Blackheath Community Centre
Bates and Phillips Halls

User Guide

The Blackheath Community Centre is located at 265 Great Western Highway (opposite Blackheath Railway station) and adjoins Blackheath Gardens.
Access is via both the park side of the building and the side of Gardiner Crescent opposite the BP service station.

Quick Start Guide

Access – an access code will be sent via email prior to your booking.

Heating and Cooling

Generally, pressing the 'on' button on the relevant wall-mounted control panel is all that is required, and the temperature can be changed. **The system is set to turn off automatically after 3 hours but can be re-set at any time.**

Lights – Location of light switches in the halls can be found on the floorplan below.

What to Bring

- Garbage bags
- Dustpan and brush
- Broom
- Extra toilet paper and hand towels if you are having a large or multi day event.

Rubbish and Cleaning

- **You will need to take all your rubbish with you** as there is no waste removal service

- Please leave the space clean and tidy, including the following:
    - Not using nails, tacks, staples or adhesive tape on floors, walls or trims (blu-tac only)
    - Sweeping the floor
    - Cleaning and wiping down all surfaces you use
    - Placing chairs and tables back where they belong, usually stacked at one end of a hall, using the chair and table trolleys available

When Leaving

- Turn off all lights, air conditioners, cooking appliances and other electrical items
- Please take your rubbish with you
- Close and lock all windows and shutters
- Ensure fire doors are pushed completely closed.

Staging and Lighting Safety

- Instructions from the staging equipment manufacturer will be provided to hirers requiring the staging equipment

- The hirer is solely responsible for the safe assembly and use of the staging equipment and must not use it if they are not suitably competent (you will be asked at the time of booking upon request)

- The mobile platform ladder in Phillips Hall is only for use by licenced individuals. Licence must be cited by BANC prior to booking confirmation.

- Only licenced individuals can access the overhead lighting/AV hanging bars. Licence must be cited by BANC prior to booking confirmation.

Fire Safety

- Please note the evacuation diagrams on the wall upon entering the venue and brief audiences and participants at the beginning of your event

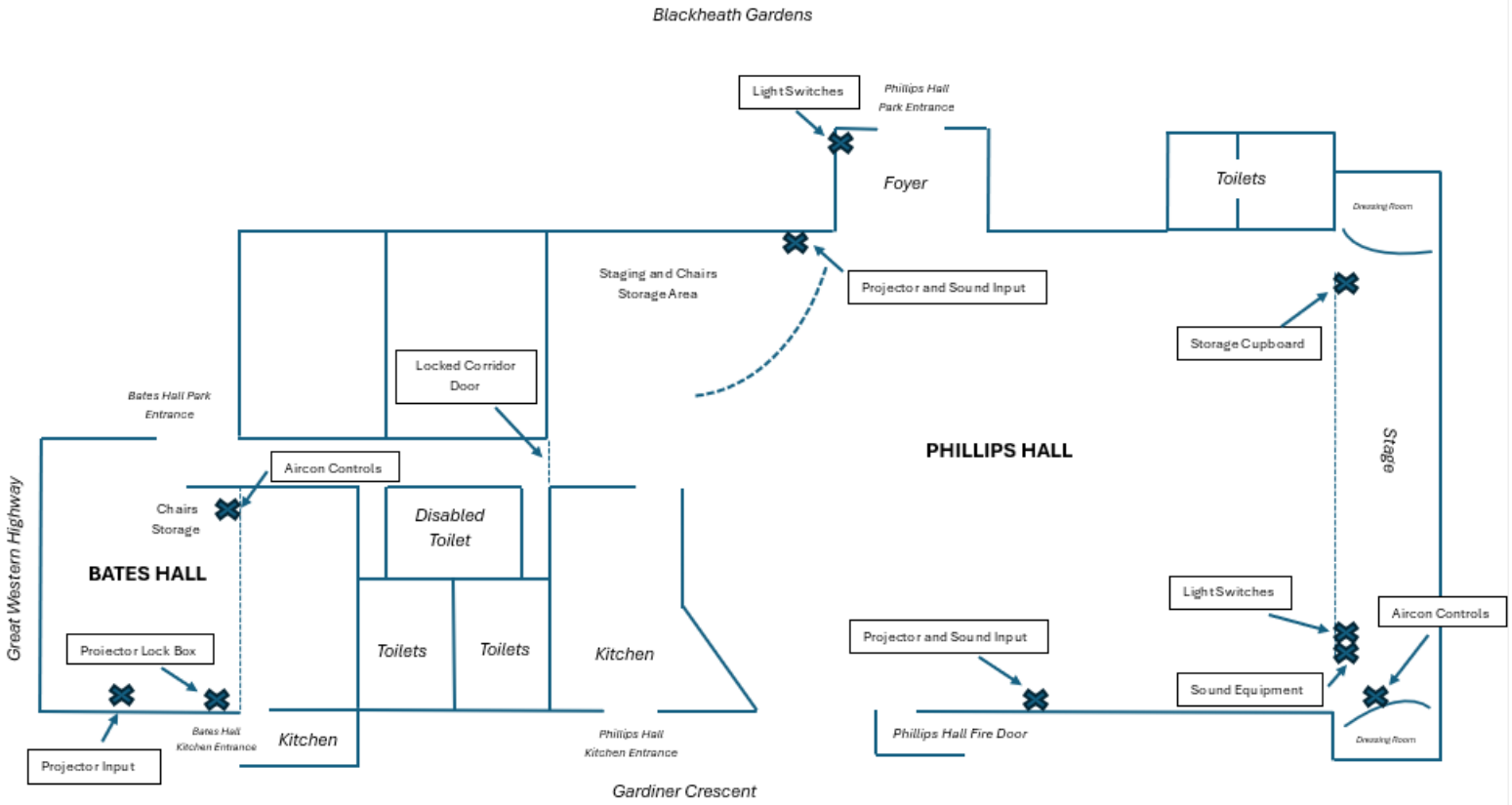
- Please do not burn candles inside the halls.

Reporting Issues

- Please let us know of any maintenance issues noticed on the day of your booking via email to community@banc.org.au

- For urgent attention out of business hours please contact the Blue Mountains City Council (BMCC) on (02) 4780 5000

-There are further contacts at the bottom of this document.



General Information

Blackheath Community Centre is owned and operated by Blue Mountains City Council (BMCC). BMCC is responsible for all maintenance of the Centre and its facilities.

Blackheath Area Neighbourhood Centre (BANC) administers bookings for the Centre on behalf of BMCC.

An application form to hire the Centre must be completed online at https://banc.org.au/hall-hire/

The applicant must be 18 years of age or over.

BANC will email an invoice, Conditions of Hire, and User Guide to the hirer on behalf of BMCC.

If your activity is a large event, with an admission fee and /or alcohol is to be served, you may be required to apply to the BMCC events team before your booking can be approved.

Inspection of the Facility

Hirers can inspect the facility prior to use. Appointments are necessary and must be during business hours. Please contact BANC at community@banc.org.au or on (02) 4787 5684 to arrange an appointment.

Fees

All fees are set by Blue Mountains City Council (BMCC) and can be found here - https://www.bmcc.nsw.gov.au/documents/current-fees-charges

Payments of hire fees and bond are payable to BANC and can be made via electronic funds transfer. Further details will be provided at the time of your booking request.

Access to the Centre will not be permitted until full payment has been made.

A bond of $750 is generally payable per the BMCC fees and charges but may be waived at the discretion of BANC.

A full refund of the bond will be paid once the facility has been inspected and deemed in clean, tidy and undamaged condition.

Cancellation of Booking

Please read the BMCC Terms and Conditions of Hire for information on cancellations.

Access

You will receive a door code to access the venue via email prior to your booking date. Access will only be available for the duration of your booking. **Please ensure to fully close the fire doors upon departure.**

Facilities

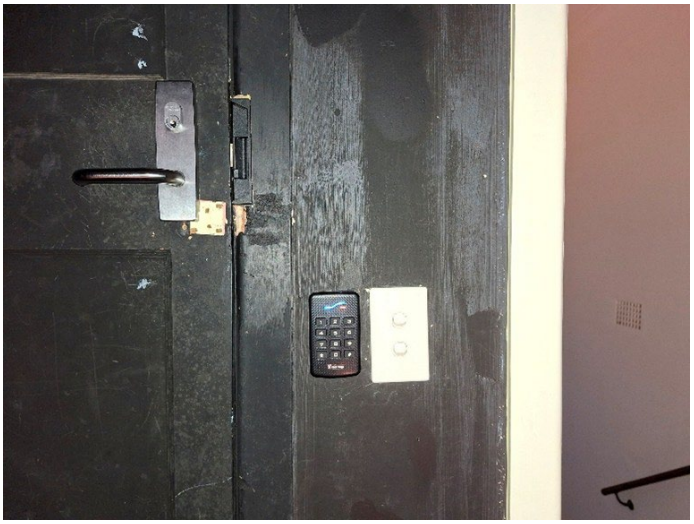
Philips Hall Facilities

- Simple PA System
- Microphones (upon request – own AA batteries required)
    - Please remember to remove batteries after use
- Built-in projector and screen (key required)
- Upright Grand Piano (key required)
- Portable Staging for productions (key required)
- Air conditioning and heating
- Dressing rooms stage left and right (both with toilets)
- 32 tables and 280 chairs (please note there is a trolley for moving chairs)
    - Please restack chairs in stacks of 10
- Commercial kitchen including:
    - Boiling water system
    - Gas oven
    - 8 burner stove top
    - Dishwasher
    - Hot and cold bain-maries
    - Warming oven
    - Refrigerator

Access will be provided to the staging, piano, microphones and/or projector upon request as below.

For hirers running a large event who will need access to the toilets in the corridor between the two halls, a key code will be provided to unlock the door. Please ensure this door is left in a deadlocked closed position upon leaving'

The keys and remotes are stored in a coded cupboard at the top of the stairs near the toilets. You will be given a code to access these:



Heating and Cooling

The air conditioning control panel is to the left of the dressing room on the opposite side of the stage to the store cupboard.

Generally, pressing the 'on' button is all that is required, and the temperature can be changed. The system is set to turn off automatically after 3 hours but can be re-set at any time.

Piano

The piano's built-in wheels will damage the floor so **only move the piano using the trolleys provided**. The trolleys and cover may be removed once the piano is in place.

Bates Hall Facilities

- Built-in projector and screen (keycode required)
- Air conditioning and heating
- Openable windows and shutters
- 8 tables and 50 chairs
- Kitchen including:
    - Boiling water system
    - Electric stove and oven
    - Refrigerator

Access to the projector will be provided upon request as below.

The remotes are stored in a coded safe between the kitchen and hall:

Heating and Cooling

The air conditioning control panel is on the wall near the stacks of chairs:

Generally, pressing the ‘on’ button is all that is required, and the temperature can be changed. The

air conditioning is set to turn off automatically after 3 hours but can be re-set at any time.

Additional Information

Bins

If your event requires additional bins, please submit a request directly to the Blue Mountains City Council (BMCC) by calling (02) 4780 5000 or emailing council@bmcc.nsw.gov.au.

Banners

Hirers are permitted to hang a banner advertising their event on the outside of the building using existing attachment points only for the duration of their event and for up to one week prior to its commencement. Banners must be removed immediately after the conclusion of the event.

Access Out of Hours Contacts

If your access code is not working, the following volunteers may be able to help:

Mick O'Neill (02) 4787 5725 or 0405 595 654

Peter Fisk 0417 085 559

For emergencies, please call 000

Additional Useful Contacts

Blue Mountains City Council (BMCC)
2-6 Civic Place, Katoomba
Phone (02) 4780 5000 (business and after hours)
Email council@bmcc.nsw.gov.au

Blackheath Area Neighbourhood Centre (BANC)
41 Gardiner Crescent, Blackheath
Phone (02) 4787 5684 (business only)
Email community@banc.org.au