The C Space

WELCOME AND VENUE GUIDE

WWW.THECSPACE.COM.AU

Your digital guide

Thank you for choosing The C Space. This guide covers everything you need to know while using the venue without any staff onsite. Please read it before your event begins.

Section One

INSIDE THE VENUE

Main glass door

The door is self locking. It will only stay unlocked from the outside if the lock is turned out before entering. Always check this as soon as you arrive so you do not lock yourself out.

Roller door

The roller door button is fixed to the wall on the left side of the roller door.
Press the button to open or close the roller door.
Use the roller door only when needed and keep it closed during peak summer if the aircon is running.
If the roller door is open and children are present, the child safety fencing must be set up in front of the roller door at all times.
The roller door must not be used as an extended party area.

Lights

Festoon light switch is on the wall to the right of the roller door next to the power boxes and sockets.
Main light switch is on the left as you enter through the main glass door.
Both switches are clearly labeled.

Aircon

There are two aircon units.
Both units operate from the same remote.
The remote is in the kitchen next to the kettle.
The roller door must be closed for the aircon to work properly in summer heat.

Section Two

VENUE EXPECTATIONS

Clean as you go

Spills must be cleaned immediately as the polished concrete floor can stain if liquid is left to sit.
Cleaning supplies are in the cleaning cupboard.
There is a spray mop in the cleaning cupboard specifically for spills.
The cleaning cupboard key is on a hook above the kettle in the kitchen.

Electrical use

Please do not plug in external fridges, freezers, cookers, hot plates, air fryers or any high power appliances.
These can overload the system and cause the electricity to trip.
If the power trips due to unauthorised appliances, you will be liable for the emergency electrician call out fee.

Rubbish

All rubbish must go into the external bins.
The bin cupboard is located in the fenced area to the left of the main glass front door.
No rubbish is to be left inside the venue at the end of your booking.

Kitchen hire items

Any drink dispensers, cups, plates, cutlery or glassware you have hired must be washed, dried and placed on the bar or kitchen bench before you leave.

Section Three

SOFT PLAY & INFLATABLE HIRE

Soft play rules

No face paint in or near the soft play.
No food or drinks on or around the soft play.
No shoes on any soft play equipment.
No sharp objects, toys or accessories.
Children must be supervised at all times.

Ball pit

All balls must be returned to the ball pit at the end of your hire.
Please ensure no balls are left around the venue or outside.
Missing balls, damaged equipment or excessive cleaning will affect the bond.

Inflatables

Inflatables must be turned off at the wall switch before leaving.
Do not move inflatables once set up.
No face paint, food, drinks or shoes on inflatables.
Do not allow children to climb walls or netting.
Do not use inflatables in wet conditions unless pre-approved.

Bond

Failure to follow these rules will result in loss of bond.

Section Four

BOOKING TIME & BOND CONDITIONS

Booking time

Your booking time includes setup and pack down.
Please ensure you are fully packed up and out of the venue by the end of your booked time.
Running overtime can affect the next booking and may result in additional charges.

Bond conditions

Your bond can be affected if venue rules are not followed, including:
- Leaving rubbish inside
- Damage to walls, floors or furniture
- Excessive mess or spills left unattended
- Using unauthorised high power appliances
- Causing electricity to trip
- Not returning the venue to its original layout
- Leaving late and delaying the next booking
- Any unreported breakages
- Soft play and inflatable rules not followed

Breakages

Any breakages must be reported within 24 hours.

Section Five

WHEN YOU LEAVE

Final checks

Turn off both aircon units.
Turn off all lights including festoons.
Close the roller door completely.
Lock the main glass door from inside.
Check from outside that the door is locked.
Remove all rubbish to the external bins.
Do a final sweep and wipe down of all surfaces.
A full floor mop is not required, but all spills must be cleaned during your booking.
Leave the roller door key on the kitchen bench.

Furniture & layout

Return all furniture to its original position.
Ensure all hired kitchen items are washed, dried and placed on the bar or kitchen bench.

Section Six

SAFETY & EMERGENCY INFO

Supervision

Children must be supervised at all times.
Particular care is required near the roller door and any entryways.

Roller door safety

Do not leave the roller door open without the child safety fencing in place when children are present.
Do not leave the roller door propped open when unattended.

Access & security

Do not share access codes or keys with anyone outside your booking.
Ensure all doors are secure when you leave the venue or step away.

Address: The C Space
3/17 Merino Entrance
Cockburn Central 6164

Nearest cross street: Hammond Road

Emergency services: 000

Nearest hospital: Fiona Stanley Hospital

Urgent venue issues: Faye (0420889503)
Please text if I don't answer calls, as I may be out on external bookings.