

C3 Church Lane Cove Conference Room Operation for Group Leaders Level 2, 102 Longueville Rd, Lane Cove

1. Centre Facilities

- **Tables** are located against the wall near the kitchen
- **Chairs** are stacked along the back wall and we ask that tables and chairs be returned after use.
- **Music/sound** requirements should be organised with the Property Manager (Joel Reid) prior to any group activity if they are required.
- **Lights and air-conditioning** are found around the corner to your left as you walk in through the red doors.
 - Both light switches are needed to light up the whole room, both air conditioner switches (if required) should be switched on also for a more efficient cooling/heating of the premises.
- **Kitchen facilities** and supplies to cater for gatherings of approx 50 people.
- **First aid supplies** are located in the kitchen on top of the fridge.

2. Leaving the Centre Checklist

- **Air Conditioner and lights off, all doors locked and checked,** (Little Lane door need only be left as it was found).
- **Chairs, tables etc replaced to their original position**
- **Dishwasher packed and run** (No need to unpack after it is completed, just simply run it as you leave the premises).
- **All sound equipment left as it was when you arrived and the amplifiers switched off** (If you are using sound equipment you are required to organise that with the Property Manager. Pack up instructions will be given at this point).
- **Take out any garbage created to garbage room in basement** (if there is food waste please make sure this is done even if it is only a little). Use the 'spoon' key from the kitchen – square key gets you into the basement carpark area, round key is for the padlocks on the bins.

3. Please return keys to Property Manager promptly after the activity.

Property Manager: Joel Reid 0433 255 091