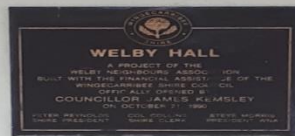


W E L B Y H A L L  
1 9 9 0



# Operation Manual for Welby Community Hall

**Contact:** Christine Wilson, Booking Officer



Christine.wilson@wsc.nsw.gov.au 0427122115



*Working with you*

WSC.NSW.GOV.AU




## Useful Contact Details

Booking Officer:	Christine Wilson 0427 122 115 Christine.wilson@wsc.nsw.gov.au
Maintenance:	Wingecarribee Shire Council 02 4868 0888 (24 hours Customer Service) mail@wsc.nsw.gov.au
Emergency Services:	000 112 (from mobile) 106 (SMS – for people who are speech or hearing impaired)
SES:	132 500
RFS:	4868 5500 1800 679 737 (Bush Fire Information Line)
Local Police Station:	Southern Highlands Police Station 02 6869 7899 (24 hours)
AGL Gas Emergency:	131 909
Endeavor Energy:	131 003
Poisons Information:	131 126

**IN CASE OF EMERGENCY OR IF YOU HAVE CONCERNS FOR YOUR SAFETY  
Contact Emergency Services on 000 immediately!**

If the facility was found damaged, vandalised or left unsecure please notify the Police Assistance Line (PAL) on 131 444 and Council on 4868 0888.



Council has developed this Operational Manual to enhance your hiring experience. This guide provides you with a quick reference on how to access the facility, how to locate and operate the equipment in the facility and provide contact numbers should you require assistance.

## **Contents**

<b>Useful Contact Details</b> .....	<b>2</b>
<b>What is at the facility?</b> .....	<b>4</b>
<b>Facility Diagram</b> .....	<b>4</b>
<b>Parking</b> .....	<b>5</b>
<b>Arrival / Opening Procedure</b> .....	<b>5</b>
Verandah .....	5
<b>Hall</b> .....	<b>5</b>
Heating .....	5
Heating and Cooling .....	6
Piano .....	6
Speakers and Sound System .....	7
<b>Kitchen</b> .....	<b>8</b>
Operating kitchen equipment .....	8
Cleaning of the kitchen .....	8
Store Room .....	9
<b>Toilets</b> .....	<b>10</b>
<b>Outside play equipment</b> .....	<b>10</b>
<b>BBQ</b> .....	<b>11</b>
<b>Departure Procedure</b> .....	<b>11</b>
<b>Using the Facilities</b> .....	<b>12</b>
<b>Emergency Evacuation</b> .....	<b>12</b>
<b>Incident Reports</b> .....	<b>12</b>
<b>FACILITY CHECKLIST</b> .....	<b>13</b>

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## What is at the facility?

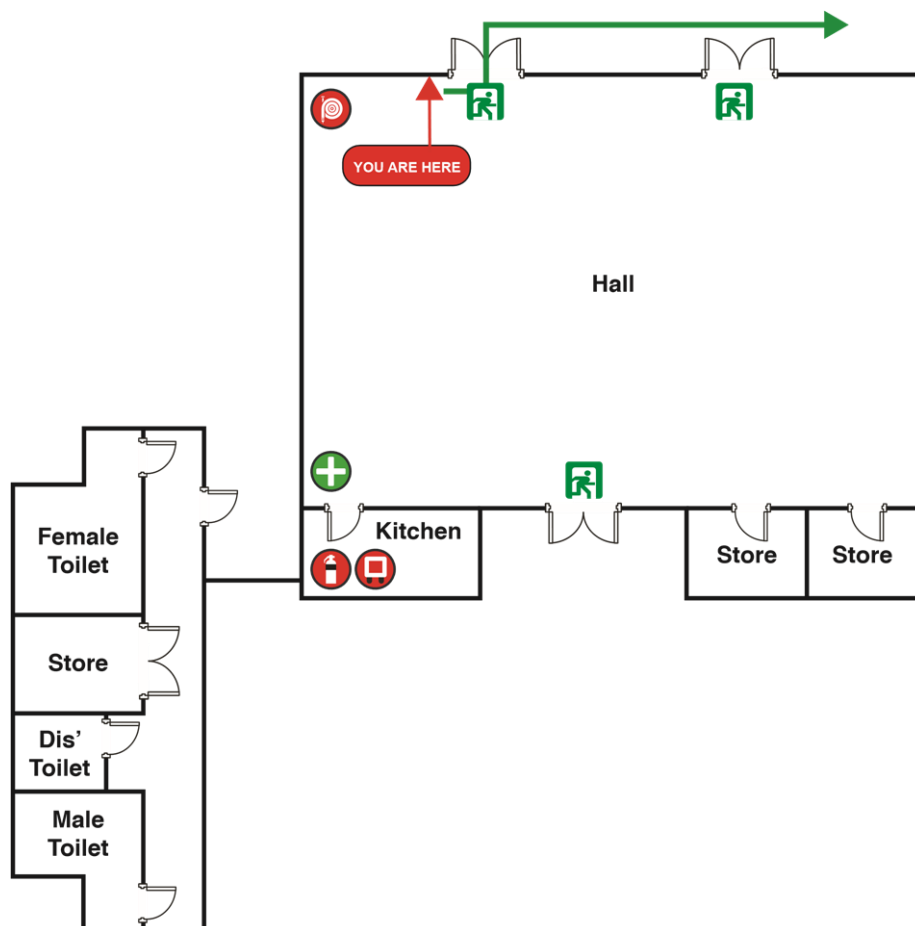
Welby Community Hall is comprised of the following areas:

- Parking
- Hall
- Kitchen
- Store rooms
- Toilets; Accessible and Male and Female. (The amenities are separate from hall)
- Outside play equipment (fenced area)
- BBQ Area

### Note:

- All Hirers are required to supply their own First Aid Kit
- This facility does not have a phone you will need a mobile that can be used in the event of an emergency.

## Facility Diagram



## Parking

Informal Parking is located at the front of the building

## Arrival / Opening Procedure

Unlock the main door to the hall with the key provided by the Booking Officer.

A facility checklist should be completed upon arrival and before departure.

## Verandah

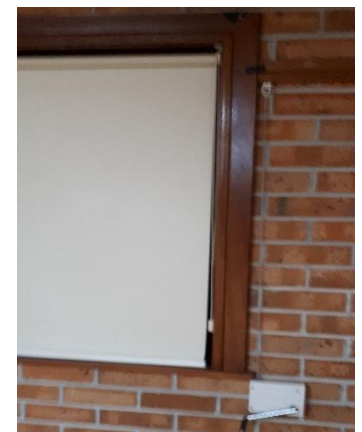
The light switch for the verandah is on the right side, just inside the main entrance double doors.

## Hall

1. Key access to the hall is via the main double door entrance.
2. The light switches for the hall are located on the right side, just inside the main double doors.
3. The light switch for the kitchen and controls for the downlights in the hall are located on the left hand side of the kitchen doorway (before you enter).
4. The **blinds** can be opened using the cord on the right hand side of the window frame. Pull the cord up /down to open/ close the blinds.
5. The **shutters** can be opened using the handle on the bottom right corner of the window frame. To open the shutter, turn the handle clockwise. To close the shutter, turn the handle anti-clockwise.
6. When setting up your event, tables and chairs must not block any exit doors or fire equipment.
7. There is timber flooring in the hall and storage areas. To avoid damage to the flooring do not drag objects across the floor.

## Heating

Two electric heaters are located on either side of the hall and can be switched on using the black round dial switch on top of the heaters. Turn the dial clockwise to turn the heater on. The heaters operate on a timer. The red light will turn red to indicate the heater is on and fade to a dull red when the heater has timed out.



*Window blinds and handle for shutters*



## Heating and Cooling

Two Air conditioners are located on the wall in the hall and can be operated using the remote controls located in the top drawer in the kitchen.

To Operate the Air conditioners;

- Press the yellow button to turn ON/OFF
- Use the MODE button to select setting - heating or cooling
- Use the Arrow button to select temperature.



## Piano

1. The piano is locked and can only be opened using the piano key.
2. Hirers can obtain a key for the piano from the Booking Officer. This must be arranged prior to the hire date and must be listed on the risk assessment.
3. The green cover on the piano must be removed and placed in the Management storeroom while the piano is in use.
4. After use, the Piano must be locked, and the cover must be replaced over the piano.





## Speakers and Sound System

1. The speakers can be used in conjunction with a device such as a smart phone, tablet, iPad or laptop. (figure 1)
2. The Mixer (figure 2) connects to the speakers and is in the Management storeroom.



*Figure 2: Mixer*

3. Connect your device to the mixer using the cable provided. (figure 3)



*Figure 3- Cable used to connect device to the mixer.*

4. The mixer can be set up and operated in either the store room or on the bench (figure 4) near the kitchen.
5. Instructions explaining how to connect, set up and operate the mixer are available in the facility.



*Figure 4: The mixer can be set up on this bench and connected to the power points provided.*

*Figure 1-Speaker 1 of 2*



## Kitchen

The kitchen is equipped with:

- kettle;
- fridge;
- stove (oven, grill and hot plates);
- two urns
- pie warmer; and
- cutlery and crockery (to serve 110 people).



### Operating kitchen equipment

1. The **kettle** and microwave need to be plugged in before use and then unplugged when your event has finished.
2. The **Urn**, in located in the cupboard to the left of the kitchen, it can be placed on the bench above the cupboard and needs to be plugged in before use and then unplugged when your event has finished.



3. The **Pie warmer**, in located in the cupboard on the left of the kitchen. The pie warmer must be removed from the cupboard and placed on the bench before use. The pie warmer needs to be plugged in and then unplugged when your event has finished.
4. **Oven, grill and hotplates:** The electric stove consists of 4 hotplates, a grill and an oven. The switches are on the front of the stove.
5. Please **DO NOT** turn the fridge off.



### Cleaning of the kitchen

Hires must bring cleaning products as well as paper towel and tea towels to wash up and dry up. All items used must to be washed, dried and packed away. Cleaning products are to be stored in the cupboard under the sink.

The front door key will unlock the cupboard under the sink.

1. Ensure all items are removed from the fridge at the end of your event.
2. Wipe up any spills from:
  - Stove top
  - Oven
  - Grill
  - Fridge
  - Pie warmer
  - Other cooking appliances
3. Ensure the sink and all bench tops are wiped over.



4. Please sweep and mop the floor.
5. Empty all rubbish bins and reline with bin liners. Remove all rubbish from the facility.

### Store Room

1. There are two store rooms located within the hall. Each store room has a large green sign on the door; Welby Storeroom (figure 1) and Welby Hall Management (figure2). Both store rooms can be opened using the front door key.
2. Each store room light switch is located within the store room on the right hand side of the door as you enter.
3. Welby Storeroom has 14 tables and 110 chairs. Tables and chairs must be stacked, following the instructions displayed on the store room door.
4. Chairs must be stacked 8 chairs high ONLY.
5. Any chairs that cannot fit in the store room should be stacked and placed against the wall near the store rooms.



Figure 1: Welby Storeroom



Figure 2: Welby Management

### DO NOT OVER STACK THE CHAIRS.

The switch for the BBQ is located in Welby Storeroom to the right-hand side of the store room door.



The mixer for the sound system is located in Management store room, on the shelf on the right-hand side.



## Toilets

1. The toilet amenities block is a separate building located to the side of the hall.
2. The toilets can be opened using the front door key.
3. The light switch for the toilet is located within Welby hall on the right side of the double door that open out onto the play equipment area.
4. Male toilets are on the far-left hand side and female toilets are to the right.
5. The accessible toilet are located in the middle of the amenities block between the male and female toilets.



*Light switch for toilets*



## Outside play equipment

1. Access to the outside play equipment is via the double doors opposite the main entrance doors.
2. The light switch for the outside park area is located on the right-hand side of the double doors that open out on to the area with the play equipment.
3. **Hirers should inspect the area and ensure it is safe before allowing children to use the equipment.**



## BBQ

1. There are two electric BBQs located outside under the awning.
2. The light switch for the BBQ area is in the hall on the right side of the main entrance door.
3. The switch for the BBQs is located in the store room where the tables and chairs are located.
4. The switch box is on the right-hand side of the store room as you enter.
5. Open the switch box and turn the dial. There are 2 dials in the switch box, one for each BBQ.
6. To turn the BBQs ON press the GREEN button on the front of the BBQ. This operates the timer. The BBQ will heat until the timer clocks off and you will need to press the green button again to continue heating the BBQs.
7. After using the BBQs please clean the hotplates and turn off on the dials on the switch box in the store room.



Switch Box  
Located in store  
room



## Departure Procedure

1. Ensure all tables and chairs are wiped over and clean before stacking them in the store room.
2. Ensure all tables and chairs are stored correctly in the store room. Chairs must not be stacked higher than 8 chairs per stack.
3. Empty all rubbish bins and reline with bin liners. Please remove all rubbish from the facility.
4. Ensure all clean up procedures for the kitchen have been completed.
5. Sweep the hall floor using the large broom and then mop the floor using the mop and bucket provided.
6. Toilets should be checked to ensure they are being left clean and tidy. Please replace any empty toilet paper holders with the rolls of toilet paper provided.
7. Close the shutters; to close the shutter, turn the handle anti-clockwise.
8. Close the blinds; the blinds can be closed using the cord on the right-hand side of the window frame.
9. Close and lock all external doors to outside areas.
10. Ensure all equipment has been turned off (except for the fridge) and all power points are off.
11. Turn off the two Air conditioners.
12. Turn the verandah lights to sensor mode.
13. Turn off hall and toilet lights
14. Exit the building as soon as this has been done and lock the main door to the hall.



## Using the Facilities

There are a 11 PowerPoints in the facility available for use. They are located:

Kitchen -3

Hall – 7

Management Store room - 1

## Emergency Evacuation

- In the case of an emergency, you as the hirer are responsible for the emergency evacuation of those attending your event and ensuring all participants go to the designated emergency assembly area as indicated in the facility's emergency diagram.
- Ensure no person re-enters the Facility until clearance is given by the Emergency Services or Council Officers.
- Evacuation plans must not be removed from the walls or covered over at any time.

## Incident Reports

All incidents at the Facility must be reported to Council within 24-hours on Council's customer service line (02) 4868 0888 or email: [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au). An Incident report forms needs to be completed and returned to Council. These forms are located in the silver magazine holder on the kitchen bench.

# FACILITY CHECKLIST

Name of Facility: Welby Hall

Name of Hirer / Group: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the Facility checklist at the start and completion of your hire.

Arrival / Set-up	Yes / No	Comment
All emergency equipment available:		
<ul style="list-style-type: none"> <li>• Fire hose reel, extinguisher, fire blanket</li> </ul>		
All Emergency Exit Lights in working order.		
Facility and amenities clean and undamaged:		
<ul style="list-style-type: none"> <li>• Doors, Windows and blinds and shutters</li> </ul>		
<ul style="list-style-type: none"> <li>• Verandah and BBQ area</li> </ul>		
<ul style="list-style-type: none"> <li>• Stairs and hand rails (rear)</li> </ul>		
<ul style="list-style-type: none"> <li>• Store rooms</li> </ul>		
<ul style="list-style-type: none"> <li>• Toilets</li> </ul>		
<b>Departure / Pack-up</b>		
All cleaning procedures completed		
Empty all rubbish bins and reline with bin liners.		
Please remove all rubbish from the facility.		
Toilets should be checked to ensure they are being left clean and tidy. Please replace any empty toilet rolls.		
Ensure all equipment has been turned off.		
Turn off Air Conditioners		
Close and lock windows.		
Check all doors are locked.		
Turn off the lights.		
Exit the building as soon as this has been done and lock the main entrance door.		

***This Facility Checklist must be returned to the Booking Officer.***