

Romsey Mechanics Institute

General Information

Security Guards:

- It is a Condition of Hire that at least one Security Guard is in attendance at an evening function when alcohol is being served. At functions where alcohol is to be consumed, the ratio of Guards to Guests will be 1:100. Guards commence duty half an hour prior to the start of the function and finish one hour after the end of the function. For functions without alcohol, adult supervision is sufficient.

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Attaching items:

- No form of adhesive is to be used on hall floors, walls etc unless discussed and approved in writing by a member of the Romsey Mechanics Institute committee prior to your event. Approval will be noted on your invoice.

Electrical Cords:

- All electrical cords used by hirer's must comply with OH&S regulations.

Hall Floors:

- Hot water, Detergents & Other Chemicals found in some cleaning products can re-act against and damage the Hall Floor Polish (Re-action time 24-36hrs). Under No Circumstance are these items to be used on the Floors.

Notification of any Incidents that occur during the event:

- If any incidents occur that result in any injuries or breakages or damage please notify the Committee of Management with details as soon as possible. This is necessary for our records.

Exits:

- To comply with OH&S laws all entrance/exits to the building **must be kept clear** at all times in case of an emergency.

General Information

Light Switches:

- These are located inside the Ticket Box in the front foyer. The Kitchen and Supper room have their own switches on the walls.
- There is a security/outdoor light in the carpark and over the back doors. This light is activated by a push button switch in the kitchen near the door. The light will remain on for up to 3 minutes.

Switchboards:

- One of these is located inside the switchboard room (next to the ticket box). The light switch for this room is inside the Ticket Box. This switchboard controls all lights turned on/off from the Ticket Box. The other is located on the back wall of the kitchen. This switchboard controls all lights in the supper room and kitchen as well as all power points.

Kitchen Equipment/Safety:

Kitchen Safety

- If the stove, pie warmer or urn are in use NO child under the age of 12 is permitted in the kitchen area.

Gas Ovens & Refrigerator:

- SEE INSTRUCTIONS ON USE OF THE OVEN ON WALL ABOVE SINK OR IN BOOK IN KITCHEN.
- If the fridge is turned off at any stage please leave for 10 (ten) minutes before restarting the fridge.

Pie Warmer:

- Please use the dial on the front of the unit. After use please empty crumb tray and switch off on unit AND at wall.

Kitchen:

- Oven trays, serving trays, tongs and serving utensils are kept in containers.

Cleaning Up - Inside:

Bins

- Large council bins are located outside the Kitchen Door, both general rubbish and recycle bins. Please crush all cardboard boxes before placing in bins.

Chairs

- are to be put at the top end of the hall and stacked in 4's. Supper room chairs are to be stacked along west wall of supper room.

Tables

- are to be wiped over with cleaning cloths and placed back where found. Please **DO NOT DRAG** the tables along the floor as they may cause scratching, which may lead to loss of bond money.

Toilets

- are to be flushed as required. In line with OH&S laws all bodily fluids must be cleaned up by the hirer (vomit, blood, etc).

Floors

- are to be left free of rubbish. If spillage of drinks occur during your event, you may mop area with cold/warm water only.

Kitchen

- stove, oven & pie warmer are to be cleaned if used. All benches, walls & cupboard doors are to be left clean.
- FRIDGE. Please **DO NOT** use stainless steel cleaning products on the fridge.
- **ONLY CLEAN USING WARM WATER AND DISHWASHING DETERGENT.** Dry off with a soft, lint free cloth.

Urn

- to be emptied and left upside down at sink area.
- Rubbish bags & Cleaning materials can be found on the shelf in kitchen. Brooms are located on the wall of the Supper Room. If required, mops and buckets are in the kitchen. Tea towels are in a container under the sink.