



Welcome to  
**Welby Community Hall**

Currockbilly Street Welby NSW 2575

PO Box 552 Mittagong NSW 2575

Email: [contact@welbyhall.com.au](mailto:contact@welbyhall.com.au)

Website: <http://welbyhall.com.au>

Booking Officer: Rose Hill

Mobile: 0467 447 181

Available for all Parties, 1st to 100th and beyond, Weddings, Anniversary and Engagement Parties, Funeral Wakes, Luncheons, Reunions, Business Meetings, Craft Activities etc

Tables and Chairs for 170 People (Max), Crockery, Cutlery, BBQs, Table Cloths, Archway, Projector Screen and Roll Up Screen and a Mobile Whiteboard are available with Hire.

An Enclosed (Fenced) Children's area is part of the Hall. Children's Playground Equipment and Cricket Practice Nets are adjacent to the Hall and there is plenty of space and parking.

Casual and Long Term Hiring are available.

Please feel free to ring and enquire for your next function.

## Hirer Key Access

Hirers have access to the following areas:

Main Hall (Front Doors)

Toilet Block (Male, Female and Disabled Facilities)

Store Room in Main Hall (Tables & Chairs)

First Aid Kit on Kitchen Wall

Kitchen Sink Cupboard (Cleaning Supplies) – Must remain locked at all times for the safety of all children.

## Additional Extras

- BBQs when hired:

You will need to ask for the BBQ Hire Keys when you hire them also.

Main BBQ Power Switches Box (Located in Hall Table & Chair Store Room). Both switches need to be turned on.

BBQ Doors (Access to Temperature Controls and Oil Tins)

- Business Package (Data Projector with roll up Screen and Mobile White Board), Table Cloths, Cutlery, Crockery, Archway, if hired, will be placed in the Hall for the Hirer prior to the hire time.
- All Items will need to be counted by the Booking Officer after the Final Inspection, and prior to Bond being returned. Any Missing or Broken Pieces will need to be returned or replaced. If any items are accidentally packed with your items to go home, they will be taken off the Bond at replacement cost of items.

## Where to find?

The **Fire Extinguisher** is located in the Kitchen, the **Fire Hose** is located in the Main Hall, and the **Fire Blanket** is on the wall just inside the Kitchen Doorway. Any use of these must be reported to Booking Officer.

**Tables and Chairs** are found in the Hall and in the “Store Room” and the key to Front Door will open it. 1 small half sized extra plastic fold up Table is available upon request.

Please do not drag the Chairs or Tables across the Floor as any damage to floor will be paid for by the hirer.

**Otto Rubbish Bins x 3** can be found in Disabled Toilet and if you need to use this toilet they need to be removed before hand. Please feel free to use these for your rubbish. Excess rubbish that exceeds 3 Otto Bins must be removed from the grounds by the Hirer.

**Cigarette Butt Trays x 2** are under sink in the Disabled Toilet and should be used by smokers. Please empty (with a bit of water to be sure all butts are out) into outside Oval Bins. Please **do not** empty into Otto's provided.

**Floor Cleaner** is available under the Kitchen Sink and is called Cork Floor Cleaner and **one capful** is enough per Bucket Full. If a lot Alcohol is spilt on the floor at least Two Washes are required.

**Kitchen sink cupboard** must be kept Locked at all times. A key is provided with the Hall Keys.

**Oven:** A switch on the back of the stove needs to be on “Oven” or “Grill” for the Oven or Grill to Work.

**Power Overload:** There is a fuse box in Welby Store room and you should only need the switch turned on again unless something is faulty. If unsure of what to do, Phone the Booking Officer, at any hour of booking.

**First Aid:** All First Aid given or Injury requires for a Medical Incident form to be filled in, and this is to be given to Booking Officer. Major injuries need to be notified to Booking Officer Immediately.



**Disabled Access** is available at our Hall and Facilities.

**Additional Hire Conditions for Welby Community Hall - Page 1**

If you should find the Hall unsatisfactory on arrival report it immediately to the Booking Officer not after your function.

When leaving the Hall, please make sure that:

- Tables and Chairs are cleaned and wiped down with Spray Cleaner. All Tables and Chairs and to be packed away neatly into the Store Room and back in the Hall where they were found.
- Kitchen Benches, Served, Oven, Pie Oven, Fridge, Hot Water Urn and Microwave are to be left clean.
- Pie Oven must be unplugged.
- Urn must be emptied and unplugged after use.
- The Fridge must be emptied and left clean. Fridge is to be left turned On.
- Hall Floors are Swept and Mopped. (Use only 1 Cap full of Cork Floor Cleaner per bucket, which is kept under the kitchen sink.)
- All Lights need to be switched Off, and Heaters are to be turned Off.
- Children's Yard cleaned and Gates shut.
- Mops to be rinsed out at Front Tap and may be left inside Hall Doors with the Mop in a clean Bucket.
- All Verandahs are to be swept if needed and left clean.
- Area around the Hall is clean of rubbish.
- Toilets are clean. Security gates and disabled toilet door to be locked. All Padlocks must be put back where they were.
- All rubbish bins in Kitchen and Toilets must be emptied into Rubbish Ottos.
- Please ensure BBQs (if Hired) are Cleaned, you will need steel scourers for this.
- Please ensure any broken glass or bottle tops or can tops have been picked up and put into Otto Bins.

**Additional Hire Conditions for Welby Community Hall - Page 2**

- Check all Windows are Locked and Security Shutters are wound down.
- Check All Doors are Locked and Shot Bolted.
  
- All damage to the Hall is to be reported to Booking Officer, so it can be repaired.
- No Smoking in Hall, Children's Play Areas or Toilet Block.
- All needle finds are to be reported to Booking Officer. Gloves and special container have to be used, take container to the needle and use a pair tongs to pick up needle and put into container. Do not carry needle to container.
- Any injuries or accidents at the Hall are to be reported to Booking Officer immediately. A Medical Incident Form must be filled in for All First Aid Injuries.
- No alcohol to be given to anyone under the age 18 years age, and is prohibited by council and the law.
- All electrical appliances brought to be used at the Hall must be tagged by an Electrician prior to Hall Hire.
- No Portable BBQs of any kind are to be brought or used at the Hall.
  
- Do not block exit doors with tables, chairs or equipment as the exit doors need to remain clear at all times.
  
- Return the Hire Keys to the Booking Officer. We will then arrange an inspection after your Hire. Return of your Bond will be arranged within two weeks after the end of your function.

We aim to make your visit as pleasant as possible and any problems that arise, please feel free to ring the Booking Officer at any hour during hire.

Thank you for your assistance in keeping our Hall beautiful and surrounding areas clean.

Welby Hall was a project funded jointly by Wingecarribee Shire Council grants and Welby Neighbours by Fund-Raising and Markets. The Hall was built by the local neighbours of Welby and is maintained mostly by volunteer help. This is a Community achievement, of which we are very proud.

Thank you for hiring Welby Community Hall



Enjoy your stay.