



Hiring a Warringah Council Community Centre for your Social Function

To ensure you have a successful function we have compiled a checklist/summary as a helpful guide. For more detail please refer to the Community Centre Conditions of Hire that you have read and signed on application for hiring a Warringah Council Community Centre.

Keys and Bonds

A key remove charge will apply to any hirer who loses, forgets, or does not collect a key prior to their function from the Booking Office prior to the weekend of your function. The centre keys must be returned the next working day during business hours to the Booking Office. Your bond won't be returned until the key is returned and we are sure there is no damage or additional cleaning required.

Cleaning & Waste

The hirer is responsible for cleaning the hall and surrounding grounds.

If the hall is found dirty following your function – including floors, benches and furniture – or if any damage is found, you may forfeit part or all of the bond. If there is additional cleaning required you will be charged on an hourly rate.

Rubbish is to be placed in bins provided. Bin liners are to be tied and full rubbish bags are to be placed in external bins. If your rubbish exceeds the amount of bin space available the hirer is responsible for removing the additional waste from the centre.

Most centres don't have recycling.

Each centre has a broom, mop and bucket and dust pan, but **you will need to bring** your own cleaning materials such as floor cleaner, toilet cleaners, bench cleaner, cleaning cloths, and garbage bags for rubbish removal. Some centres have vacuum cleaners where there is carpet.

Furniture

Please return all furniture clean to storerooms, and stack chairs and tables safely and as found and/or directed.

Barbecues, candles etc

Prior approval must be sought to bring into the centre barbecues, gas bottles, open flames, fireworks, kerosene or spirit-type lamps. Candles may only be used if secured in a suitable stand that minimises risk and prevents wax from dripping on tables or floors. Total fire bans must be observed in the surrounding grounds of the venue when in force.

Decorations

No staples, blue tac, sticky/masking tape, drawing pins, nails or similar are to be used in the community centre. Decorations must not be attached to light fittings, heaters and fans.

Emergencies

If an emergency arises after hours, such as a power failure, blocked plumbing etc., please phone Warringah Council's 24 hour number 9942 2111. If an after hours call-out is made to Council for a matter other than an emergency, the hirer may be charged for the call-out time.

Before leaving the premises hirers must

- Ensure the centre is clean and tidy for the next hirer.
- Turn off all lights (including in the toilets), heaters, fans, cooking appliances etc.
- Check that all doors and windows are locked.
- Please check you have removed all of your personal belongings – Council does not have the resources to chase up property left behind.

Thank you for your cooperation and we hope you have a successful function.

Social Functions Customer Survey



Warringah Council is continually working towards improving the community centre service it provides and welcomes your feedback following your hire of one of its community centres. We would appreciate you taking a few minutes to complete the survey and returning it to us either at the Booking office or email to communitycentrebookings@warringah.nsw.gov.au

1. What did you like about the community centre with regards to the facilities available?

4. Would you recommend the centre to others?

Yes No

5. Would you hire a community centre in the future?

Yes No

6. How did you find the booking process?

8. Do you have any other comments / suggestions?

9. Optional:

Name _____

Address _____

Telephone _____

**Thank you for completing the survey.
This information is used to help prioritise resources
to the right centres and continue to improve our service.**

