

Osborne Hall

539 Victoria Road, Osborne

Hall Hire Information



CITY OF
Port Adelaide Enfield



Resource List

Current Capacity	100
Tables	Large trestle tables (750mm x 1800mm) x 25
Chairs	130 beige vinyl padded chairs 36 green fabric padded chairs
Air conditioning & heating	Ducted
Whiteboard	Provide your own equipment
Toilets	2 x F, 1 x M, 1 x disabled
Carparking	Off-street parking for 40 cars
Kitchen equipment	Wall urn Electric stove with oven Fridge Pie warmer
First Aid Kit	Mounted on the wall in the front foyer

CIVIC CENTRE

163 St Vincent Street,
Port Adelaide SA 5015
PO Box 110,
Port Adelaide SA 5015

COUNCIL OFFICES

Enfield Library
1 Kensington Crescent, Enfield
Greenacres Library
2 Fosters Road, Greenacres

CONTACT

P (08) 8405 6600
E service@cityofpae.sa.gov.au
www.cityofpae.sa.gov.au

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Arriving & Departing the Hall



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Port Adelaide Enfield

ENTERING FRONT DOOR ON ARRIVAL

You must not enter the building before your booked time.

Upon arrival, to open the front door (facing Victoria Rd) you must first roll up the roller shutter using the key. Roll it up until it is completely rolled up or you will not be able to open the door.

Then using the swipe card to unlock the front door will also dis-arm the building.

Closing the door behind you should keep it locked from the outside. Keep your key on you to avoid locking yourself out.

Opening the front door automatically opens the first (of 3) roller shutter in the Hall, as an emergency exit door. This must be closed before leaving. See page 4 for instructions to close roller-shutters.



To open the rest of the roller-shutters in the Hall, turn the arrow to the right. Then turn the arrow straight up when not in operation.



Upon arrival, 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.

To keep the front door unlocked while you are in the building:

You can swipe the swipe-pad just inside the building next to the front door to keep the front door unlocked from both inside and outside, so you don't need to keep the door propped open for your guests to enter.

AIR CONDITIONER

Located on the wall in the hall near the kitchen.

Press button.



Set temperature.



CLEANING & LOCKING UP ON DEPARTURE

Tidy up and clean

1. Wipe all tables and chairs. Stack away chairs neatly using the chair trolley to avoid marking the floor.
2. If you have used a portable urn, wait until it is cooled down, then empty and leave upside down on the sink to dry.

3. Ensure that PA system, stove, oven and appliances are turned off. Wipe down all bench tops, refrigerator, sink, stove and oven.
4. Mop any spills, sweep the floors and put all rubbish in the bins. 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. As previously stated, opening the front door automatically opens the first (of 3) roller shutter in the main hall, as an emergency exit door. To close the roller shutter(s) turn the arrow left until it closes completely, then turn the arrow straight up when not in operation.



3. Turn off all lights, air conditioning, or heating.
4. 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.
5. Pull the front door closed. Test the door to check if it is locked.
If you used the key to unlock the front door when you arrived, it will need to be used to lock up when you leave.

Turn the key in the control panel just outside the front door to close the roller shutter.

- **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

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 129 people in Osborne 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 (broom, dustpan, mop & bucket) 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.

First Aid Kit



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A wall mounted first aid kit is located on the wall in the front foyer. This has been provided to use during emergencies.

You will notice a tamper evident tag on the kit and this can be broken to access items such as:

- Alcohol medi swabs
- Bandages
- Bandaids
- Betadine
- Burnaid Sachet
- Cold Pack
- Dressings
- Eye Pad
- Eye Wash
- First Aid Leaflet
- First Aid Spray
- Gauze pieces
- Gloves
- Rescue Blanket
- Resus-Aid Mask
- Triangular Bandages
- Wound Dressings

Bandaids have been placed in a plastic bag taped to the front of the kit for your convenience.

If you have used any items in the first aid kit, please record this on the 'Hirer Checklist' to enable us to replace the stock.

Photos



CITY OF
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Main Hall



Kitchen



Tables & chairs



Floor Plan



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