

Enfield Library

1 Kensington Cres, Enfield

Community Room 2 Hire Information



CITY OF
Port Adelaide Enfield



Resource List

Capacity	15
Tables	Large trestle tables (750mm x 1800mm) x 2 Small trestle table (900mm x 600mm) x1
Chairs	15
Air conditioning & heating	Yes
Technology	Wi-Fi
Whiteboard	Yes
Toilets	2 x F, 1 x M, 1 x Disabled
Car parking	Off-street parking for 10 cars
Kitchen equipment	None

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

ON ARRIVAL

1. You must not enter the community 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 in the small foyer between the kitchen and the toilets.

ON DEPARTURE

1. Wipe all tables and chairs.
2. Stack chairs on the chair trolleys in piles of 10 and pack them against the far wall. Fold down tables and place them neatly next to the chairs.
3. Ensure that the lights 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

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 15 people in Enfield Library Community 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 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.

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

Community Room 2

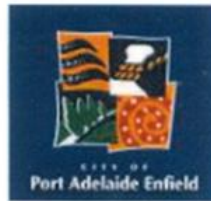


Enfield Library

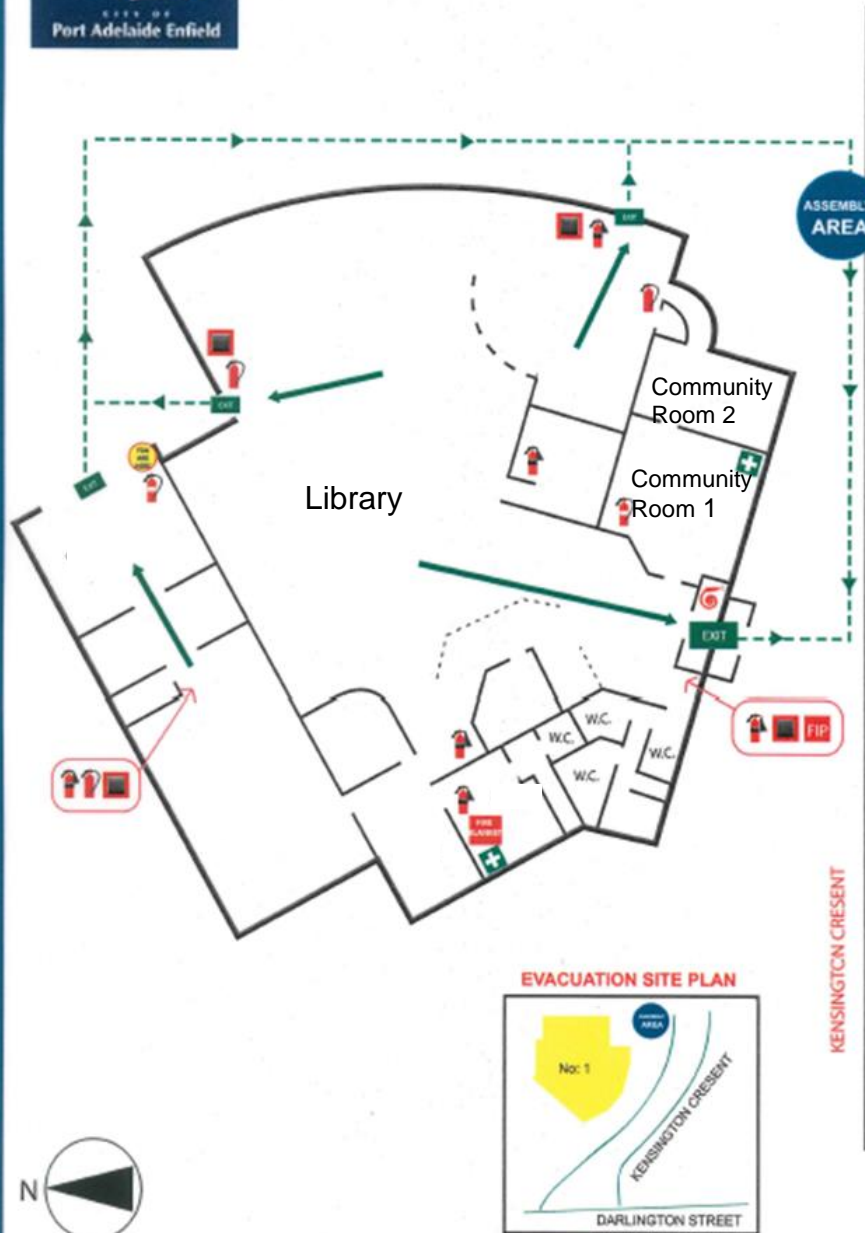
Floor Plan



CITY OF
Port Adelaide Enfield



EVACUATION DIAGRAM



EVACUATION SITE PLAN



LEGEND

	Fire Blanket		Break Glass		Emergency Exit
	Dry Chemical (A:B)(E) Powder Fire Extinguisher		Fire Indicator Panel		Assembly Area REMAIN AT ASSEMBLY AREA
	Carbon Dioxide (CO2) Fire Extinguisher		First Aid Kit		
	Water Fire Extinguisher		Main Exit Route		
	Fire Hose Reel		You Are Here		

Enfield Library

1 Kensington Crescent
Enfield, SA 5084

EMERGENCY TELEPHONE

DIAL - 000

FROM MOBILE - 112

POLICE ATTENDANCE

131444

Ask for the relevant service operator and pass on the following details:

- The type of emergency
- Street name and number and nearest cross street
- Suburb

and any other information requested by the operator.

KNOW YOUR EXITS

For your safety make sure you know the nearest emergency exit.

WHEN YOU DETECT AN EMERGENCY

Active the alarm using the break glass points.

Call fire brigade on 000.

Alert the area warden and the team leader of the emergency.

Assist persons exiting the building.

Use extinguishers if safe to do so.

Evacuate if necessary closing doors behind you.

Do not re-enter the building unless advised to do so by an authorised person.

FIRE EXTINGUISHERS



Only use if safe (small fires)

1. Select correct extinguisher
2. Take to location of fire
3. From a safe distance remove pin and test
4. Approach fire, from approx. 2 metres away and direct nozzle at fire and squeeze the trigger
5. Sweep agent at the base of fire