

PACK UP CHECKLIST

- Kitchen area cleaned – wiped down, dishes away, left as found.
- Rubbish removed off site.
- Tables wiped down; all furniture packed away to correct position (note any breakages/maintenance required)
- Floor swept – broom, dustpan and broom in the kitchen/storeroom.
- Lights are turned off. Hall lights to toilets turned off.
- Check all doors are closed and locked.

STORE-ROOM

6 Packing up after a function

User groups are required to pack up after a function. Below is how tables and chairs are to be packed away for correct storage.

CHAIRS at to be stacked in lots of 6 in the alcove at the back of the storeroom.



Folded **CHAIRS** are to be folded and stacked on chair trolley.

Folding TABLES are to be folded and stacked on chair trolley.



For further information, contact:
Wellbeing Officer
Central Coast Council, PO Box 220,
Ulverstone 7315
Phone – (03) 6429 8900

For bookings, contact Bookings:
Phone – (03) 6429 8928
Email – bookings@centralcoast.tas.gov.au

After Hours Facilities Maintenance - 03) 6429 8999



Ulverstone Wharf Precinct

Gnomon Pavilion
3 Wharf Road
Ulverstone Tas 7315



CENTRAL COAST
COUNCIL



GNOMON ROOM HIRER'S INSTRUCTIONS

1 Key Box

A small key-box (black and silver) is located just outside the main doors of the Gnomon Pavilion.

A code to access the key box will be supplied via email the day/s before the booking date.



Open box to access the keypad.

Press clear, enter code (####), press the top middle button down. Box will drop down and reveal key.

To lock the key back in the box, enter the code (####) shut the box - locked, close the cover.

2 Alarm

An alarm code will be provided the day/s just before your booking date – via email

The panel (pictured here) is located next to the fire cupboard inside the main double doors.



- To disarm the alarm (on entry), enter code (####) and then press 'OFF' button.
- To arm (Exit), enter code (####) and then press 'ON' button.

3 Room Set Up

- Small Kitchenette, turn wall urn on/ fridge on;
- Roller Door - Key is required to open and close the roller door into the furniture storage room.;
- Furniture set up as required (please be mindful not to drag furniture it scratches the floor.);
- Lights - can be turned on using the panel near the roller door;
- Toilets – Male, Female and Disabled – are used by patrons in all rooms at the facility;
- Heater is located on the left-hand side of the TV screen. Turn "on" button on, and set to the desired temp.

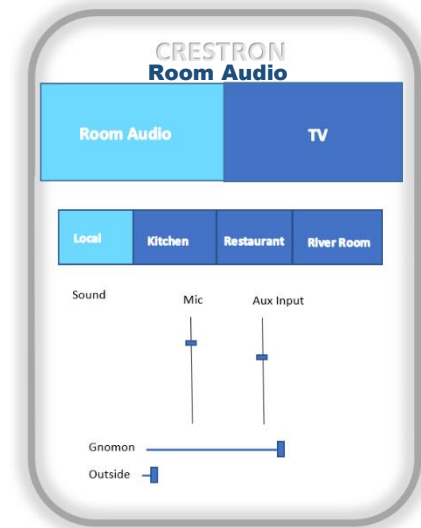


AUDIO VISUAL EQUIPMENT

4 Crestron – Keypad To operate the TV Screen

- Located on the wall to the left of the storeroom roller door. (Above light switches, security keypad.)
- TV when selected Light blue, indicates the selected function.
- TV – display data show through a laptop using an HDMI cord.
- TV – display local TV
- Volume is controlled using the – or + keys.

5 Crestron – Keypad To operate the Room Audio



- Select Room Audio (light blue colour (changes to a different screen), displayed locations/volume control.
- Select Local will select the screen in the Gnomon Room.

