

Multi-Purpose Room Two

Dampier Community Hub

There are two multi-purpose rooms at the Dampier Community Hub on High Street, Dampier. Both rooms are air conditioned and the external undercover areas have ceiling fans and soft fall flooring. Multi-purpose room two (MPR2) is a large open area suitable to most activities.

The Hub is staffed by a Community Hub Officer during business hours to assist you with any enquiries.

DAMPIER COMMUNITY HUB

Office hours: 8.30am – 3.00pm weekdays

3 High Street, Dampier WA 6713

PH: (08) 9186 0414 or E: dampier.hub@karratha.wa.gov.au

AFTER HOURS PHONE: (08) 9186 8555

General Information

Location

3 High Street, Dampier WA 6713

Parking

Car parking is available in the front of the building accessible from High Street.

Floor space

Internal area is 7m x 9m

External areas are 8m x 11m

Outdoor area

Fenced undercover outdoor area with soft fall flooring.

Power Access

Distribution of 10A outlets both indoor and outdoor.

Toilets

Access to female, male and unisex toilets. A change table is available in the unisex toilet.

Kitchen

There is a small **shared** kitchen available with an oven, fridge/freezer, microwave and kettle.

Tables and chairs

These are available by request at no extra charge.

Capacity

Comfortable occupancy 30 people

Maximum occupancy 50 people

Cost

Full payment must be made 7 days prior to the booking date.

Commercial	\$51.00 per hour
Community	\$25.50 per hour

***Junior community events - 50% discount on Community rate.**

Bond

The bond amount will be determined once your booking has been confirmed, which will be held in Trust until the completion of your hire agreement.

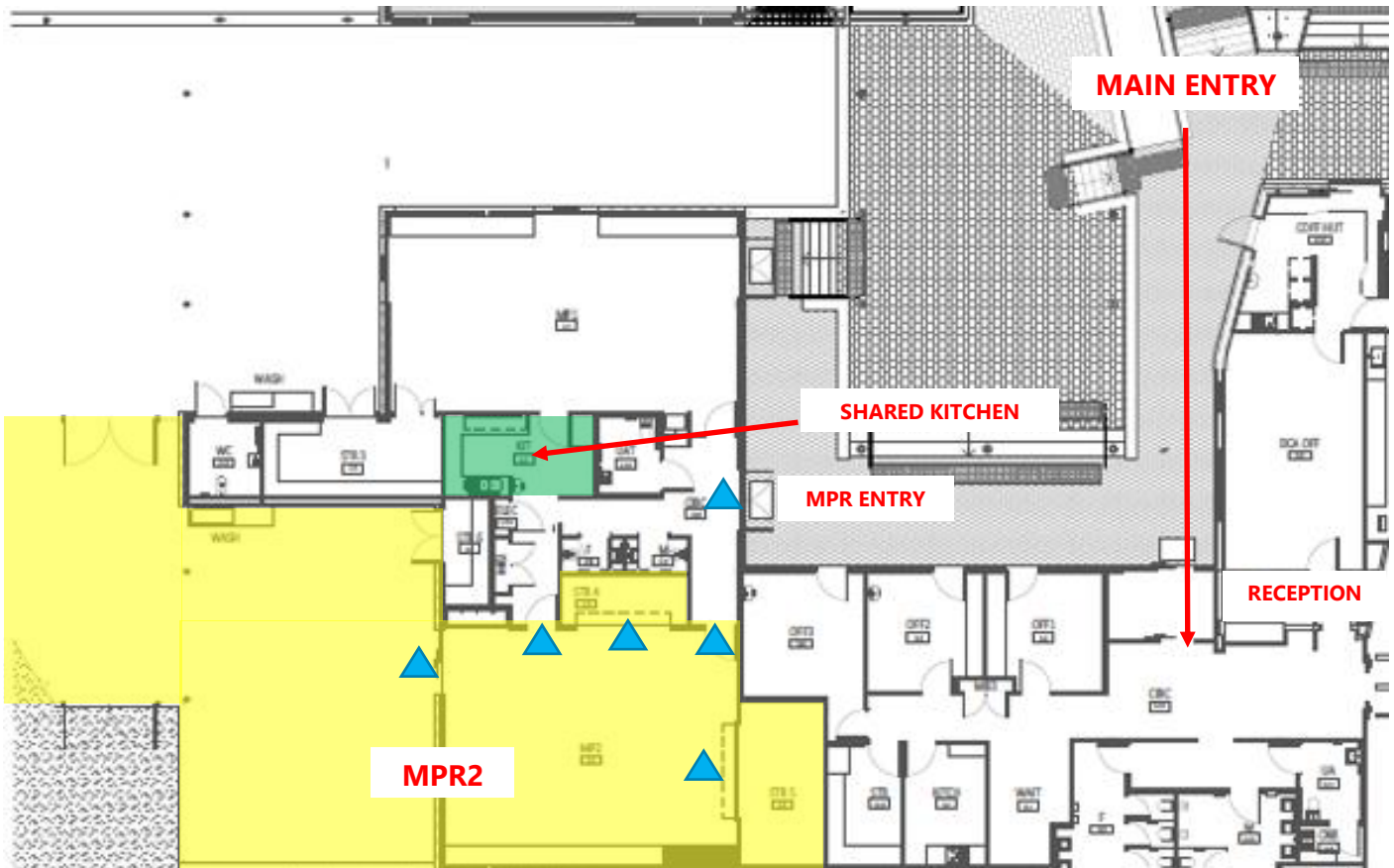
Projector and screen

There is a standalone projector and screen available for \$50 per hire period. Prior notice is required if you intend to use this equipment. A demonstration by the Community Hub Officer will be required prior to your booking date.

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Dampier Community Hub

Facility Map



Doors

Pleaser ensure that **ALL** doors are locked upon leaving.

Doors are marked with a blue triangle in the map above.

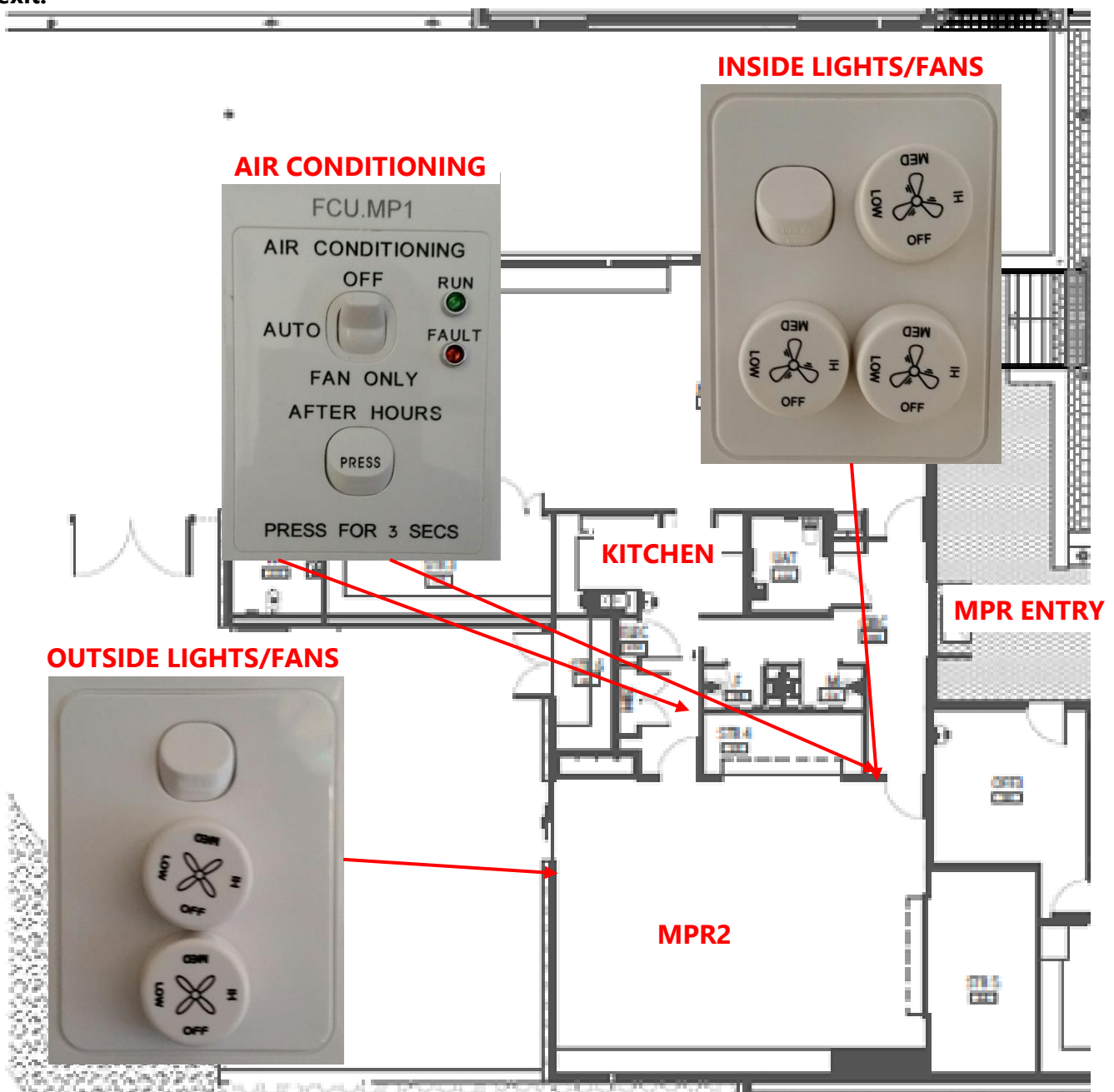
Air-conditioning, lights and ceiling fans

Air conditioning for the entire building is automatically preset for both temperature and timing. It is recommended that the switch be left on AUTO mode at all times.

For afterhours requirements press and hold the button for 3 secs to activate. These are on timer and will require resetting every 3 hours.

The kitchen, toilets and shared entry have sensor lighting installed.

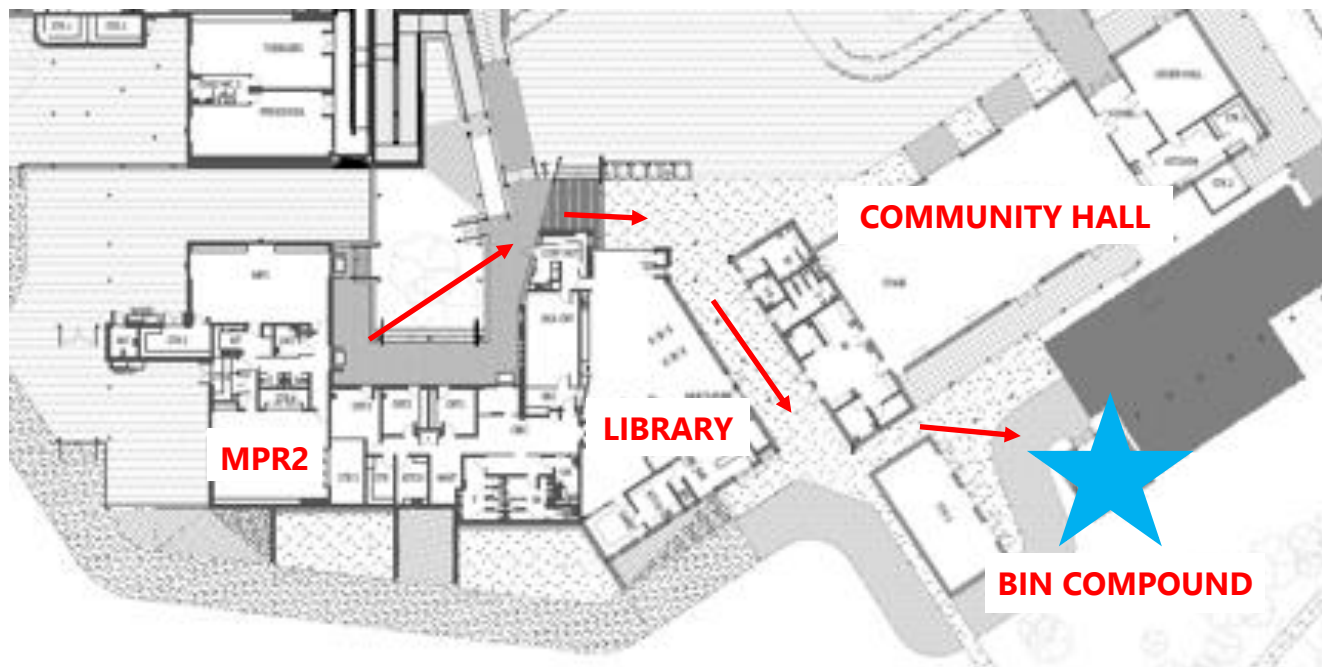
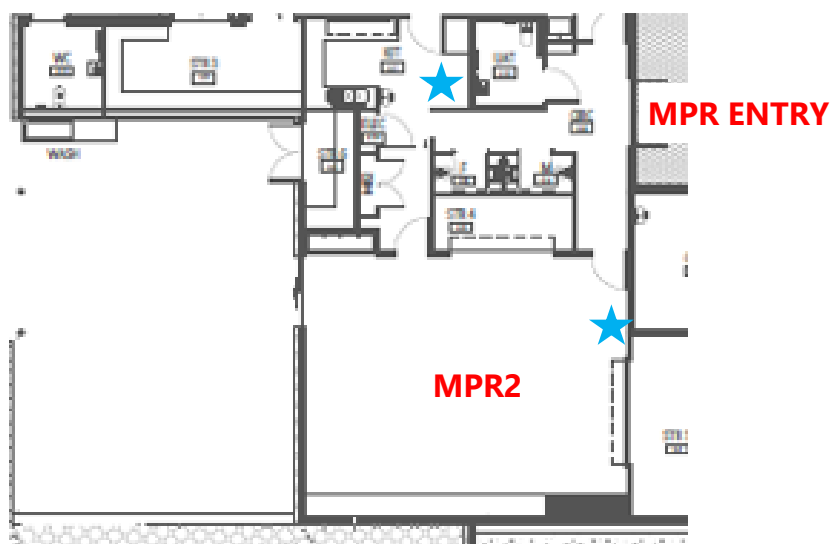
Below provides location of switches for use: **Please ensure ALL lights/fans are switched off upon exit.**



Rubbish

There are rubbish bins available for use inside the rooms (blue stars). It is the hirer's responsibility to ensure that all rubbish is removed from the building and put into the outside bins after use. Please replace the bin bags (supplied at bottom of bin) for the inside bins.

Bins are located below: **Please ensure ALL bins are emptied upon exit.**



Kitchen

The kitchen is equipped with fridge/freezer, oven, microwave and kettle. Instruction manuals for the electric oven and microwave are available from reception if required.

Please ensure kitchen is clean and tidy, with rubbish disposed of in outside bins and all food/beverages removed from fridge upon exit.

Chairs and tables

There are table and chairs available for immediate use and are located in the storage area to the right of door. Please advise how many are required at the time of booking. Tables can be cleaned with glass cleaner or a light soap water mixture.

For safety purposes, it is recommended that two (2) people are used to erect the tables and place them into position. Please do not drag the tables across the floor as this will cause damage to both the legs and flooring.

Place table upside down on the floor, lift both legs and place the gravity locks in position. Turn table over and position as required.



Keys

Once your hiring details have been confirmed you will be required to arrange collection of the venue keys either prior to or on the day of hire. On collection you will be expected to sign for the keys provided. It is the hirer's responsibility to ensure security of the building during the hire period. Please organise the return of venue keys on the next business day after your hire period.

Cleaning

It is the responsibility of the Hirer to leave the facility in a clean and tidy condition within the booking period. This includes but is not limited to ensuring floors are swept and mopped; benches, stoves, chairs and tables are wiped clean; chairs stacked no more than ten (10) high and tables folded and stored in their original position. All food scraps, rubbish, decorations and equipment are removed and new bin bags (supplied) to be placed in bins. Basic cleaning equipment is provided in all Council facilities.

Smoking

Smoking is strictly prohibited in all Council facilities. Smoking must be restricted to outdoor areas only and any discarded butts disposed of appropriately.

Exit checklist

An exit checklist will be provided to remind the hirer of items to complete when exiting the venue. It is important that the venue is readily available for use for the next hire period. A copy of this exit checklist has been placed at the entrance door for further reference.

Emergency evacuation procedures

Emergency evacuation diagrams have been placed around the facility and part of the hire agreement will include the acknowledgement of these procedures. Please ensure this information is provided to your patrons on arrival.

The safety of you and your patrons is of the highest priority.

