

Hampton Life Saving Club – Hall Hire – Venue Information

Thank you for choosing Hampton Life Saving Club (HLSC) for your event. Our HLSC volunteer will arrange a time for you to commence setting up, give you our security access fob and show you all the amenities. The following information will assist you in the smooth running of your event:

Security Fob

- Fob **must** be always kept with you, as the front door will lock automatically when closed.
- You will be provided with a phone number to use only in case of emergency.
- Should volunteers be required to attend if you are locked out, this will incur a deduction from your bond.

Gate Key

- Gate Key is located in the alarm cupboard, for access to the driveway to unload vehicles.
- Gate must be kept padlocked shut when not in use, to prevent unauthorized vehicle access.
- Vehicles driving in will need to reverse out - avoid driving on any paths and give way to pedestrians.
- Please remove all vehicles to designated parking spaces when not loading or unloading.
- Gate key must be returned to alarm cupboard and not removed from premises under any circumstances. Gate access could be required by emergency services vehicles should we have an incident at the beach.
- Your bond will be deducted if our volunteers have to contact you to locate the key.

Alarm

- Supplied code to be entered into the keypad to deactivate alarm in foyer cupboard.



- A beep will sound until the last digit has been entered.
- If the building is left unoccupied during the hire period, alarm must be activated by pressing 'ON' prior to leaving.

- Remember to deactivate the alarm with the code when you return.
- During the patrol times, or if other members are using the club during your hire period, you may be advised that it is not necessary to alarm the building.
- When you depart on the evening of your event, building must be alarmed overnight.

Night Lighting

- Booth lights are switched on at the socket above the left-hand booth seat.
- Fairy lights for the rest of the room are switched on at the right-hand socket, under the honour boards.
- Kitchen lights are dimmable.
- There are no lights on the balcony.

Audio Visual

- Projector screen can be lowered with 'UP' and 'Down' controls to right hand side of screen.
- HDMI cable and sound system input are located to right hand side of the screen, at the lectern.

Balcony

- Sliding doors are accessed by lifting the bolts at bottom left hand side of door.
- Glass and smoking are **not** permitted on the balcony. If your guests smoke outside the venue, please make sure all butts are in the bin or a deduction will be applied to your bond.

Kitchen

- Top and Bottom ovens – with separate controls on the right and left side of the panel. Best setting for heating frozen foods is 'Convection'.



- Ovens and microwave - please ensure these are cleaned after use.
- Urns and kettles - please ensure all water is poured out after use.

- Dishwasher - this is a fast dishwasher, with 1-minute or 2-minute cycle. Detergent is added automatically on filling. It does not cope with food scraps. Please ensure all detailed directions on kitchen wall are followed. After use filter stalk needs to be removed and rinsed, water pumped out, then power switched off after use. Failure to comply will result in a significant bond deduction, as water will continue to heat to 80 degrees until switched off.

Airconditioning

- Three units are controlled with the same remote. Point the remote at the unit, click once to pair and then click to control.
- Please double check that the air conditioners are all turned off at the end of your event. A minute or so after turning units, please re-check to ensure they have been powered off correctly. Failure to comply will result in a bond deduction.

Tables & Chairs

- Please note how these are arranged prior to unpacking as all must be returned to their designated positions, so that the screen can be fully closed, and cleaning equipment is accessible. Photo supplied on the wall inside screened off area.



Glasses and Crockery

- Full inventory of what is available is listed on our website.
- Please note that these must be returned to the places where they belong so that our volunteers can easily check for breakages / missing items prior to your bond being returned.
- Photos are supplied on the inside of the cupboard doors.

Rubbish Removal

- There are bins up the driveway toward the gate, and on the beach in front of the club.
- All rubbish and decorations must be removed on departure.

Cleaning

- HLSC Cleaners can be engaged for a fee, and with prior arrangement, to clean floors, surfaces and bathrooms, following your departure.
- Major spills of food / drink, or broken glass are your responsibility and are to be cleaned up promptly and thoroughly.

Vacating the Premises

- Your hire period will end at the agreed time. It is essential that you are packed up and have vacated the premises at this time, as the club will need to be cleaned and ready for the next event
- Items left on the premises after your move out time will incur a deduction from your bond.
- After your event, please return gate key and security fob to the alarm cupboard.
- Activate the alarm if the building is not in use by others, by pressing 'ON'.
- Close the front door and make sure it is locked.

Hampton Life Saving Club thanks you for following all these instructions carefully, so that you get maximum enjoyment from our facility. We are a community group providing an essential service to keep our beach safe. Please help us to look after our club so that we can continue to share our space with the community and raise funds for life saving equipment and programs. Failure to leave the venue in the condition that you found it, with everything returned to designated areas, will result in a deduction from your bond, if our volunteers have to spend time repairing or replacing items prior to the next function.

Thank you