

# NARRE WARREN NORTH HALL AND RECREATION RESERVE COMMITTEE OF MANAGEMENT INC

ABN 98 520 428 294

Issue 05/2022

## 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 placed in the yellow recycle bins. General rubbish in the green bins. only – use only 3 green bins in cage outside kitchen

### Oils & Fats

Oil & Fat must be REMOVED from the hall.

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](http://www.nwnhall.com.au)