

Greenacres Library

2 Fosters Road, Greenacres

Meeting Room 2 Hire Information



CITY OF
Port Adelaide Enfield



Resource List

Capacity	4
Tables	Flip-top Table (1800 x 750mm) x 1
Chairs	4
Air conditioning & heating	Yes
Technology	Smart TV
Whiteboard	None
Toilets	1 x F, 1 x M, 1 x Disabled
Parking	Off-street parking for cars

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

03/09/17

Arriving & Departing

ON ARRIVAL

1. You must not enter the Meeting Room before your booked time.
2. Upon arrival report to the customer service desk.
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, or speak to a staff member on site.
4. The light switches are located on the left-hand side on entering the room.

ON DEPARTURE

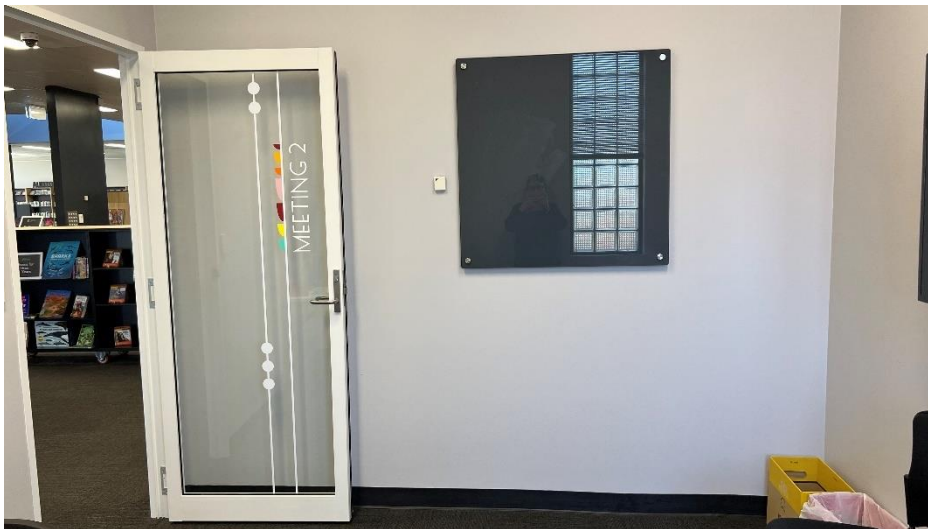
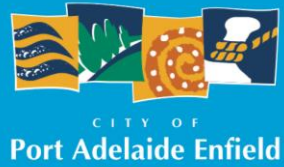
1. Wipe all tables and chairs.
2. Return tables and chairs to their original position.
3. Ensure that lights and technology are turned off.
4. Sweep the floors, mop any spills, and put all rubbish in the bins.

Important

- **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.cityofpae.sa.gov.au/_data/assets/pdf_file/0023/410099/General-Conditions-of-Hire-Facilities.pdf
- **Paying on time**
Bookings are not confirmed until full payment has been received. 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 4 people in Greenacres Library Meeting Room 2. 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 Community Room 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.

Greenacres Library

Photos



Greenacres Library

Floor Plan



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