

Leeming Community Hall

Information for Hirers

Welcome to the Leeming Community Hall

This booklet contains information to assist you in your use of the hall.

Please refer to this booklet **and** to the Terms and Conditions of Hire (a copy is attached to this booklet) for information about your responsibilities when using the hall.



We ask you to make yourself and others in your group aware of the safety information provided.

We hope you enjoy your time at Leeming Community Hall.

Please contact us if you have any questions, concerns, ideas or other feedback.

Contact information

Street address

Leeming Community Hall
14B Westall Terrace
Leeming WA 6149

Postal address

City of Melville
Locked Bag 1
Booragoon WA 6954

Phone

(08) 9364 0148

Email

Community Centre Officers:

bg.bc@melville.wa.gov.au

Community Centre Supervisor:

sheridan.nairn@melville.wa.gov.au

Web site:

www.melvillecity.com.au

Emergency and Important Phone Numbers

000 Fire or life threatening emergencies only.

131 444 Police – To report any criminal activity, damage to property, trespass onto the venue, or if you feel threatened.

131 247 MelSafe

Call this number if you have any difficulty with locking up the centre and if you have called the Police for any reason. The security service will assist with securing the area and with reporting any security concerns.

Responsibilities of Hirers

Please refer to the **Terms and Conditions of Hire in the online booking application** for details of the responsibilities of Hirers. A copy is available on request.

- Hirers must provide a copy of their **up-to-date public liability insurance**. It is the responsibility of the Hirer to check the expiry date of their Public Liability Insurance policy and to ensure that a current certificate is forwarded to Leeming Community Hall before the expiry date or loaded to your spacetoco account.
- Hirers may only use and access the hall at the times specified on their Booking Application. If you require additional time please contact us and we will try to accommodate requests where possible.
- Hirers are required to leave the venue in a clean and tidy condition, return furniture to original location and remove rubbish.

Emergency Evacuation Procedure

Hirers are required to inform participants about Emergency Exits and Evacuation Procedures.

If you detect or smell smoke

There is no fire alarm in this building. If you detect or smell smoke

- ➔ Stay calm
- ➔ Stop what you are doing
- ➔ **EVACUATE IMMEDIATELY** via the nearest safe **EXIT**
- ➔ Move calmly to the Emergency Assembly Point outside the building.
- ➔ If safe to do so, assist others and check no one has been left behind.
- ➔ Do not re-enter the building until the Fire Officer gives the all clear.

- ➔ **Call 000**

Hirers' responsibilities - Safety

- Please ensure that you and your group are familiar with the **Fire Exits and Emergency Evacuation Procedure** (located near the Exit doors). We advise you to review this information regularly with your group.
- It is recommended that Hirers keep a record of the number of people in their hired room for their session so that all persons can be accounted for in case of evacuation.
- The Hirer will notify the Venue Management at the earliest opportunity if any incident, injury or fire occurs during their session.
- Hirers must not exceed the maximum number of people permitted in the hired room.
Maximum number of people permitted: 180

Safety and Security

Keep all doors clear

To enable clear access in an emergency, do not put any furniture or other items in front of any door in the Centre.

Supervision of Children

Children must be supervised by a responsible adult at all times.

This a Non-Smoking venue

Smoking is not permitted in any part of the venue by any person at any time. The venue includes the verandah and entrances to the building.

Take precautions to avoid theft

Keep valuables out of sight. Keep doors closed and be aware of strangers entering your room. Report thefts to police on **131 444** and notify the Centre staff when the office is next open.

Reporting Risks and damage

Please report any damage that you notice on entry to the venue, and any damage that occurs during your session. Damaged items may cause injury to others so it is important that we are notified as soon as possible.

First Aid Kit

No First Aid Kit located at the venue, Hirers to supply their own First Aid Kit.

Fire Extinguishers

The fire extinguishers are located next to the kitchen and in the kitchen.

A fire blanket is located in the kitchen.

Opening the Centre

- ☐ Unlock the front door with key from key box (located at the front entrance on the left wall). The key box has one key necessary to open the hall.
- ☐ **There is no alarm on this building.**
- ☐ Turn on lights if needed
- ☐ Turn on air conditioner if needed – please turn off the airconditioner at the end of your session.
- ☐ Please return the keys to the keybox at the end of your session (and ensure number combination is not the code for the keybox – please mix up numbers).

Light Controls

- ☐ Hall lights - located to the left of the emergency exit doors.
- ☐ Storeroom lights – located on wall of the storeroom as you enter.
- ☐ Tables and Chair storage – sensor lights will be activated when movement is detected.

Air conditioner

The room has two split system air conditioning systems.

The recommended temperature for cooling in summer is 23-24 degrees for comfort. Please ensure you put the air conditioner remotes back in their holders on the wall and turn off all systems prior to leaving the building.

Toilets

Toilets for Men, Women and disabled access are located in the hall. Please ensure that the toilets are left clean and tidy for the next group. If you find the toilet in an unsatisfactory state, please report to the Officer staff.

Kitchen

The fridge is available for groups to use for the duration of their session only. Please remove your group's items before leaving the centre.

A hot water urn is available for groups use, please ensure that it is turned off prior to leaving the Centre.

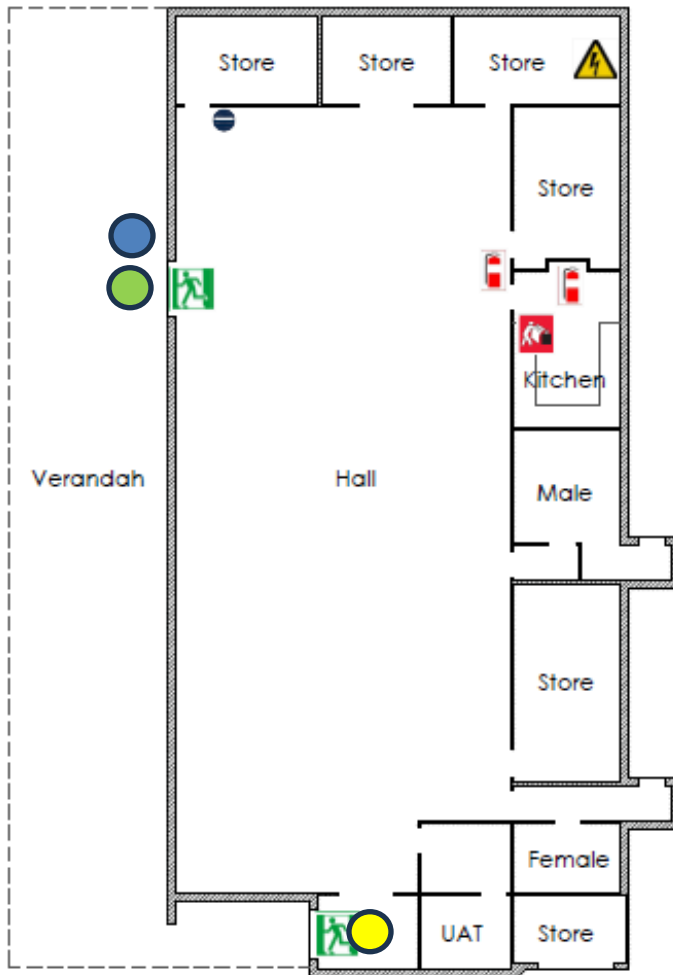
Rubbish Bins

At the completion of their session, users are asked to remove rubbish from the kitchen and hall and disposable of their rubbish in the council bins (located next to the carpark). Please bring extra plastic bin liners with you to replace the ones you use during your session.

Leeming Heights Community Centre

The aerial photo below shows the Leeming Heights Hall, Dudley Hartree Park and the school buildings, the street entry and location of the entrance to the hall..





-  Entry Door
-  Light Panel on Wall
-  Key Boxes on Wall next to Entry Door

-  Emergency Exit
-  Emergency Assembly Area
-  Dry Powder Extinguisher
-  Fire Blanket
-  Electrical Distribution Board

Items that Hirers are required to supply

If you are serving drinks or food, or will need to dispose of rubbish after your session at the Centre, please bring along the following items:

- **Bin liner bag** to replace bags used by your group to dispose of rubbish.
- **Dishwashing liquid** for washing by hand.
- **Cloths** for dishwashing and wiping down tables and benches.
- **Tea towels** for drying cups etc.
- **Any other consumables** that you need for your session, eg whiteboard markers and eraser, pens etc.

Closing the Centre

- Leave the venue in a clean and tidy condition.
- Please bring cleaning cloths, dish detergent, tea towels and bin liner bags if you are using the kitchens.
- Stack furniture safely to prevent injury to others. Please stack chairs of the same type together – those with arms together and those without arms together. This reduces damage to the chairs.
- Fold trestle table legs and stack tables safely .
- **Do not put any furniture in front of the doors, or storage cupboards doors.**
- Remove all rubbish and dispose in rubbish bins

☐ **Put away all equipment**

☐ **Check and lock all doors.** Pull doors closed securely.

☐ **Check the kitchen (if you used the kitchen)**

- Check ovens and stove are turned off, and kitchen is tidy.
- Check hot water urn has been turned off (if used)
- Turn off kitchen lights

☐ **Turn off room lights and air-conditioner.**

☐ **Lock the main door with the key (return the key to the keybox)**

Thank you.