

Clearview Bowling Club

Coleridge Crescent Reserve, Gordon Ave, Clearview

Hall Hire Information (Updated 04/09/2023)



CITY OF
Port Adelaide Enfield



Resource List

Current Capacity	120
Tables	15 x large trestle tables
Chairs	120
Air conditioning & heating	Ducted
Toilets	2 x F, 2 x M, 1 x disabled
Carparking	Off-street parking for 70 cars + 4 disabled carparks
Kitchen equipment	Gas stove with oven Four burners Hot plate Microwave Pie Warmer Commercial dishwasher 2 x trolleys
Dining Room	Fridge First Aid Kit

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

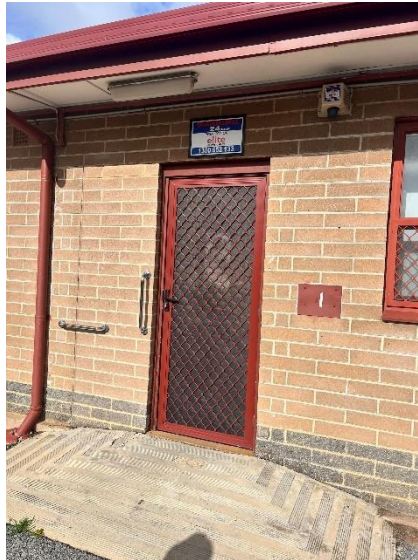
CONTACT

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

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Alarm Instructions



REAR DOOR ENTRANCE

ENTERING REAR DOOR ON ARRIVAL

1. Unlock rear entrance screen door and main door using the same access key
2. On entering door, building security alarm keypad is behind the door. Immediately enter the four digit code to turn the alarm off. The code will be written on the access key ring.



LOCKING UP ON DEPARTURE

1. Please ensure the building is clear of people and all exit doors are locked before proceeding with the exit.
2. When ready to leave the building enter the alarm code to turn the alarm on, close and lock both the main door and screen doors, ensuring they are both locked and exit.

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 (\$180) will be invoiced to you or deducted from your bond.

Arriving and Departing



ON ARRIVAL

1. **You must not enter the building before your booked time.**
2. Upon arrival use the key to unlock both the screen and front door.
 - Keep your key on you to avoid locking yourself out.
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.
4. The light switches are located on the wall inside
5. The padlocks on the 2 x fire escape doors must be unlocked. The right-hand side door is an automatic emergency door and needs to have the key turned on the left hand side of the door to automatic. This is to ensure people can exit the building safely in the case of an emergency. Please be aware that this door has a sensor and will open whenever someone walks in front of it. It will close after a few seconds.

ON DEPARTURE

Tidy up and clean

1. Wipe all tables and chairs.
2. Stack chairs in piles of 8 and put them neatly in front of the windows. Please leave the tables in the position you found them in.
3. Ensure that air conditioning/heating, stove, oven and appliances are turned off.
4. Wipe down all bench tops, refrigerator, sink, stove, oven and anything else you have used.
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. Lock the padlocks on the fire escape doors and turn the key on the left-hand side of the door to the left.
3. Turn off the lights.
4. Set the alarm and exit the building by locking the 2 entrance doors. Test both doors to check they are 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 (\$180) will be deducted from the Hirer's bond.

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.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 120 people in the Clearview Bowling Club. 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.

- **Bowling Greens**

The bowling greens are not to be used unless prior booking and approvals have been made with council staff. If approval is granted, use is to be always supervised and no food or drink is allowed on the surface.

- **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 first aid kit is located in the white cupboard on the wall near the exit in the dining room. This has been provided to use during emergencies.

The kit has items such as :

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

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.

DEFIBRILLATOR

A defibrillator has been installed on the wall in the dining room next to the fridge. This has been provided to use during emergencies. If you have used the defibrillator, please record this on the 'Hirer Checklist' to enable us to recalibrate it for future use.



Dishwasher Instructions

The air conditioner control panel is on the wall next to the first aid box beside the right-hand side emergency exit door in the dining room. The temperature is set to a comfortable setting and will cool accordingly.



The air conditioner temperature is pre-set and will not require adjustment.

1. Press the **ON** button for one second to turn on.

Cleaning Instructions

Please note: Cleaning equipment is stored in the broom closet in the kitchen near the rear entrance door.

Cleaning products are not provided. You will need to bring your own. Including dishcloths, tea towels and cleaning products.

1. Wipe all tables and chairs. Stack away chairs neatly and tables as you found them. Please carry chairs one at a time and do not drag chairs along the floor.
2. Ensure that stove, oven and appliances are turned off.
3. Spray and wipe down all bench tops, refrigerator, sink, stove and oven.
4. Mop up 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.
5. Please hang mop on hooks provided.
6. Close/lock all windows and interior doors (as you found them).
7. Turn off all lights, air conditioning, or heating.



Dishwasher Instructions



1. Turn on the machine & warm-up

- Press the 'on' and 'fill' buttons and wait for dishwasher to fill with water
- The rinse temp gauge will light up and you will hear the dishwasher thermostat heating up.



This process fills the machine and makes noises but is not ready to wash. It is heating up and preparing the machine. Over the next 10 minutes the button will change showing progress at each temperature.

- When it is completed and ready to use it will reach desired temperatures of at least 50°C wash temperature and 82°C rinse temperature.



Dishwasher Instructions



2. Ready to wash

- Slide a rack of dishes into the centre of the machine and close the lid using both hands to pull down both handles on the side of the dishwasher.
- Dishwasher will automatically start washing – you will hear it wash and rinse.
- When the dishwasher stops rinsing the wash cycle has been completed.
- Open the lid and slide the dish rack to the right and allow to air dry for a minute.
- To wash another load, insert another full rack into the centre of the machine and close the lid.

3. Turning off the machine & cleaning

- Close the lid and press the start button, holding it down for at least 3 seconds and the round circle will change from blue to green before releasing the button.
- The machine will empty and drain automatically. The empty cycle will commence with a full green light, reducing quarter by quarter until fully off.
- Open the lid and check the small basket for food scraps to empty and rinse. Wipe the inside of the dishwasher including the rack runners.
- Replace the basket and close the lid.

***Beware of plastic lids etc. getting past scrap baskets,
if they fall in the lower well, the pumps can jam***



Pie Warmer Instructions



**THE PIE WARMER IS FOR MAINTAINING TEMPERATURE ONLY
IT IS NOT SUITABLE FOR COOKING OR HEATING FOOD FROM COLD**

***** Please do not place foil on the bottom of the pie warmer as this will cause it to overheat *****

Safety Information

- **DO NOT** move the pie warmer to any other location
- **ALWAYS** open or close the doors gently to avoid damaging glass
- **DO NOT** use the pie warmer for anything else than its intended use
- **ALWAYS** allow the pie warmer to cool down before cleaning
- **ALWAYS** switch off and unplug the pie warmer before cleaning
- **DO NOT** allow children under the age of 15 years to use the pie warmer

Operation

- Set the thermostat to desired temperature
- Set the thermostat to "off" to turn off

Cleaning

- Disconnect the pie warmer from the electricity power before cleaning
- The pie warmer **MUST** be cool before cleaning
- **DO NOT** immerse the pie warmer in water
- The inside of the pie warmer **MUST** be wiped down at the end of use
- Warm soapy water is recommended for cleaning

Tables and Chairs



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Tables

There are 15 tables available for use. Each table can fit up to 8 chairs around it. You are permitted to move the tables to any location within the dining room however, the tables are heavy so **MUST ONLY** be moved/lifted by 2 people (one each end of the table) and are **NOT** to be dragged across the floor. We do ask for them to be wiped down and placed back into the position you found them in at the end of your hire.



Chairs

There are 120 chairs available for use. This allows for 8 chairs to be placed around the tables. We ask for the chairs to be wiped down, stacked and placed back neatly along the windows as you found them at the end of your hire.



Photos



Main Dining Room



Kitchen



Servery



Fridge

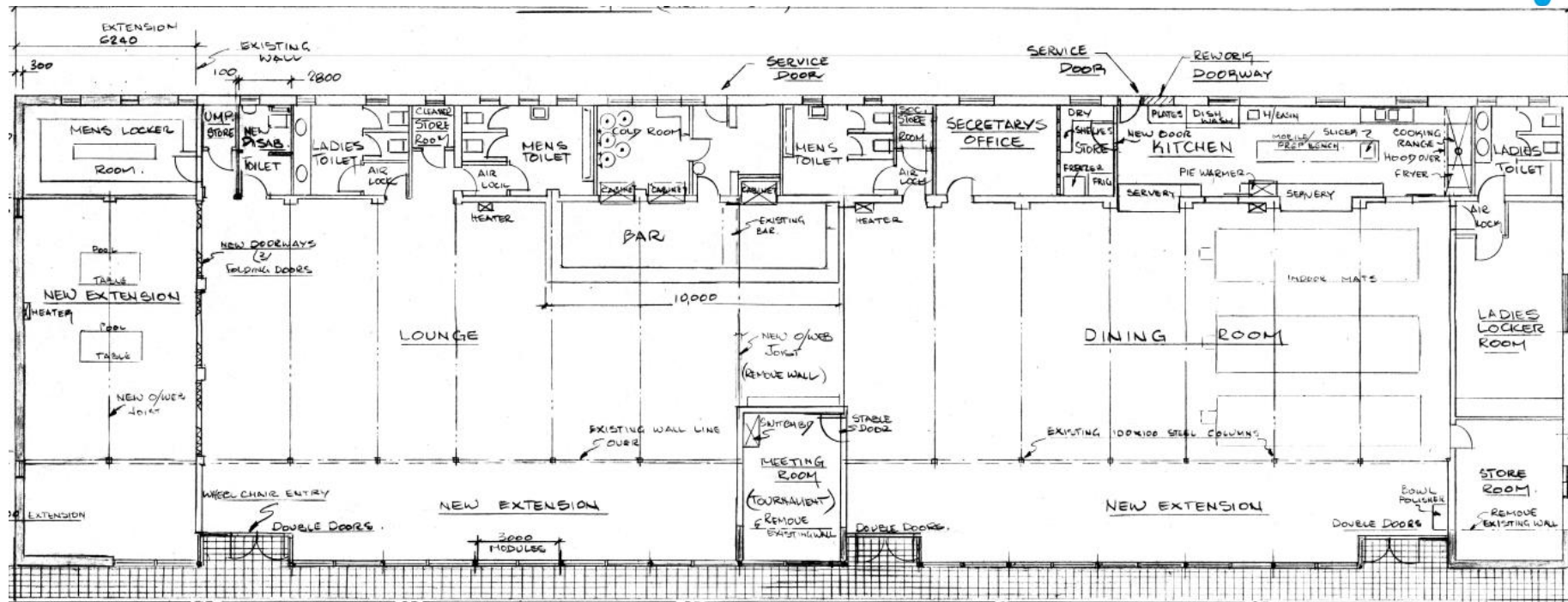


The fridge is located along the wall in the dining room. Please leave it on at all times and wipe up any possible drink or food spills.

Floor Plan



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Note: The Dining Room is the only bookable space. This gives you access to the kitchen, dining room, tables and chairs, as well as the fridge and toilets.