VENUE ACCESS INFORMATION FOR PARK LANE THEATRE, ACTIVITY AND MEETING ROOMS

Administration Hours:	8.30 am to 4.30 pm, Monday to Friday
Accessible Hours:	6 am to 11 pm, Sunday to Thursday
	6 am to 12 midnight, Friday and Saturday
Method of Entry:	Electronic Fob
Replacement Fee (if lost):	$25.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

1. Collect your electronic fob from the Lennox Community Centre (LCC) administration office, located in the foyer of the LCC complex, at least one day prior to the day of your booking. The office is attended between the hours of 8.30 am and 4.30 pm, Monday to Friday. Closed Public Holidays.

2. Upon arriving at the centre on the day of hire, first swipe your fob past the small black sensor pad (located on the right-hand side of the Mackney Lane and rear foyer doors), which will open the building and disarm the toilets and foyer.

3. If hiring a meeting room, black sensor pad/s are located externally in the courtyard and should be disarmed after the foyer.
   Do not attempt to enter any room or area of the centre other than those you have hired.
   A fee will be charged if the alarm is set-off and security finds it necessary to attend the venue.

4. Once inside the building you will be required to manually open the foyer entry, or meeting room door, for any other users that arrive to attend your event outside of the centre's standard opening hours. To do this you must press the large green button located to the right of the automatic doors, on the inside of the foyer, or by manually opening the meeting room door from the inside.

5. If so desired the Meeting Room doors can be fixed in the open position by adjusting the door closer at the top of each door.
   You will require the electronic fob to re-enter the building any time you exit the foyer or room/s.
   To do this, simply swipe the fob over the small black senor pad again.

6. Upon leaving, lock the door of the hired room then, if after hours, check the building is vacated, closing and locking all windows and turning off the lights before leaving the building.

7. Fobs should then be deposited in the Lennox Head Library after hours Book Return Shute or be returned to the centre on the next working day.

8. Any fobs lost, damaged or not promptly returned will be charged an additional $25.00 fee.

9. Report any lost fobs **immediately** to Council or the centre staff.

10. 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