

GLADSTONE REGIONAL COUNCIL YARWUN HALL HIRER RESPONSIBILITIES

July 2011

Please note the following in regards to use of Yarwun Hall.

ACCESS

- Facility is located at 44 Butler Street, Yarwun.
- Facility is non-smoking.
- Keys must be collected between 8.30am and 4.45pm weekdays and returned the next working day.
- The hirer must comply with entry and exit times as advised by staff so that security systems are not triggered or other bookings interrupted.
- A half hour either side of your booking is allocated at no cost to allow for setting up and clearing of premises.
- It is the hirer's responsibility to ensure that caterers, florists, musicians have access to the room hired.

EMERGENCY EVACUTATION

- At the commencement of the function the hirer is required to advise attendants of evacuation procedure as supplied to the hirer.

CLEANING

- Premises must be left in a clean and tidy state. All equipment, decorations, food etc. must be removed from the premises immediately following the close of the function.
- All benches are to be cleaned and waste removed and deposited in external bins provided.
- All areas are to be swept and mopped, ensuring all decorations, confetti and debris are removed.
- Teatowels and washing up liquid are not supplied.

SECURITY

- Hirers are required to check that all lights (including in toilets), electrical equipment, urns and air-conditioning is off before exiting.
- All doors and windows are to be locked and secured prior to vacating the premises.

FURNITURE

- Following the function all tables must be wiped, all chairs stacked then all furniture packed away in a neat and tidy manner as found. Do not block access to storerooms or emergency exits. If staff members or cleaners are required to tidy or move furniture after a function extra charges will be deducted from the bond or, if a bond is not held, invoiced against the hirer.