

KILDARA CENTRE CONDITIONS OF HIRE

KITCHEN

1. Hot water unit in the Kitchen to be turned off (power point is on RHS of unit).
2. Dishwasher to be turned off. (Large blue button at top of dials on RHS of machine)
3. Dishes and cutlery to be put back in
4. If providing catering, person with Food handling Certification is required**
5. Excessive rubbish to be taken home – if bins provided are full.

CONFERENCE ROOM

1. Data Projector to be switched off. (Light should be red).**
2. Equipment to be put back into storeroom and storeroom to be locked.
3. The chairs to be stacked in twos along the wall (Glenferrie Rd side).
4. Doors leading outside to Decking to be closed & locked.
5. All windows to be locked.
6. Whiteboard to be left clean.
7. Heater to be turned off.

DINING ROOM

1. Tables to be put back in place, with six chairs around each.
2. Light near the piano to be turned off.
3. Doors leading out to Decking to be closed and locked.
4. Heater to be turned off.
5. Light switch near doors, lighting up decking, needs to be turned off.
6. Floor needs to be left clean: Use can be made of carpet sweepers (near piano) if there are crumbs.

GENERAL

1. Toilet lights to be turned off.
2. All other lights to be turned off.
3. Alarm to be switched on**
4. Front door to be locked & key returned as arranged**

***These conditions may only be applicable for some groups, as arranged at time of booking.*

**PLEASE NOTE: EVENT ORGANISERS ARE RESPONSIBLE
FOR SETTING UP**

**PLEASE USE THE ABOVE AS A
CHECKLIST**