a habitable room of another residential premises during the prohibited times.

Prohibited Times

- Monday to Thursday before 07.00 and after 22.00
- Friday before 07.00 and after 23.00
- Saturday and public holidays before 09.00 and after 23.00
- Sunday before 09.00 and after 22.00

Please note the Hall is not available for use on New Years Eve.

Failure to comply with any of the above conditions may result in refusal of any further use.