

VENUE ACCESS INFORMATION

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

1. Collect your security key from the Ballina Indoor Sports Center, located at 63 Cherry Street Ballina. Hours are Monday to Thursday 8.30am to 10pm (reduced hours in school holidays), 8.30am to 5pm Friday, 8.30am to 4.30pm Saturday & Sunday.
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 must be returned to the Ballina Indoor Sports Centre on the next working day.
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 maire.

Please note: crockery and cutlery are not supplied