

# Albany Community Enterprise Development Centre

## Room Hire Guidelines 2019

### **Key**

The key opens the meeting room, toilet and gate padlocks. Key must be picked up and signed out during office hours prior to the event and dropped back into the office during office hours after the event (9-3pm weekdays, or by arrangement). *\$100 key replacement fee applies for lost keys.*

### **Security**

Please ensure electrical appliances are turned off before leaving the building. Close all windows and ground-level blinds. All external doors need to be locked including the toilet. The last person to leave needs to lock both gates with the padlocks.

### **Parking**

Limited parking is available on-site, on paved area and grassy verge. Cars can also park on the verge strip across the road on Graham Street. Extra vehicles can use the ALAC overflow carpark. Do not allow attendees to park at Albany Indoor Beach Volleyball or Brocks without approval from those businesses.

### **Outdoor Areas**

The patio and gardens are available for community use. It's fine to nibble garden produce, or use large amounts by arrangement. The shed and the area behind the shed are out of bounds for all community members. Please ensure attendees do not venture into this space.

### **Rubbish**

Recycling and landfill bins are provided. Please ensure recycling is sorted correctly. Refer to sticker on the bin if unsure. Empty landfill bin before leaving into green bin outside shed.

### **Smoking**

The smoking area is down the side of the building near the water tank. Please do not leave cigarette butts on the ground, because possums will eat them and die.

## **Cleaning**

Venue must be swept, dishes washed and appliances/surfaces wiped before leaving. Leave toilet and bathroom clean and tidy. *A \$25 fee will apply for cleaning dirty dishes or room cleaning.*

## **Blinds**

Ensure that children do not play with blind cords. Do not overwind blinds down.

## **Appliances**

Manuals can be found in the Warranties, Manuals and Certificates folder.

## **Food**

Milk and food is not included in the venue hire. Basic tea and coffee available.

## **Food Scraps**

Organic waste and teabags can be collected during the event in the worm bucket in the kitchen and emptied into the worm tube in the garden outside. Please ensure this bucket is emptied before you leave, to avoid mould and ants.

## **Discounts**

Talk to Green Skills staff if you are holding a free public event to discuss offering volunteer hours in lieu of venue fees.

## **More Questions?**

Contact [albany@greenskills.org.au](mailto:albany@greenskills.org.au) or 9842 1334 for the booking form or further enquiries.