

NARRE WARREN NORTH HALL AND RECREATION RESERVE COMMITTEE OF MANAGEMENT INC

ABN 98 520 428 294

Issue 07/2016

HIRERS PLEASE NOTE

We have prepared a few guidelines and tips that will make your experience in hiring this hall go more smoothly.

Please read through and adhere to the guidelines as noted.

GETTING READY FOR YOUR EVENT

Tables & Chairs

Always use the TROLLEY provided to move chairs (please do not slide the chairs across floor). Use the TABLE TROLLEYS to move the tables

Rubbish

All BOTTLES & PLASTIC are to be removed from hall & NOT placed in bins. General rubbish only – use only 3 bins in cage outside kitchen

Oils & Fats

Oil & Fat must be REMOVED from the hall.
PLEASE DO NOT POUR OIL & FAT DOWN SINKS OR DRAINS!
Failure to observe will result in loss of ALL OF YOUR BOND.

Noise

The hall has neighbours – The Hirer is responsible for noise levels which must comply with Environment Protection Act. For more information, please visit this link:

<http://www.epa.vic.gov.au/your-environment/noise/entertainment-venue-noise>

End Time

All functions must strictly end at 12:00 midnight with no exceptions.

Departure

Please turn off ALL LIGHTS & FANS in the main switchboard located in the foyer.

For more information, please read through our FAQs on our website: www.nwnhall.com.au

