

LARATINGA PAVILION

INFORMATION FOR HIRERS

This facility can only be booked via Council's online booking system:

<https://www.spacetoco.com/host/mount-barker-district-council>

The Laratinga Pavilion is located at 100 Springs Road, Mount Barker.
This detailed information booklet should answer all of your queries relating to your hire booking.

Please contact Council's After Hours Service on 8391 7200 in the case of an emergency.



With your help we can ensure we deliver excellent community outcomes.

Please assist us providing feedback following your hire through the SpacetoCo's message section.

INDEX

1. Facility Overview.....	2
2. Hire Costs	3
3. COVID Information.....	3
4. Entering the Laratinga Pavilion	4
5. Rules.....	5
6. Emergency Evacuation Plan.....	6
7. Terms and Conditions	7-11
8. Inventory	13
9. Frequently Asked Questions	14-17
10. AV System Guide	18-19
11. Outdoor Wooden Umbrella Instructions	20-21



FACILITY OVERVIEW

The Laratinga Pavilion is a State of the Art new facility nestled in the Laratinga Wetlands. It is surrounded by nature and perfect for groups where both the pavilion and outdoor area can be used for weddings, string quartet, school groups, environmental groups. Why not hire the space for a meeting and then a tour of the beautiful wetlands?

You will find all of the details that you require for hiring this facility by reading this Information for Hirers booklet. Please ensure that you print this booklet.

HIRE COSTS

Laratinga Pavilion - Function Hall with access to outside deck, grassed area, access to external power, deck furniture, and shared internal toilets (accommodates up to 122 people) – per hour	\$75.00
Kitchen – mandatory hire with each booking - flat rate	\$35.00
Use of Solstice Screen Casting, HDMI Connections and Wi-Fi – flat rate	\$30.00
Optional Cleaning Fee – flat rate	\$150.00
Bond	\$750.00
Bond – High risk	\$1500.00

COVID INFORMATION

COVID-19 is a fast-changing situation and the South Australian Government put in place various Directions depending on the situation here and neighbouring states. Please make sure you are aware of the latest Directions and restrictions that may be in place at the time of booking and hiring the facility. Restrictions can also affect capacity numbers, either that of the building or the number of people at an activity.

For the latest information, please visit:

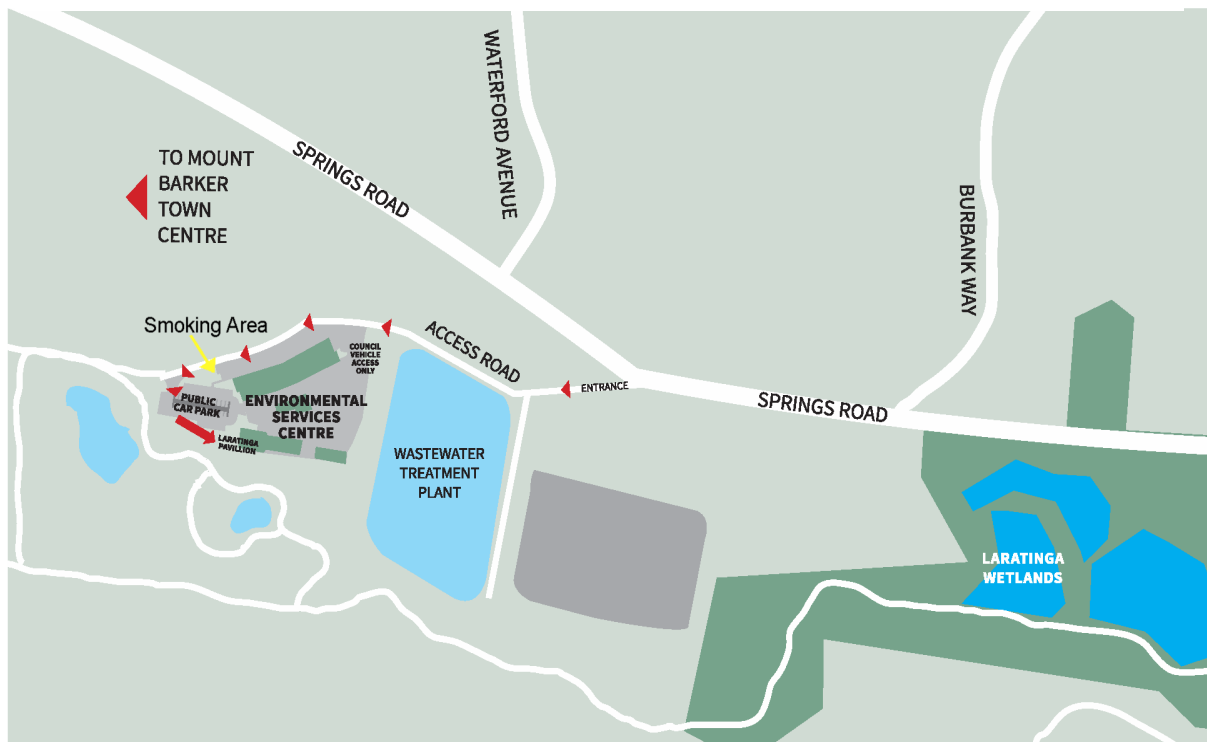
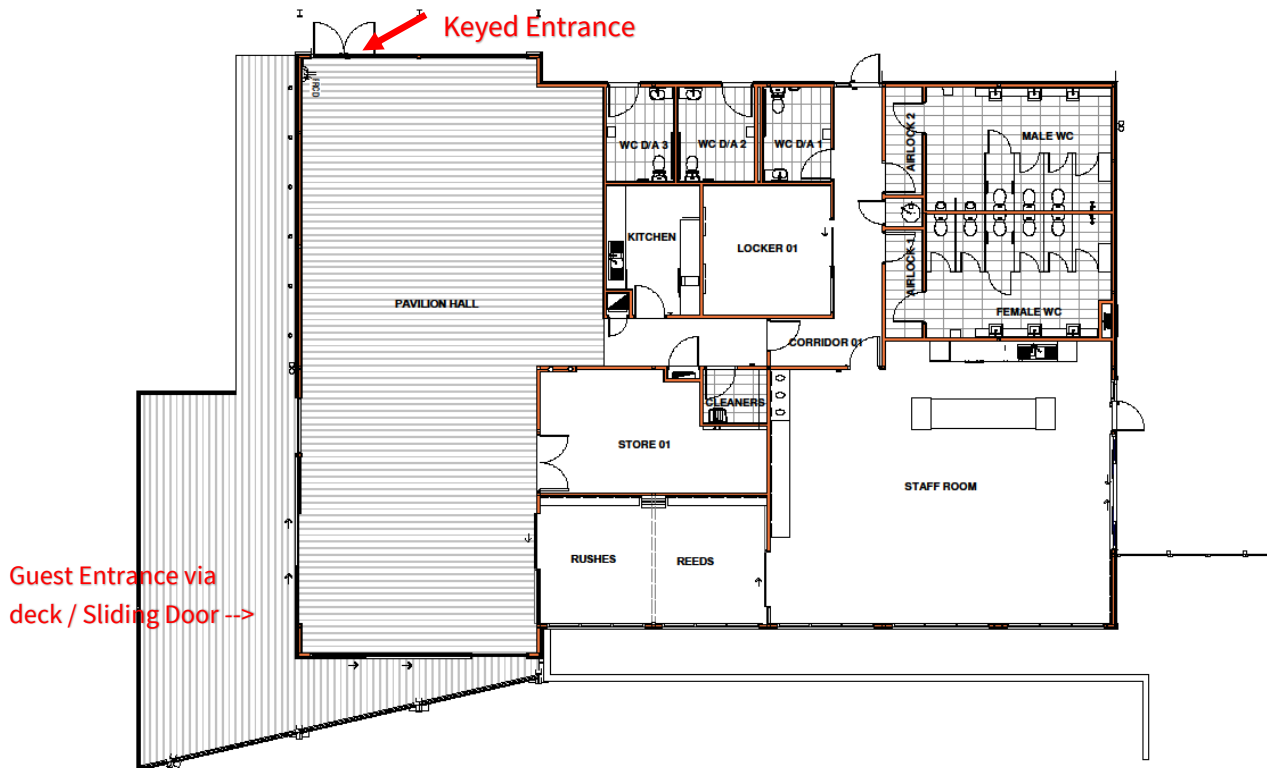
<https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Conditions/Infectious+diseases/COVID-19>

ENTERING THE LARATINGA PAVILION

The Laratinga Pavilion is located at 100 Springs Road, Mount Barker. Take the access road to the first large car park (past the community sheds) as per the map below.

Please note that when you enter the Laratinga Pavilion the lights are located by the door on the right hand side. The window blinds can be lowered (see panel on wall next to deck area).

Please ask your guests to enter the Pavilion via the sliding doors on the deck.



RULES

Please remember:

- Book enough time to allow you to set up before your event and enough time to clean toilets, wash/dry dishes, vacuum/mop floors and remove all items and rubbish after your event. All furniture and equipment needs to be returned to where you found it;
- Please direct all guests to enter and exit the Pavilion via the sliding doors on the deck;
- If using the dishwasher, ensure that you put a cleaning tablet in it and turn it on;
- Leave dirty table cloths & Tea Towels on the kitchen bench;
- No alcohol is to be sold on the Premises, unless a copy of any applicable Liquor Licence is provided to Council before any such event, and consent has been granted;
- All breakages must be reported to Council. An audit of all equipment, including crockery & cutlery will be made after your hire;
- Please note that if Council deems the activity proposed to require security, all costs associated will be at the expense of the hirer;
- No smoking is allowed. A dedicated smoking area is located on the other side of the car park, at the end of the Community Shed area.
- The fire exit door/s of the Laratinga Pavilion must remain shut at all times;
- Please read the Emergency Evacuation Plan located **on the next page** prior to your booking and note that the Evacuation Assembly Point is to the left out of the entrance of the Pavilion, through to the far side of the Car Parking area (Emergency Evacuation Plan is located near the front door and outside the kitchen area);
- Please be aware the internal toilet facilities they are shared with Council Staff if your hire is during normal business hours;
- No scooters or roller blades allowed on the wooden deck;
- The hirer must provide a public risk insurance policy from a reputable insurer, however if the hirer intends to use the Laratinga Pavilion for a one-off ad hoc event, public risk insurance may be covered under Council's Laratinga Pavilion Hirer's Insurance Policy. Please see clause 3.1.4 of the Terms and Conditions on page 7 or the FAQ's on page 15;

TERMS AND CONDITIONS

1. Permits, certificates, licences, authorisations etc.

The hirer must provide to the Council prior to using the Laratinga Pavilion or commencing the activity a copy of all permits, certificates and any other authorisations which may be required from the Council or some other governmental, civic, or municipal authority to undertake the activity.

- a) sell to persons; and
- b) allow persons to consume;

alcohol or alcoholic beverages in the Laratinga Pavilion without the Council's prior approval and if legally required a liquor licence for the sale and /or consumption of alcohol a copy of which must be provided to the Council prior to using the Laratinga Pavilion or commencing the activity. The hirer should seek individual advice regarding liquor licence requirements from Consumer & Business Services <https://www.sa.gov.au/topics/business-and-trade/liquor/apply>. Please note, however, if your event has no entry fee, no charge for liquor, for food, entertainment or door charge, gold coin donation of any kind, if it is a private event with no sale of liquor but consumption only, then a liquor licence is not required for this venue.

2. Indemnity & Release

The hirer indemnifies the Council from and against all actions, costs, claims and damages, which may be brought or claimed against the Council arising out of or in relation to the activity. The hirer releases the Council from any liability or claim resulting directly or indirectly from any accident, damage, loss or injury occurring or arising from the activity or the use of the Laratinga Pavilion except where any action, cost claim or damage is caused by the negligence or default of the Council its officers, employees or its agents.

3. Public Risk Insurance

3.1. The hirer must effect and maintain a public risk insurance policy from a reputable insurer in the name of the hirer and noting the interests of the Council as owner of the Laratinga Pavilion for the minimum amount of \$20million per claim or such other amount as the Council may reasonably require from time to time and such policy must;

3.1.1. bear an endorsement from the insurer indicating the insurer accepts the indemnity given by the hirer to the Council under clause 2; and

3.1.2. cover the injury, loss or damage to persons or property arising directly or indirectly from;

- (a) the activity; or
- (b) the use of the Laratinga Pavilion.

3.1.3. The hirer must not commence the activity until the hirer has provided to the Council a copy of the public risk insurance policy specified in clause 3.1.

3.1.4. If the hirer intends to use the Laratinga Pavilion for a one-off ad hoc event, public risk insurance may be covered under Council's Hall Hirer's Insurance Policy.

4. Compliance with Statutory Requirements

The hirer must at its own cost and expense comply with any Statutory Requirements relating to the activity and the use of the Laratinga Pavilion including but not limited to the installation and use of any structure.

5. Authorised Use

5.1. The hirer must not undertake any activity or allow the Laratinga Pavilion to be used other than in accordance with the activity named in this booking including but not limited to permitting any unlawful activity to take place in the Laratinga Pavilion.

5.1.1. The hirer acknowledges that the following are not permitted in the Laratinga Pavilion at any time without the Council's prior written consent:

5.1.1.1. Vehicles;

5.1.1.2. Horses (and similar animals); and

5.1.1.3. Fireworks.

5.2. The hirer must not install or erect a structure without the Council's prior approval.

5.3. The hirer must not affix any signs on in or to the Laratinga Pavilion without the Council's prior approval.

6. Maintain condition of Laratinga Pavilion

6.1. The hirer must at its own cost and expense during the time of use keep the Laratinga Pavilion in a good, safe and clean condition to the Council's satisfaction and comply with all reasonable requests of the Council in relation to the Laratinga Pavilion.

6.2. If the hirer does not maintain the Laratinga Pavilion in accordance with its obligations under clause 6.1 the Council may carry out any such maintenance and the Council shall be entitled to recover any costs incurred in doing so from the hirer.

7. Damage

- 7.1. The hirer must when;
 - 7.1.1. undertaking the activity; and
 - 7.1.2. using the Laratinga Pavilion;
- 7.2. Take all reasonable precautions to avoid damage (eg damage to building and/or equipment associated with building) to the Laratinga Pavilion or any land or buildings in the immediate vicinity of the Laratinga Pavilion and must notify the Council of any damage or potential hazards by the following workday of the hirer becoming aware of them.
- 7.3. Should the hirer cause activation of the security alarm and/or fire protection system where a security patrol is dispatched, the costs associated with the call out will be borne by the hirer.
- 7.4. If the hirer causes any damage to the Laratinga Pavilion or any of the Council's property and equipment as a result of the activity or the hirer's use or misuse of the Laratinga Pavilion, or fails to repair damage, the Council will undertake the rectification and repairs and any costs incurred in doing so must be reimbursed by the hirer upon request and the hirer may forfeit any security bond paid and submits to the drawing of funds as per SpacetoCo's [Terms and Conditions](#).

8. High Risk Events

Any event that is deemed high risk, such as a 18th or 21st Birthday party, Hens or Buck night, Council has the right to require a bond of \$1500 be secured prior to the booking, unless the hirer is willing to engage security for the event.

9. Security

If Council deems your event to require security the hirer must at the hirer's cost ensure that sufficient security staff is present at all times during the times of use to secure the Laratinga Pavilion. The hirer must comply with the direction of Council to lock the front doors after entering and when exiting the building. Council has the right to inspect to ensure this has been adhered to.

10. Fire precautions

- 10.1. The hirer must comply with all requirements and directives of the Council with regard to fire safety systems and procedures including fire evacuation drills and other procedures.
- 10.2. Steam machines must be used instead of smoke machines to avoid setting off fire alarms.
- 10.3. Should the hirer cause activation of the fire protection system where a security patrol and/or fire service is dispatched, the costs associated with the call out will be borne by the hirer.

11. Music / Noise

- 11.1. The facility is licenced with OneMusic Australia for music which may include: live, recorded or performance music.
- 11.2. The facility consists of separate areas for hire and noise levels may impact on your group. Consideration should be given to other hirers. Please advise your guests accordingly.
- 11.3. Hirers are to respect the rights of nearby tenancies at all times.

12. Booking Hire Not Transferable

The hirer's booking is not transferable.

13. Warranty

- 13.1. The hirer warrants that it has inspected the Laratinga Pavilion and the facility is safe and fit for the activity and the hirer's use.
- 13.2. The Council does not warrant that the Laratinga Pavilion will be suitable (structurally or otherwise) for the activity or the hirer's use.

14. Contractual rights only

The hirer's booking does not confer on the hirer any exclusive right, entitlement or proprietary interest in the Laratinga Pavilion.

15. Council's right to enter

- 15.1. The Council may (except in the case of emergency when no notice will be required) enter the Laratinga Pavilion at any time upon providing reasonable notice to the hirer to do anything the Council must do under any Statutory Requirements.
- 15.2. In an emergency the Council may:
 - 15.2.1. close the Laratinga Pavilion; and
 - 15.2.2. prevent the hirer from entering the Laratinga Pavilion.

16. Obligations on expiry of hirer's booking

- 16.1. Upon the expiration or earlier termination of the hire booking the hirer shall at its own cost and expense return the Laratinga Pavilion to its condition prior to the hire booking being granted including but not limited to:
 - A) removing the structure (if any);
 - B) ensuring the Laratinga Pavilion is clean and tidy and that any rubbish resulting from the activity or the hirer's use of the Laratinga Pavilion is removed and disposed of;
 - C) packing away all furniture;

D) ensuring any doors and windows are securely fastened and any lights and power are switched off before leaving the Laratinga Pavilion; and

16.2. If the hirer does not comply with clause 15.1 to the Council's reasonable satisfaction the Council may undertake the work itself and any costs incurred by the Council in doing so must be reimbursed by the hirer upon request and the hirer may forfeit any security bond paid and submits to the drawing of funds as per SpacetoCo's [Terms and Conditions](#).

17. Breach

If the hirer breaches a provision of these terms and conditions and fails to remedy the breach within a reasonable time of being directed by the Council to do so the hirer's booking will be terminated, effective immediately.

18. Costs

The hirer is responsible for all costs incurred by the Council as a consequence of any actual or threatened breach of the hire booking by the hirer.

19. No Refund

The parties agree that the hirer will not be entitled to a refund of the hire fee in circumstances where the hirer has failed to use the Laratinga Pavilion during the time of use.

20. Type of Activity

Council has the right to refuse or cancel bookings believed to be unsuitable or inappropriate to the Laratinga Pavilion.

21. Bookings

21.1. The Laratinga Pavilion can only be hired by a person over the age of 18 years of age is not transferable.

21.2. Hirers must book for the total time required for their activity. This includes all setting up, packing away and cleaning times. Hirers must strictly adhere to their booked times as:

21.2.1. Council reserves the right to accept booking requests from other hirers immediately prior and at the conclusion of bookings; and

21.2.2. The hirer will be held responsible for all costs incurred as a result of exceeding booking times.

22. Not-for-profit organisations

The hirer is responsible for providing evidence of their status as a not-for-profit organisation. The fee for not-for-profit organisations will only be reduced or waived for activities directly linked to their not-for-profit status. Evidence of community benefit will be required to secure the relevant discount.

23. Safe environment

Council is committed to providing a safe environment for children and other vulnerable people. Hirers are required to comply with Council's Child Safe Environments Policy. Failure to do so may result in the hirer being excluded from future hiring of Council facilities. A copy of the Child Safe Environments Policy is available on Council's website www.mountbarker.sa.gov.au/policiesandby-laws

24. Food safety and catering

24.1. Organisers of events involving the preparation and sale of food should ensure they adhere to requirements and the Food Safety Standards. For further information and registration forms visit www.mountbarker.sa.gov.au/foodsafety and www.foodstandards.gov.au.

24.2. Any cooking oil must be disposed of away from the Laratinga Pavilion and not poured down any internal or external drains, sinks or toilets.

24.3. All cooking must be done in the kitchen. No cooking is to be done in the halls/rooms or passageways.

25. Not included in hire

25.1. Setting up of seating, tables or hire equipment before or after an activity.

25.2. Refreshments are not provided. Dishwashing liquid, cleaning products, garbage bags, linen (tea towels, oven mitts, aprons, etc.) are available. For large bookings, hirers may wish to consider supplying additional tablecloths, bins/boxes for rubbish collection. Please leave dirty linen out for Council's cleaners to remove.

26. Access

Once the bond has been secured, access will be arranged with the hirer – it will either be an access / swipe card or a pin number. Should an access pass be required, and the hirer doesn't collect it during business hours, thereby requiring Council staff to attend and unlock the facility out of hours, the costs associated with the call out will be borne by the hirer.

INVENTORY

Kitchen:

- Approx. 10 sqm in floor area
- Daikin split system air conditioner (controls on wall near door)
- 1 exhaust fans
- Fisher & Paykel 2 plate electric cooktop with range hood (with 3 oven trays)
- 1 large electric Fisher & Paykel oven
- 1 Williams 890 litre commercial fridge
- 1 large Sharp Convection Microwave with grill
- 1 stock pot
- 1 stainless steel set of 5 saucepans
- Fisher & Paykel 2 drawer dishwasher
- 1 Billi Quadra Drinking Water Appliance (hot/cold)
- Maxwell & Williams cutlery set for 100 people
- Steak knives x 12
- Maxwell Williams white dinner set for 100 people; including:
 - o Banquet oval platter (large) x 4
 - o Banquet oval platter (small) x 4
 - o Rectangular platter (large) x 4
 - o Rectangular platter (small) x 4
 - o Large bowl x 1
 - o Mugs x 100
 - o Salt & Pepper shakers x 11
 - o Sugar bowls x 9
 - o Milk jug x 12
- Maxwell Williams wine glasses for 102 people; comprising:
 - o Red wine stemmed glasses;
 - o White wine stemmed glasses ;
 - o White wine stemless glasses. Can also be used as water glasses.
- Chopping boards
- Flower and candle decorations for each table
- Dishwashing liquid, scourer, dish clothes, dish brush and dishwasher tablets
- Oven mitts
- Aprons
- Tea Towels
- Black tablecloths x 12
- Manual with all equipment's Operating Instructions

Toilets:

- 2 x Unisex / Disabled External Toilets
- Ladies 4 Toilets, 1 shower– Inside (with a disabled toilet)
- Mens 2 Toilets, 1 shower – Inside (with a disabled toilet) and 2 urinals
- Baby change table in Unisex / Disabled External Toilet
- All toilets provisioned with toilet paper, liquid soap, paper towels and air freshener

Pavilion Area:

- Approx. 167sqm in floor area
- Central heating & cooling (controls on wall in hallway, opposite kitchen)
- Breville 6 litre urn
- 150 chairs with no arms stored in the Pavilion, and Storage Room
- Large modern lectern
- 9 large rectangle tables on castors (1800mm x 900mm)
- 3 x audio visual screens
- Laser pointer
- Microphones x 2
- Hearing loop

Store room

- 3 whiteboards on castors (bring your own whiteboard markers and remover)
- Extra crockery
- Extra cutlery
- Extra wine glasses
- 1 stainless steel kitchen serving trolleys
- 1 chair trolley / sack truck
- Wooden lectern
- Outdoor furniture comprising of 4 white café tables, 16 cyan (aqua) colored outdoor chairs and 2 cream/beige outdoor umbrellas

Cleaners Cupboard

- Mop, bucket, broom, dustpan & vacuum cleaner (located in large cupboard diagonally opposite kitchen)
- Cleaning and toilet consumables

Externally to Pavilion

- Defibrillator

FREQUENTLY ASKED QUESTIONS

Q: How many people can be seated in the Laratinga Pavilion?

A: The maximum capacity of the Laratinga Pavilion is 150 people. There are 150 chairs and 9 rectangle tables on castors.

Q: What air conditioning does the Laratinga Pavilion have?

A: The kitchen has twin system air conditioner and the main hall has ducted reverse cycle air conditioning.

Q: What kind of kitchen facilities does the Laratinga Pavilion have? i.e. fridges, cooktops

A: The kitchen has a 2 plate Fisher & Paykel electric cooktop with range hood, Fisher & Paykel large oven, Williams 890 litre commercial fridge, Sharp Convection Microwave Oven with Grill, Fisher & Paykel 2 drawer dishwasher & Billi Quadro Drinking Water Appliance (hot/cold). Please see the Inventory on page 13 which lists all equipment and furniture.

Q What toilet facilities does the Laratinga Pavilion have?

A: The Laratinga Pavilion has internal men and womens' toilets, together with a disabled toilet. There is also public toilets (unisex disabled toilets with baby change table in one) external to the Pavilion. All toilets have soap wash, air freshener, toilet paper, paper towel and/or air dryer and are professionally cleaned on a regular basis.

Q: What does the \$150 cleaning fee cover?

A: The \$150 covers vacuuming / washing of floors and all surfaces. The hirer must remove all of their rubbish from the facility and clean/wash all dishes. All furniture must be returned to where it was found prior to hiring the facility.

Q: What parking is available to invited guests at our function?

A Parking is in the car park adjacent to the Laratinga Pavilion.

Q: Do I have to pay the \$750 Bond?

A: Yes, unless you are a regular hirer. The hirer agrees to the drawing of funds for the bond as per SpacetoCo's [Terms and Conditions](#) if damage or loss has occurred as a result of the hirer's booking.

Q: Does our hire of the Laratinga Pavilion come under Council's Public Risk Insurance cover?

A: Depending on the type of hire, you may need to obtain Public Risk Insurance cover from a reputable insurer. If the proposed event is an ad hoc event (one off), such as a birthday party, Council's Hall Hirer's insurance may cover the user. Any hire/r of more than 10 times per year is not considered an ad hoc hire/r, e.g. if a group was holding a monthly fair they would need to source their own insurance coverage

The Hall Hirer Insurance is not intended to provide coverage for any businesses, stallholders, individuals hiring the Laratinga Pavilion for financial gain, Incorporated Associations and / or groups who are not incorporated but operate their business / activities on a regular basis that should have their own Public & Products Liability Insurance cover. It is not intended to provide indemnity to a hirer of the Laratinga Pavilion to run school holiday programs. Quotations for Hirers outside this definition are available from Local Community Insurance Services at: www.localcommunityinsurance.com.au .

Q: Can I have a 16th, 18th, 21st, 80th Party – can we have alcohol?

A: If your party is deemed as high risk, Council may require a person over the age of 30 years to make this booking. No alcohol is to be sold on the Premises, *unless* a copy of any applicable Liquor Licence is provided to Council before any such event, and consent has been granted. The hirer should seek individual advice regarding liquor licence requirements from Consumer & Business Services <https://www.sa.gov.au/topics/business-and-trade/liquor/apply> . Please note, however, if your event has no entry fee, no charge for liquor, for food, entertainment or door charge, gold coin donation of any kind, if it is a private event with no sale of liquor but consumption only, then a liquor licence is not required for this venue. Please note that if Council deems the activity proposed to require security, all costs associated will be at the expense of the hirer.

Q: If we have security during our hire, can we bar Council from entering the Laratinga Pavilion during our Time of Use?

A: No. Council may enter the Laratinga Pavilion at any time provided reasonable notice has been given (except in an emergency, no notice will be given), to do anything the Council must or may do, to honor any Statutory Requirement.

Q: After my event who is responsible for cleaning up?

A: Any material of any kind which is owned by the hirer, or has been generated by the hirer must be removed from the Laratinga Pavilion before the expiration of the time of use. Council reserves the right to recover any costs incurred as a result of the hirer's failure to do so.

Q: If I hire the Laratinga Pavilion but don't use it, can I obtain a refund?

A: No. The parties agree that the hirer will not be entitled to a refund of the booking fee in circumstances where the hirer has failed to use the Laratinga Pavilion during the time of use.

Q: A family member has a wheelchair. Can the Laratinga Pavilion accommodate this?

A: Yes. The entry to the Laratinga Pavilion is wheelchair friendly, along with a wheelchair friendly emergency exit. There is also a dedicated disabled toilet.

Q: Can I inspect the Laratinga Pavilion prior to booking?

A: Yes. Inspections of the Laratinga Pavilion can be made prior to booking. Please ring the Venue Coordinator on 8391 7283, who will arrange a time to access and supervise your inspection. Inspection terms and arrangements are at the discretion of Council. The video tour of the facility loaded on the SpacetoCo site should provide the hirer with enough information regarding the Laratinga Pavilion.

Q: Where do I go to book the Laratinga Pavilion?

A: All bookings are made via <https://www.spacetoco.com/host/mount-barker-district-council>

Q: When do I get issued with a key for the Laratinga Pavilion?

A: If hiring the Laratinga Pavilion during business hours, an access / swipe card will be issued which can be collected from the Council office, Level 1, 6 Dutton Road, Mount Barker during office hours on the business day before your hire and then returned the next business day after your hire (office hours are 9am-5pm Monday to Friday).

If hiring the Laratinga Pavilion after business hours, you will be issued with a pin number and instructions once your bond has been secured.

Q: While setting up for our party, we want to put signs in the Laratinga Pavilion directing people to certain areas. Can we do this?

A: Yes, however Council permission must be obtained prior to affixing any signage to or in the Laratinga Pavilion.

Q: If I want to hire the Laratinga Pavilion for a purpose which includes playing recorded music, is this okay?

A: Yes. The Laratinga Pavilion is licenced with OneMusic Australia for music which may include: live, recorded or performance music. The Laratinga Pavilion consists of separate areas for hire and noise levels may impact on your group. Consideration should be given to other hirers. Please advise your guests accordingly. Hirers are to respect the rights of nearby staff (if any) at all times.

Q: Does the Laratinga Pavilion have a piano?

A: No, the Laratinga Pavilion does not have a piano or other instruments available.

Q: I want to hold a dog show. Is that okay?

A: Unless for the Aid of Visually Impaired Person/s, **no** animals are allowed in the Laratinga Pavilion.

Q: Is it okay to hold a Fringe Event?

A: Yes. The hirer must ensure any activity that takes place in the Laratinga Pavilion, is lawful and fulfills all applicable Statutory Requirements. Further, any activity proposed to take place at the Laratinga Pavilion, is subject to the approval of Council.

Q: Can I teach tap dancing in the Laratinga Pavilion? It may damage the floor over time, will that be an issue?

A: Any activity that may cause short term or long term damage to the Laratinga Pavilion in anyway, is not permitted. If a hirer causes any damage during the period of hire, the hirer has 7 days to return the Laratinga Pavilion to the condition in which it was, prior to the hire booking. If the hirer fails to do so, costs incurred may be recovered by Council.

Q: Can I smoke inside the Laratinga Pavilion?

A: No. As with all Council sites, smoking of any kind is prohibited. A dedicated smoking area is located on the other side of the car park, at the end of the Community Shed area.

Q: I want to stage a performance for family and friends at the Laratinga Pavilion. If I have props that need to be fixed to a part of the Laratinga Pavilion, is this okay?

A: Yes; however, any structure that is fixed to or in the Laratinga Pavilion must be completely removed before the expiration of the time of use. The hirer shall at its own cost, return the Laratinga Pavilion to its condition prior to the hire booking being granted. If the hirer does not, to the reasonable satisfaction of Council comply with this directive, Council may recover any costs incurred from the hirer and the hirer may forfeit any bond paid. Any structure that the hirer wishes to be fixed to the Laratinga Pavilion must be done so, only after the granting of consent from Council. This includes any signage.

Q: Can we open the Fire Doors to allow guests in or out, during our hire?

A: No. Due to security concerns, hirers of the Laratinga Pavilion are not permitted to leave fire safety doors open or unlocked during a hire.

Q: Can I erect a bouncy castle on the area near the Pavilion

A: No, Council will not allow a bouncy castle to be placed near the Pavilion or in the Laratinga Wetlands.

AV System Guide

Equipment

The Pavilion is equipped with the following:

- Televisions x 3
- Cisco Phone

TV Panel


Tap the panel screen twice to open up the screen and for options. Select the option required:

- HDMI / Lectern
- Solstice – see instructions below

Turning on the System

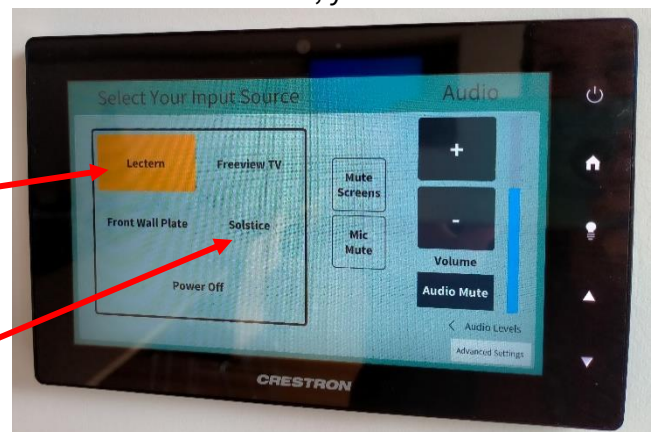
To activate the TVs, there is a touch screen control panel located on the wall to the right of the two screens. Simply tap on the screen to activate.



To view the options, tap on the 

If you bring your own laptop, you have two options to connect to the TVs, you can either connect via:

- 1. HDMI cable (physical connection).** At the lantern there is a HDMI cable that you can plug into your laptop. If you're choosing this option, on the screen panel select **Lectern**.
- 2. Solstice (wireless connection).** If you're choosing this option, on the screen panel select **Solstice**.



Solstice

Using Solstice allows you to stream from your mobile devices, laptop etc and view your content on the screens. e.g. show your presentations on the screens.

To use this option via a laptop, it is suggested you download Solstice prior to use; www.mersive.com/download/ and follow the instructions provided (please note this is best done prior to your hire).

1. On the touch screen control panel select **Solstice**
2. On your device, connect to the Wi-Fi **dcmb-guest**

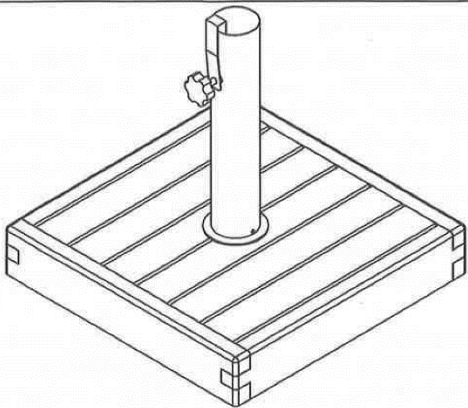






Password will be provided prior to your booking

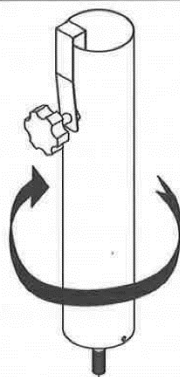
<u>Laptop users, continue here</u>	<u>Apple/Android devices users, continue here</u>	
<ol style="list-style-type: none"> 3. Open the internet browser and enter the web address numbers that appear on the TV screen (http://172.30.185.20) in the search bar. 4. If you have downloaded (as above) Click “already have the app?” or <i>“Get the App” (& follow instructions above)</i> 5. On the notification that appears, select Open 6. Enter Numeric screen Key that appears on the TV screen 7. Select Desktop 8. Use your device as required for the presentation 9. To deactivate, via the Solstice program, select Stop Sharing Desktop and disconnect 10. Power off AV system from touch screen control panel. 	<ol style="list-style-type: none"> 3. Via your app store, download the Solstice app 4. Enter name or device name 5. In the Enter IP tab enter the web address numbers on the tv screen 6. Enter Screen Key that appears on the tv screen 	
	<p><u>Android devices</u> The following options appear Mirror Screen, Media File (select an image/video file and display), Camera (lets you take a photo and display), Take Video (lets you take video and display).</p>	<p><u>Apple devices</u> Follow the prompts on the device. The Airplay Password is the Screen Key.</p>
	<ol style="list-style-type: none"> 7. To deactivate select Stop Sharing All 8. Change source on TV back to HDMI 1 9. Power off AV system from touch screen control panel. 	
<p><i>Should you have any issues connecting, please use the HDMI connection</i></p>		

Please remember to shut down the system and switch off the TV screens after use.

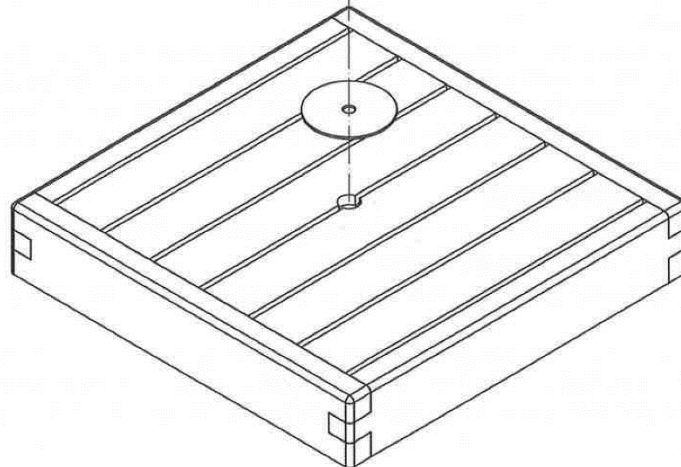
OUTDOOR TIMBER UMBRELLA INSTRUCTIONS

OUTDOOR TIMBER UMBRELLA BASE 3190287 ASSEMBLY INSTRUCTIONS

COMPONENT PARTS	FITTINGS								
	<table border="1"><thead><tr><th>PART</th><th>No.</th><th>Qty.</th><th>✓</th></tr></thead><tbody><tr><td>Umbrella base</td><td>01</td><td>1</td><td><input type="checkbox"/></td></tr></tbody></table>	PART	No.	Qty.	✓	Umbrella base	01	1	<input type="checkbox"/>
	PART	No.	Qty.	✓					
Umbrella base	01	1	<input type="checkbox"/>						
	<table border="1"><thead><tr><th colspan="2">COMPONENT CHECKLIST</th></tr></thead><tbody><tr><td></td><td>STAINLESS STEEL TUBE x 1pce</td></tr><tr><td></td><td>WASHER X 1 Pce</td></tr></tbody></table>	COMPONENT CHECKLIST			STAINLESS STEEL TUBE x 1pce		WASHER X 1 Pce		
COMPONENT CHECKLIST									
	STAINLESS STEEL TUBE x 1pce								
	WASHER X 1 Pce								



Put washer into the head of the bolt ready at the bottom of the stainless steel tube; then put this tube to the ready hole in the centre of wood base, and fasten it clockwise.



2/2

TIMBER CARE & MAINTENANCE REQUIREMENTS

PLEASE READ AS YOUR WARRANTY MAYBE VOID IF YOU DON'T FOLLOW CARE INSTRUCTIONS

This quality piece of furniture is made from FSC Eucalyptus Hardwood. With regular maintenance you will enjoy it for years to come. Some simple steps will enable you to preserve the full beauty of the timbers. The amount of care required for your timber outdoor setting is directly related to the amount of exposure to the weather.

Step 1 - There is a minimal risk of leeching/bleeding. All precautions have been taken to reduce the risk of timber leeching. In the unlikely event there is some leeching, we recommend the following process as a precautionary measure; All timbers contain a content of resin/sap which may initially bleed out when wet. This can stain unsealed and porous surfaces. As the nature of each piece of timber is different, the bleeding period is unpredictable in length of time. To accelerate the bleeding process and to avoid staining we highly recommend hosing the furniture down several times on a grassed area which diminishes the leeching process. Stains may be removed by scrubbing with a strong bleach solution. If left, stains will fade over a period of time. Damp timber surfaces could also stain clothing or cushions if bleeding has not been completed.

Step 2 - After this process we recommend applying a timber oil within the first 2 weeks, it's an easy process of applying to the furniture using a rag or brush. "Remember to always rub in / rub off any excess oil after every application". Repeat this procedure in 48 hours. Timber must be dry before oiling, do not oil in direct sunlight or late in the day when dew is likely to form or when rain is threatening. We recommend a Feast Watson outdoor timber Furniture Oil with built-in UV protection or a similar product. Please ensure that you follow the instructions for both preparation and application of your chosen oil.

Step 3 - In a fully protected environment (e.g. covered patio or verandah) we recommend an exterior timber oil coating two or three times a year. In situations of full exposure to the weather we recommend you use oil with built-in UV protection and re-coating every three months. Please note that the above application periods are a guide only. In periods of extreme weather conditions (high levels of rain or increased hours of sun) it is recommended that you increase the frequency of application. The frequency of applications will depend on the climate prevalent in your area and the appearance of the timber. **We also recommend using covers on your furniture when it is not in use or during extreme weather conditions.**

Checking (minor cracks) may occur when wood products are exposed to outside elements. Checking is considered natural and is not covered under this warranty unless they contribute to structural failure.

If the timber is exposed to rain, the surface fibres of the timber will rise slightly and have a rough texture. This is normal; we recommend a light sanding with a semi-fine sandpaper to return surface to a smooth finish. Then use timber oil with built-in UV protection. If untreated, the outer surface will naturally weather to a silver grey color in time and surface checking (hairline cracks) may develop.

IMPORTANT SAFETY INSTRUCTIONS

Do not sit on tables as this may put undue stress onto the joints of the timber and hardware.

Furniture should not be dragged at any time.

Avoid swinging backwards on the rear legs of the chair – it could cause breakage and personal injury.

As an added precaution we strongly recommend you choose to tighten any loose fittings and joints after an initial period of use of around 3-6 months. For assured long life of your furniture, regular checking and tightening of any bolts should be carried out on a 6-12 monthly basis.