

## EQUIPMENT FOR HIRE

Data Projector
\$30 per day

## VENUE ACCESS INFORMATION

The Richmond Room is an unstaffed function room. Management of the space is via Lennox Community Centre during administration hours.

<b>Accessible Hours:</b>	6 am to 12 midnight, Monday to Sunday
<b>Method of Entry:</b>	BSC Security Key (to be collected from the Ballina Visitor Information Centre next door)
<b>Replacement Fee (if lost):</b>	\$50.00
<b>Procedure:</b>	Please adhere to the following directions to access the centre for your event hire.

1. Collect your security key from the Ballina Visitor Information Centre office, located next door to the Richmond Room between the hours of 9 am and 5 pm (Monday – Saturday) and 10am to 2pm on Sunday. If you require access earlier than 10am you will be required to collect your key on the day prior to your booking.
2. Entry to the Richmond Room is via the main foyer doors which front Regatta Avenue. To assist you in locating the venue, please note that the Richmond Room is the southern annexe of the Ballina Library building.
3. Unlock the foyer door and enter the foyer. Face your immediate left. You will see access to toilet facilities, a fire hose cupboard and another tall cupboard located on your, now, right hand side.
4. Unlock and open the tall cupboard and look inside. On the right hand internal wall you will see a small alarm panel. Insert your security key into the alarm panel and turn the key to the 'OFF' position. This will disarm the security alarm.
5. Upon leaving, lock the internal doors within the Richmond Room, close and lock all windows and turn off the lights before preparing to leave.
6. When ready to leave the building, place the security key into the alarm panel again and turn the key to the 'ON' position. Remove the key from the alarm panel and close the cupboard door. Exit the foyer door and lock it immediately.
7. Your security key should then be returned to the Ballina Visitor Information Centre on the next working day, or deposited in the silver mailbox to the right of the entrance to the Visitor Information Centre, after hours.
8. Any keys lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
9. 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

## FREQUENTLY ASKED QUESTIONS

### What facilities are in the kitchen in the Richmond Room?

The kitchen in the Richmond Room is a commercial kitchen with fridge, freezer, stove, fryer, microwave and a bain marie, however glassware, crockery and cutlery must be supplied by the hirer.