



THE HUB

of the Hills



PRACTICAL HANDBOOK FOR HIRERS
Updated October 2009



Welcome to the Hub of the Hills



The following information has been prepared to provide you with practical and safety information that will assist you in using the Hub facilities. If this information requires updating or further explanation, please contact the Hub Coordinator on 9290 6683.

The office at the Hub is usually staffed between 8.30am and 4.30pm Tuesday, Wednesday, Thursday, and between 8.30am and 12.30pm on Monday and Friday. If the Coordinator is unavailable please contact Community Services at the Shire of Mundaring on 9290 6682.



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General

Evacuation Procedure & Location of Fire Extinguishers

Please see attached Evacuation Plan and familiarise yourself and your guests with exits, evacuation areas and the location of fire fighting equipment.

Emergency / After Hours Contacts

In the event of any issues relating to security, crowd control or similar, please contact the relevant authorities as listed below.

Emergency (Police, Fire Ambulance)	000
Mundaring Police Station	9290 1900
Shire Rangers (After Hours Service)	9290 6666

First Aid



There is a basic first aid cabinet located near the front door in the hallway. Please notify the Hub Coordinator if equipment is used.

Damage to Facility

Contact the Hub Coordinator on 9290 6683 or email hubcoordinator@mundaring.wa.gov.au if damage occurs.

No Smoking Policy



The Hub of the Hills has a no smoking policy.

Promoting your Group

Please provide us with brochures or flyers and we will promote your activity at the Hub where possible.

Car Parking

Car parking is available on Craig Street and at the rear of the building which can be accessed via the driveway.

Access for People with Disabilities

Ramps and accessible car parks are located at the rear entrance of the building (driveway entrance from Craig Street). Please indicate at the time of booking if you or your guests have any particular access requirements as there is a range of equipment available to cater for persons with disabilities.

Toilets

Male and female toilets are located in the passage. Both toilets are accessible for people with disabilities.

Keys/Entry

The key allocated to you will allow access to all areas appropriate to your function requirements. Your key will allow entry to all external exits. The front door may be locked without a key by depressing the small grey button on the locking mechanism, or by using the key. The rear door may be locked by putting the internal lock in a vertical position and pulling the door shut, however the door may still be opened from the inside.

Please ensure all doors are locked before exiting the building. Please return your key to the Shire offices on the first working day after the event.

Consumables

Disposable hand towels, toilet rolls and soap will be supplied by the Hub. Please advise at the time of booking if you have a large group so that extra supplies may be provided.

Kitchen Facilities

Please supply your own tablecloths, tea towels, serviettes, tea, coffee, sugar, milk, dishwasher tablets (dishwashing liquid for hand washing dishes is supplied), cooking supplies such as cling wrap, foil, all food items and other consumables unless otherwise agreed by the Hub Coordinator.

Lighting

The lighting board is located on the wall opposite the ladies toilet in a cupboard marked "Light Switches". The switches are labelled for the hall, dining room, passage, stage and exit. Other rooms have independent light switches not operated from this board. They are located as follows:

Passage (north end near the front entrance)

Switch is located near the front door on the wall.

Kitchen

Switch is located in the kitchen on the door frame which adjoins the dining room.

Small room off kitchen

Switch is located on the door frame.

East exit near stage

Switch is on the east wall.

Storeroom

Switch is on the door frame.

Annexe

Switch is located on the north wall of the annexe.

Library/Training Room

Switch is located on the left hand passage wall outside the library.

Car Park Lighting

There is a time delay switch on the south wall of the hall (near the stage), which when pressed will light the car park for 5 minutes. Alternatively, this light can be left on continuously during night functions for patrons entering and exiting the building. There are instructions located next to the light.

Please ensure that on leaving, all light switches have been turned off before exiting the building.

Heating and Cooling

Reverse cycle air conditioning is available for the dining room, hall, annexe and the library/training room. These are operated by the remote controls on the wall in each room. The controls need to be removed from the bracket, the desired setting selected and the remote control pointed at the air conditioning unit. Please ensure these are switched off after your function and the remote control returned to the bracket on the wall (if the indicator on the unit is still illuminated then the unit is still on).

The hall, dining room, kitchen, annexe and stage also have ceiling fans. The switch for the hall fans is in the lighting cupboard in the passage. The fan switches for the other rooms are located on the walls of each room. Please ensure the fans are turned off before exiting the building.

Hot Water

An instantaneous hot water system provides hot water for kitchen usage.

Blinds



If you have hired the Hub for an evening function, please close all blinds before exiting the building.

Rubbish Removal

Rubbish that does not fit into the existing recycling and green bins located at the side of the Hub of the Hills must be removed from the premises by the hirer. Any bags, boxes, bottles/cans or other rubbish left behind will be removed at the hirers cost.

Cleaning

As per the Conditions of Hire, all equipment and fixtures should be left in a clean and tidy condition. Please return all chairs, tables, crockery, etc to their original locations (as you found them). Floors must be swept and loose dirt and debris removed. If there has been spillage on the hard floors these should be spot cleaned with warm water and a mop. No cleaning product or detergents should be used to clean the hard floors. A broom, dustpan, mop and bucket are located in the storage area near the kitchen.

Facilities available for use by Hirer

Chairs and Tables

The dining room and the library/training room have small tables and 50 black moulded café style chairs. The configuration of these may be altered to suit your function. Please return them to their original positions after use.

There are also 130 stackable chairs and 12 trestle tables stored in the annexe. When using these in the hall please ensure they are not dragged on the floor as this will damage the parquet surface. These should be restacked according to the plan located on the wall of the annexe.



Ovens and Gas Burners

The Hub has 2 commercial gas ovens. An instruction sheet for lighting the pilot light for the ovens is located on the kitchen wall near the microwave. One of the ovens has the pilot light lit at all times. To operate the ovens, turn the oven dial to the vertical position and then turn the temperature dial to the desired heat setting. The gas ring at the base of the oven should ignite. Please turn the oven dial back to the horizontal position and the temperature dial back to zero when cooking is completed. Pilot lights may be left on.



Microwaves

Please ensure the two microwaves are left clean and switched off at the wall after use.

Bain Marie / Warming Cupboard



For large functions you may wish to use the Bain Marie and warming cupboard. Please indicate your requirement for these at the time of booking. The use of these facilities is best demonstrated in person by the Hub Coordinator.

Dishwasher



This is available for use, however the dishwasher is not of commercial grade and only suitable for normal crockery and cutlery. You will need to supply your own dish washing tablets/powder.

Urns



Two urns are available for use. These must be switched off at the wall and unplugged after use. Please note that once the water has boiled the temperature should be turned down to 70 degrees, which will maintain sufficient temperature without boiling the urn continuously.

Crockery & Cutlery



Crockery and cutlery are located in the cupboards on the west wall of the kitchen and in the drawers near the sinks. Please ensure these are cleaned and returned to the storage cupboard (stacked as you found them). The following items are available for use. Please check with the Coordinator for quantities. NOTE: Please do not remove any kitchen equipment such as crockery, cutlery, table cloths, etc from the Hub.

Cups
Mugs
Saucers
Bowls
Dinner Plates
Oval Supper Plates
Side Plates
Glasses (small)
Glasses (medium)
Milk Jugs
Sauce Dishes
Salt & Pepper Sets
Water Carafes
Knives, Forks, Spoons (each)
Insulated Jugs (water only)

There is also a selection of cooking & serving utensils. Please note serving dishes and platters are not supplied.

Extractor Fans

The switch for the extractor fan in the kitchen is located on the north wall near the microwave.

Fridge



A domestic fridge is available for use. Please do not store leftover food in the fridge after your function, unless arrangements have been made to retrieve this the following day and the food is labelled with the name of your organisation.

THE HUB of the Hills



8 Craig Street
Mundaring WA 6073

**FOR MORE INFORMATION CALL:
(08) 9290 6683**

Email: hubcoordinator@mundaring.wa.gov.au

Web: www.mundaring.wa.gov.au

For information on other facilities available
for hire, please call 9290 6731 or visit our website

This Handbook is also available in alternate formats

*Please enjoy the "Hub" and tell
your friends and family
about this great facility*