

Switch Locations

Foyer light:	Switch to right of door as you enter.
All other lights:	Operate from board in stage wings to your left.
Curtains:	Stage and Auditorium west and east also operate from board in stage wings to your left.
Air-conditioning switches:	Are on the left as you enter the foyer. Please turn off when leaving the hall.

If any of the above do not work - please don't try to fix.

Report faults immediately to NCL - 8939 2200.

Hiring Rules & Cleaning Instructions

1. **Eskies must not be taken into the hall.**
2. If food & drink are to be consumed, they must be served in the foyer.
3. Lights and air-conditioning to be switched off.
4. All rubbish to be removed. All hall bins to be emptied including bins in toilets.
5. Toilet pedestals/urinal, hand basins and mirrors to be thoroughly cleaned.
6. Chairs to be cleaned before stacking. **Chairs must not be dragged over the floor.** Stack chairs 7 high and use the trolley to move chairs and store at rear of hall. If the floor is damaged the hirer will forfeit their deposit.
7. Floors to be swept and mopped after every use, including the stage area etc. Please check once floor has dried to ensure no residue has been left. Often it is necessary to wet mop **twice** to adequately cleanse the surface. **(Only use mild detergent & very hot water, mop to be well wrung out).**
8. All lower windows/door panels to be cleaned.
9. All painted surfaces to be wiped.
10. Hall to be locked, keys to be returned and inspection requested. Please ring **Kendell Kenway** on **0439 849 943** to request inspection.
11. Dressing rooms to be cleaned if used.
12. Fridge and Freezer to be cleaned if used, and left on at all times.
13. Kitchen to be thoroughly cleaned.
14. Stage Back Wall (WHITE) must be cleaned thoroughly.

Please ensure you leave the hall as you would wish to find it.

Please check the hall before you commence your hire and notify the numbers below if there are any issues to be addressed -

Kendell Kenway – 0439 849 943

Nhulunbuy Corporation Ltd - 8939 2200