

EQUIPMENT FOR HIRE

List items here
\$cost per day

ALSTONVILLE LEISURE AND ENTERTAINMENT CENTRE VENUE ACCESS INFORMATION

Accessible Hours:	8am to 10pm, Monday to Sunday
Method of Entry:	BSC Security Key (to be collected from the Alstonville Leisure and Entertainment Centre during the hours of 10am-12noon & 2pm-4pm Monday -Friday)
Replacement Fee (if lost):	\$50.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

1. Collect your security key from the Alstonville Leisure and Entertainment Centre.
2. Entry to the Leisure and Entertainment Centre is via the front door off the driveway. Unlock the door and enter the hall.
3. Locate the alarm control panel to your right as on the wall as you enter the building, deactivate the alarm use your issued code.
4. Upon leaving: close and lock all windows and or balcony doors; turn off all the lights; lock the door of the hired room by returning it to the closed position; check the toilets and foyer have been vacated; then lock the foyer doors behind you as you leave the building by returning them to the closed position.
5. Your security key should then be returned to the drop box immediately after finishing.
6. Any keys lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
7. For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954
 After hours damage to building report to Built Assets on call: 0428 864 445
 After hours electrical breakdowns: 0428 865 029
 Alarms – CAV Security: 1300 44 10 44.