

NEWTOWN NEIGHBOURHOOD CENTRE

1 Bedford St, Newtown, NSW 2042

PO Box 19, Newtown 2042

Ph: 9564 7333 Fax: 9519 2509

Email: admin@newtowncentre.org

www.newtowncentre.org

ABN: 96 884 462 833

End of Hire Checklist

Last updated 23/7/15

At the end of every hire please use the following checklists:

Hall or the Large Room

Return all chairs, tables and board to the location marked by a sign.	
Turn off lights in your room, kitchen and toilet.	
Turn off any appliances in your room.	
Check the kitchen door is closed	
Check the toilet door is closed	
Check all fire exits leading from hall are closed	
Check door to your room is closed	
Main entrance door to Centre	
Put key into front letterbox (if you do not intend hiring again)	
Call office to organise refund of deposits	

Small Meeting Room

Turn off room lights	
Turn off air conditioner	
Close room door	
Return key to front counter or put key into front letterbox (if you do not intend hiring again)	
Call office to organise refund of deposits	

If you hire the premises outside of work hours, it is extremely important that you lock the front door after you. Marrickville Council are informed whenever this does not happen and our front door may end up padlocked, preventing staff and the community from entering the building.

Hirers who neglect to lock the front doors will be issued with a written warning and any charges from our security company will be passed on to the hirer – this may be several hundred dollars.