

Ottoway Hall

Cnr Grand Junction Road & Jenkins Street, Rosewater

Hall Hire Information



Resource List

Current Capacity	80
Tables	Large trestle tables (750mm x 1800mm) x 16 Small table (800mm x 800mm) x 2
Chairs	80
Stage	5075mm (L) x 1970mm (W) x 605mm (H)
Air conditioning & Heating	3 x Wall-mounted split system units
Toilets	2 x F, 1 x M, 1 x accessible
Carparking	Street parking
Kitchen equipment	Wall urn Electric stove with oven Fridge Microwave Kettle
First Aid Kit	Mounted on the wall in the store area next to the kitchen

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

FOLLOW US



Arriving & Departing the Hall

ON ARRIVAL

1. You must not enter the building before your booked time.
2. Upon arrival use the swipe card to unlock the front door.
 - 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 michelle.wubbolts@cityofpae.sa.gov.au.
4. The light switches are located in the small foyer between the kitchen and the toilets.

ON DEPARTURE

Tidy up and clean

1. Wipe all tables and chairs.
2. Stack chairs in the designated area along the wall, fold down tables and place them neatly in the designated area in the billiards area.
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. Lock the door:
 - a. If you swiped the pad inside the building to keep the door unlocked both ways, you will need to swipe it now before leaving. The light on the swipe-pad inside the building, next to the front door will be green if it is unlocked. Swipe it and wait a few seconds for it to turn red then pull the front door closed. Test the door to check it is locked.
 - b. If you didn't swipe the pad inside the door the door will be locked with you close it behind you. Test the door to check 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 (\$165) 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 80 people in Ottoway 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.

- **Air Conditioning**

We have 3 split system air conditioning/heating units in the main hall area. You will find the control switches on the wall underneath each unit.

- **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 the 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 storage space next to the kitchen. 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
- Band-aids
- 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

Band-aids 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

Main Hall





Kitchen



Outside

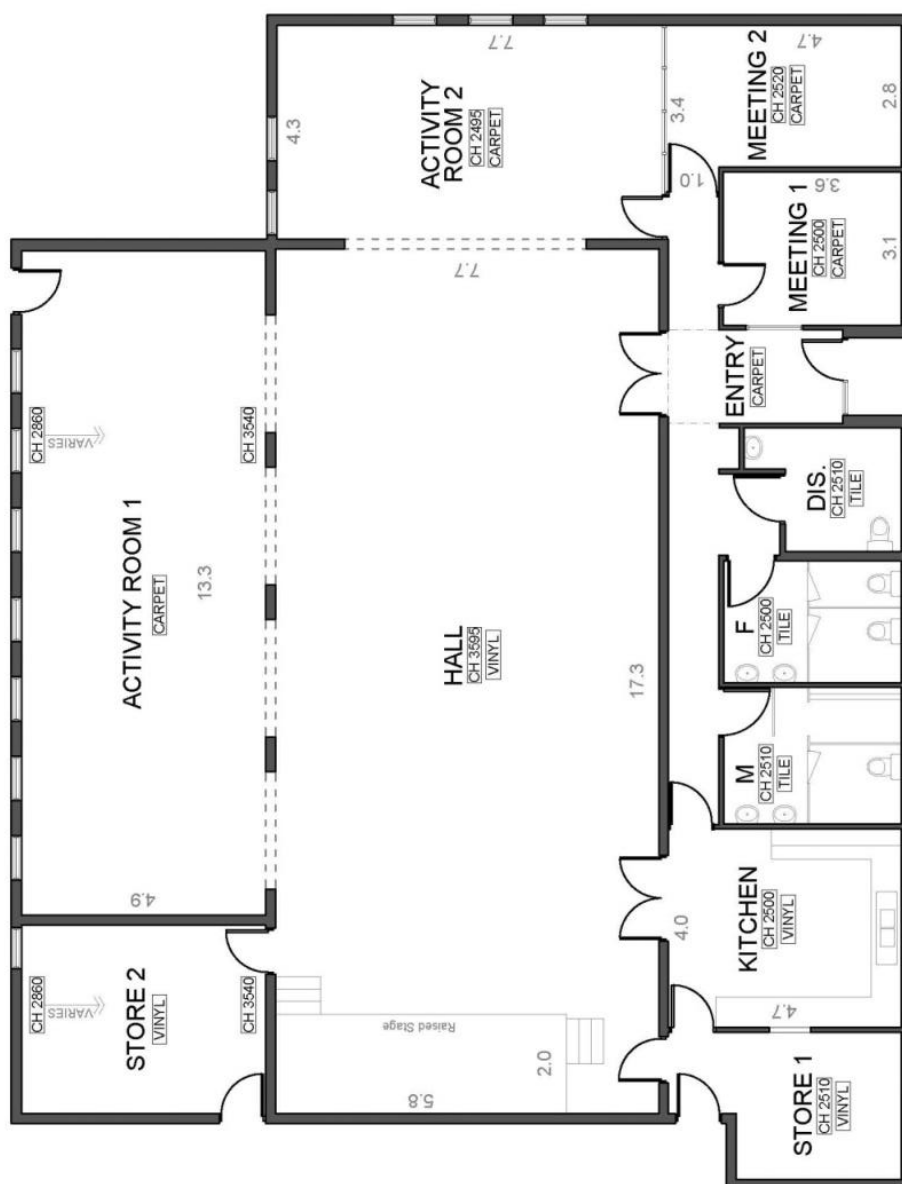


Floor Plan



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GRAND JUNCTION ROAD



JENKINS STREET

[CONCRETE] = FLOOR TYPE
[CH 0000] = CEILING HEIGHT