



# Operational Manual for Penrose Community Hall

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*Working with you*

[WSC.NSW.GOV.AU](http://WSC.NSW.GOV.AU)




**Wingecarribee**  
SHIRE COUNCIL

## Useful Contact Details

<b>Booking Officer:</b>	Kathy Hancock 0492 884 609 penrosehall@gmail.com
<b>355 Committee Coordinator:</b>	Lynne Morrison 02 4868 0704 mail@wsc.nsw.gov.au
<b>Maintenance:</b>	Wingecarribee Shire Council 02 4868 0888 (24 hours Customer Service) mail@wsc.nsw.gov.au
<b>Emergency Services:</b>	000 112 (from mobile)
<b>SES:</b>	132 500
<b>RFS:</b>	02 4868 5500 1800 679 737 (Bush Fire Information Line)
<b>Fire &amp; Rescue:</b>	02 9265 2999 1800 679 737 (Bush Fire Information Line)
<b>Local Police Station:</b>	Southern Highlands Police Station 02 4869 7899 (24 hours)
<b>AGL Gas Emergency:</b>	131 909
<b>Endeavor Energy:</b>	131 003
<b>Poisons Information:</b>	131 126

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

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



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 and how to locate and operate the equipment. Contact details are listed should you require assistance.

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## What is at the facility?

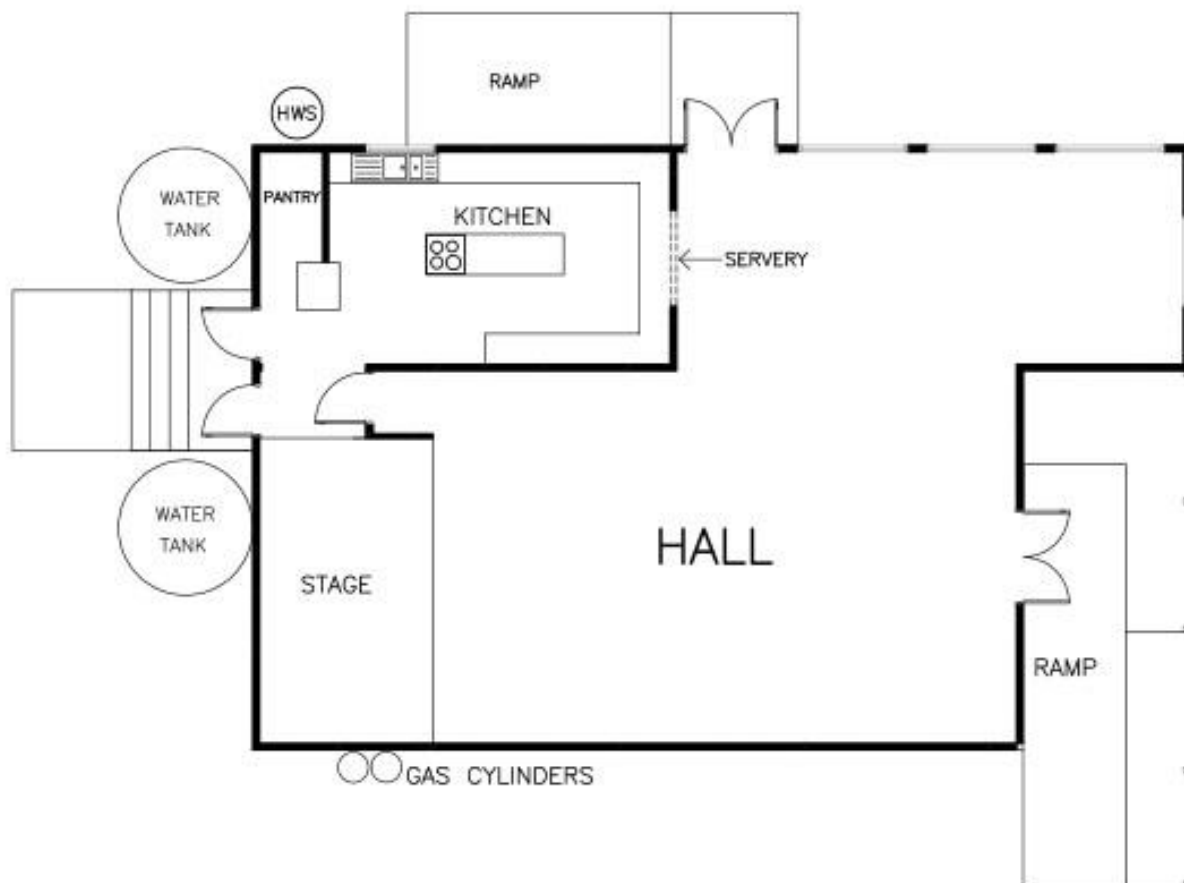
Penrose Community Hall is comprised of the following rooms:

- Kitchen
- Hall – seating and tables for 70
  - ▶ Stage
- Toilets (External)
  - ▶ Accessible
  - ▶ Male
  - ▶ Female
- Storage room
- At the facility
  - ▶ BBQ

### Note:

- This facility does not have a phone you will need a mobile phone to use in the event of an emergency
- First aid kit is in the kitchen on shelf on the right-hand side.
- Hirers are required to bring their own First Aid Kits.
- Parking: informal parking available at the front of the hall

## Facility Floor Plan



## Arrival / opening procedure

1. Use the entrance at the back of the hall.
2. Open the doors located at the top of the steps using the key provided by the Booking Officer.
3. This door opens into the Kitchen area.
4. The light switch for the Kitchen is located on the left side of servery window.
5. Move through the kitchen into the hall area.
6. The light switches for the hall are located in the wooden box on the left wall.
7. Open the door of the wooden box and turn the lights on before setting up.
8. Once the lights are on, complete the facility checklist.
9. Walk across the hall to the front door and open it from the inside.



*Hall light switches*

## Kitchen

The kitchen has:

- fridge;
- oven;
- gas stove top;
- 2 microwaves;
- 1 Kettle/2 urn; and
- Cutlery and crockery for 70 people.

## Operating kitchen equipment

### *Silver Omega oven and stove top*

1. To turn on the oven and hot plates, use the switch located on the right hand side of the stove on the wall.
2. **Hot plates:** Each knob operates a specific hotplate. Locate the knob for the hotplate and turn the knob clockwise until it is pointing to the flame symbol and push it in. This will start the auto ignition spark to light the gas.
3. **Oven:** Turn the knob clockwise to your desired temperature. The oven will come on automatically.
4. **Range Hood:** The buttons for the exhaust fans and lights are located on the rights side of the range hood.

**Note:** If gas runs out, please swap cylinders located on the outside of the hall in the lattice enclosure.

- Close empty cylinder by turning large green knob located on top of the gas cylinder clockwise.
- Swivel Blue Knob over to connect with the new cylinder.



- Open new cylinder

Please let the booking officer know so they can order a replacement gas cylinder.

### **Microwave**

1. Use the numbers on the face of the microwave to select the time required for cooking.
2. Press start.

**Please DO NOT turn the fridge off.**

### **Cleaning of the kitchen**

The cleaning cupboard located near the pantry contains:

- Mop and bucket;
  - Soft bristled broom;
  - Dustpan and brush
1. Ensure that you remove all food and drinks from the fridge at the end of your event.
  2. Please do not put the cups, mugs and glasses away wet.
  3. Wipe up any spills from:
    - ▶ Fridge
    - ▶ Stove top and oven
    - ▶ Other cooking appliances
  4. Ensure all bench tops are wiped over.
  5. Please sweep and mop the floor.
  6. Empty all rubbish bins and reline with bin bags. Remove all rubbish from the facility.

**Note: Hirers please bring your own cleaning products, tea towels and paper towel to assist with your cleaning.**

### **Hall**

When setting up your event, tables and chairs must not block any exit doors.

There is timber flooring in the hall.

To avoid damage to the flooring please do not drag heavy objects across the flooring.

### **Toilets**

1. Toilets are located outside of the hall.
2. The toilets are not locked.
3. The floodlight switch for the toilets is located on the left of the rear door.



*Toilets*

## Heating / cooling for the Hall

### **Air Conditioner**

**Air conditioner No 1:** Panasonic mounted on left hand side of the main front double doors.

The remote control is wall mounted in this vicinity.

1. Use orange button to turn on / off.
2. Use up/ down button to adjust the temperature.
3. Use “mode” button to change from heating to cooling mode.

**Air conditioner No 2:** Daikin is wall mounted on left hand side of hall.

The remote control is wall mounted on the left hand side of the kitchen servery.

1. Use white button to turn on / off.
2. Use **up / down** button to adjust temperature.
3. Use **mode** button to change from heating to cooling mode.

### **Fans**

1. There are three (3) ceiling fans in the facility.
2. The ceiling fan switches are located within the wooden box with the main light switches.
3. The switches are labelled Fan Switch.

### **Windows**

1. The windows are covered by curtains.
2. The curtains can be pulled back to allow light into the hall.
3. The windows can be opened if required.
4. Dowelling needs to be inserted horizontally in the window frames if the window is open. The Dowelling prevents the window from closing.

### **Piano**

The piano is on the stage and is not locked.

Before use, remove the cover and replace the cover after use.

### **Whiteboard**


A whiteboard can be found in the hall. Please erased all content then returned to its location at the end of your use.

**Note:** you will be required to provide your own white board markers and erasers.

### **Sound equipment**

There are 2 sound systems:

1. A basic portable system with a portable PA.
2. A system suitable for musicians and live music. This system requires a dedicated sound technician to operate it. Both systems are stored off-site for security reasons. Please inform the



Booking Officer if either system is required at the time of booking.

## **Cleaning of the hall**

The cleaning equipment located near the pantry contains:

- Mop and bucket;
- Soft bristled broom;
- Dustpan and brush.

Ensure all tables and surfaces are wiped over and clean.

Tables and chairs are wiped over before being stored correctly in the designated area.

## **Storage (Tables & Chairs)**

1. The storage area is in the shipping container next to the hall.
2. Open the shipping container with the key from the small plastic container on the counter in the kitchen near the urn and the light switch.
3. There are 80 chairs located in the shipping container. They should be stacked in groups of eight (8) eight chairs per stack.
4. Tables and Chairs should not be dragged across the floor.
5. There are 15 tables in the facility located in the shipping container. Please use the table trolley provided.
6. All tables to be wiped clean before being stacked away.

## **BBQ Area**

The Gas BBQ is located in the shipping Container.

1. Open the shipping container with the key from the small plastic container on the counter in the kitchen near the urn and the light switch.
2. Move the BBQ out of the shipping container and place in the open space, outside, near the front of the hall. Ensure the BBQ is located in a safe location away from flammable material.

## **BBQ Operating instructions**

3. Open the BBQ lid. Turn the green gas knob clockwise to open the gas valve.
4. Then push and turn the black button located on the BBQ to start the auto ignite spark. This will light the gas.
5. Use the knob on the BBQ to adjust the temperature.
6. A tray is underneath the BBQ to catch dripping fat. Make sure this tray is covered with silver foil.
7. Use the tongs from in the kitchen when cooking on the BBQ.

## **BBQ Cleaning Instructions**

Please ensure that the BBQ is cleaned after each use. Failure to leave the BBQ in a clean condition suitable for immediate use may result in a BBQ cleaning fee.

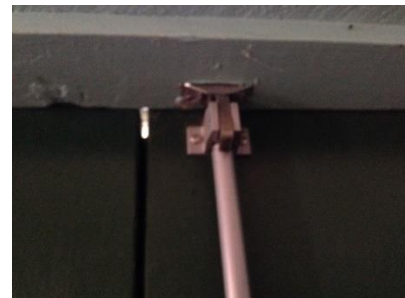
1. Ensure BBQ is cool.



2. Turn the green gas valve knob anti-clockwise to close and shut the lid.
3. Scrape and remove excess food from BBQ.
4. Wipe over BBQ using the specific cleaners provided located under the sink in the kitchen.
5. Finish by wiping BBQ over with a clean damp cloth.
6. Make sure all knobs are in the off position.
7. Remove the foil from the tray under the BBQ and replace with clean foil. The foil is located in the kitchen, in the Right Hand Side cupboard labelled "foil" under the servery window.
8. Empty all rubbish bins and reline with bin bags.
9. All floors should be swept and mopped.

## Departure Procedure

1. Ensure all clean up procedures above have been followed.
  2. Close and lock all windows.
  3. Ensure all equipment has been turned off (except for the fridge) and all power points are off.
  4. Turn off all heaters and/or air conditioners.
  5. Turn ceiling fans off.
  6. Shipping Container should be checked to ensure it is locked and the key has been placed inside the small plastic container on the counter in the kitchen near the urn and the light switch.
  7. Toilets (external) should be checked to ensure they are being left clean, tidy and locked.
  8. Complete the Facility Checklist
  9. Ensure double doors at the main entrance are secure from the inside.  
These doors are lever operated and it is most important the vertical lever has securely latched in the groove at both floor level and in the top frame. Once secured, give the doors a firm push to ensure the latches are secure.
  10. Turn off the lights.
  11. Exit the building by way of the single door near the kitchen entrance.
  12. Push the button on the inside of the door, pull the door closed then check the door is secure.
- Note: a key is not required for locking this door.



13. Toilets (external) should be checked to ensure they are being left clean, tidy and locked.





## Using the Facilities

### **Power Points**

There are 7 power points in the facility and they are located at the following locations:

- ▶ Hall 1;
- ▶ Kitchen 4;
- ▶ Stage 2.

## Emergency Evacuation

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

## 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). A Community Incident Report Form needs to be completed and returned to Council. The forms are located in a plastic storage box on the kitchen shelf under the first aid kit.

## FACILITY CHECKLIST

Name of Facility: Penrose Community hall

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

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

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

Arrival / Set-up	Yes / No	Comment
<b>All emergency equipment available;</b>		
Fire hose reel, extinguisher and fire blanket		
Emergency Evacuation Diagrams observable		
All Emergency Exit Lights in working order.		
<b>Facility and amenities clean and undamaged;</b>		
• Doors, Windows and curtains		
• Foyer area		
• Stairs, ramps and hand rails		
• Storage		
• Toilets		
<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 paper holders with the spare rolls provided.		
Ensure all equipment has been turned off.		
Turn off Heating / Air Conditioners		
Close and lock windows.		
Complete the facility checklist.		
Check all doors are locked. Turn off the lights.		
Exit the building as soon as this has been done and lock the rear door.		

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