

EQUIPMENT FOR HIRE

Data Projector and screen
\$30 per day

NORTH LAKES PUBLIC HALL VENUE ACCESS INFORMATION

North Lakes Public Hall is an unstaffed hall. Management of the space is via Lennox Community Centre during administration hours.

Accessible Hours:	6 am to 12 midnight, Monday to Sunday
Method of Entry:	BSC Security Key (to be collected from the Lennox Head community Centre)
Replacement Fee (if lost):	\$50.00
Procedure:	Please adhere to the following directions to access the centre for your event hire.

8. Collect your security key from the Lennox Head Community Centre.
9. Entry to the Hall is via the door on the western side of the building. Unlock the door and enter the hall.
10. 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.
11. Your security key should then be returned to the Lennox Head Community Centre immediately.
12. Any keys lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
13. 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.