



Day of Event Instructions

Kitchen ~

Fridge maybe turned off when you arrive.

Caterer is responsible for cleaning the kitchen.

This includes

- All benches
- Sink
- Splash back
- Ovens – inside and out
- Stove top
- Dishwasher - inside and out and the ‘Shutdown” procedure is to be completed.
- Empty bins – skip bin is located near the front ramp
- Recycling bins are located on the balcony
- Remove all items from Fridge and Freezer
- Wipe out fridge and freezer
- Sweep and mop kitchen floor

Venue including Balcony The venue must be cleared of all rubbish. If the hall needs to be cleared, and rubbish removed, the cost of this will be deducted from your bond.

- All rubbish that cannot be picked up by a vacuum cleaner should be placed in bins provided.
- Broken Glass in and outside venue should be cleaned up.

Rubbish Bins

Location of Bins

- 1100L skip bin with RED lid is located near left side entrance ramp.



- 240L YELLOW lid recycling bins are located on the balcony accessible via the 1st timber door left side of main room.

Bin Keys - 1st is located on a block of wood hanging next to fridge and 2nd on the main set of keys provided to the hirer.

Recycling bins are for cans, glass and plastic bottles only.

A garbage bin is provided for bar staff to dispose of bottle tops, cups, surround wrap. Contaminated yellow lid bins attract a garbage surcharge.

Cardboard Boxes - to be flattened and placed in RED skip bin.

End of function - Yellow bins are to be placed by the Red skip bin at the end of the function

All bins to be locked.

Smoking - there is no smoking in the venue or on the balconies. Smokers are to be directed to the bottom of the stairs towards the car park and provided with a butt bin.

End of Function Checklist

- Kitchen Cleaned
- Dishwasher "shutdown"
- Yellow bins locked and placed outside by the skip bin
- Rubbish that cannot be picked up by a vacuum cleaner is placed in bins
- All bins locked
- All doors locked
- Keys returned to key safe