

George Crawford Hall

Lothian Avenue Windsor Gardens

Hall Hire Information



Resource List

Capacity	80
Tables	(1800x750mm) x 25 (800x800mm)x1
Chairs	80 new black plastic chairs
Air conditioning & heating	Yes
PA system	No
Whiteboard	n/a
Toilets	2 x female 2x male 1x disabled
Carparking	40x regular 1x disabled
Kitchen equipment	Wall/portable urn Electric stove/oven Microwave

ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

City of Port Adelaide Enfield • T (08) 8405 6600 • E service@cityofpae.sa.gov.au • www.cityofpae.sa.gov.au
Civic Centre 163 St Vincent Street Port Adelaide South Australia • PO Box 110 Port Adelaide SA 5015
Regional Offices Enfield Library - Council Office • Greenacres Library - Council Office

George Crawford Hall

Arriving & Departing the Hall



ON ARRIVAL

1. You must not enter the building before your booked time.
2. Upon arrival, using the swipe card to unlock the front door will also dis-arm the building.
 - 2.1. Closing the door behind you should keep it locked from the outside. Keep your key on you to avoid locking yourself out.
 - 2.2. You can keep the front door unlocked from both inside and outside by swiping the swipe-pad just inside the front door.
3. If you find that a mess has been left by the previous hirers or damage has been caused, please take photos and email it to us immediately to service@cityofpae.sa.gov.au.

ON DEPARTURE

Tidy up and clean

1. Wipe all tables and chairs.
2. Stack chairs on the chair trolleys in piles of 10 and pack them in the storage room. Fold down tables and place them neatly in the storage room.
3. Ensure that air conditioning/heating, stove, oven and appliances are turned off.
4. Wipe down all bench tops, refrigerator, sink, stove and oven.
5. If you have used a portable urn, wait until it is cooled down, then empty and leave upside down on the sink to dry.
6. Sweep the floors, mop any spills, and put all rubbish in the bins.
7. If you have filled the bin please empty it and leave re-lined for the next hirers.

Lock up

1. Close/lock all windows and interior doors (as you found them).
2. Turn off the lights.
3. **If the light on the swipe-pad inside the building, next to the front door is green, swipe it and wait a few seconds for it to turn red then pull the front door closed. Test the door to check if it is locked.**

AFTER HOURS ASSISTANCE

For any urgent matters after business hours, you can contact our after-hours support team on 8405 6600.

Please be aware that if instructions are not followed and results in security or after-hours assistance being called out, the call-out fee will be deducted from the Hirer's bond.

George Crawford Hall

Important Information



- **Read the Conditions of Hire carefully**

It is important to read the Conditions of Hire document which outlines your responsibilities and the expectations of Council. This can be accessed via a link on your booking confirmation email, or at https://www.portenf.sa.gov.au/sitedata/unity/resources/files/Info_GeneralConditionsOfHireHallsAndCommunityCentres.pdf.

Additional cleaning, damage costs, and after hours call-out fees (where the customer is at fault) will be deducted from bond fees, and if required additional costs will be invoiced to the Hirer.

- **Paying on time**

Bookings are not confirmed until full payment has been received, including Bond, Key Deposit and Hall Hire. Payment must be made within 7 days of making your booking or it may be cancelled.

- **You must not exceed capacity**

You must not have more than 120 people in George Crawford Hall. This is due to government requirements for your safety.

- **Booking time**

Your booking time must include time for you to set up and pack up, and arranging for equipment to be delivered or collected. You must not enter the building before your hire time, and you must leave the building at the time your hire ends.

- **Decorations**

Council does not allow decorations, photos or posters to be taped, glued, blue-tacked or nailed to walls or ceilings in any facility.

- **Come prepared**

Please note that crockery, cutlery, cookware, utensils, cleaning products, linen and garbage bags are not provided.

- **Cleaning up**

Cleaning tools are supplied for your use at the facility, however **you must supply your own cleaning products** (surface spray, sponges, tea towels, floor cleaner & garbage bags).

You should expect that the hall is clean and tidy when you arrive. Please leave it in the same manner for other hirers after you.

- **Refunds**

Please remember that refunds of Bond and Key Deposit(s) will be processed within 15 working days of returning your key as long as you have fulfilled all obligations under the Hire Agreement, and where the Council is satisfied that there is no damage and the facility has been left in a clean and tidy state.

- **Cancellations**

Please note that cancellations must be received in writing/email. Notice of cancellations with less than 14 days notice will not receive a refund of the Hall Hire fee.

George Crawford Hall



Photos

Main Hall



Tables & chairs



Kitchen



George Crawford Hall



CITY OF
Port Adelaide Enfield

Floor Plan

