

Cedric Davies Community Hub - Function Hall



43 Anzac Avenue, Mareeba



VENUE FEATURES

Capacity	Maximum legal capacity 450; 140 people seated at tables or 450 theatre style seating.
Kitchen & Bar	Basic kitchen (stainless steel bench and sink) and bar area (<i>not a licensed venue</i>).
Stage	Small, raised timber stage (4 x 4.4m) and surrounding timber dance floor.
Toilets	2 male toilets & 1 urinal; 4 female toilets; 1 disability access toilet; 1 parent's room.
Outdoor Area	Covered, back patio area (30m x 3m); covered, external foyer; front garden courtyard.

EQUIPMENT PROVIDED

Tables/ Tablecloths	14 round tables (seat 8-10; 1.8m); 2 rectangular tables (seat 6-8; 2.1 x 0.75m). Located in Storage Room. Tablecloths may be loaned on request and must be washed before return.
Chairs/Trolleys	120 padded, stackable chairs and 2 chair trolleys.
Lectern	1 timber lectern. Located in Storage Room.
Display Boards	3 display boards / mobile room dividers (various sizes approx 1.8m x 1.7m.)
Kitchen	1x20L urn (power point under bench); 1x465L fridge (no freezer); set of 12 crockery / cutlery.
Rubbish bins	Located in kitchen and toilets.
Cleaning	Brooms, mop, dustpan/brush, bin liners, cleaning cloths & products. Located in Storage Room.

*Hirers must supply their own **audio-visual and telecommunication equipment**. There is no public wi-fi or fixed internet connection. Council is not able to supply chair covers or decorations.*

ON ARRIVAL

Lights	Light switch panels are located: (a) internal foyer on left (switches for the external foyer, internal foyer area); (b) kitchen near fridge (switches for kitchen, chair storage areas); (c) past the stage, opposite the storage room (switches for main hall areas); (d) inside the toilets and outside the parent's room.
Fans	There are three wall mounted fans. The switch is located midway along the northern wall above the cupboard. Turn on the switch and then pull the fan cord multiple times to increase speed and turn off.
Air-conditioning	The air-conditioner switch is located past the stage, opposite the Storage Room. The green "run" light will illuminate when the air-conditioner is operating.
Windows & Blinds	Windows are permanently locked for security reasons. Blinds may be wound up or down using the cord located at the side of each blind.

FLOOR PLAN



CONTACTS & EMERGENCIES

After Hours Contact

For urgent afterhours enquiries please call Council 1300 308 461, follow the prompts to speak to the after-hours operator. Note that recorded messages will not be attended to until business hours.

Emergency

In case of emergency or alarm sounds, evacuate people immediately using the nearest exit and call 000. When safe to do so, also call Council 1300 308 461 and speak to the operator. A local fire alarm is fitted to the facility but does not notify emergency services. Hirers are not permitted to operate the fire alarm panel.

General Enquiries

All enquiries regarding hire and use of the Cedric Davies Community Hub Function Hall must be directed to MSC Customer Service 1300 308 461 or 65 Rankin St Mareeba. Information about fees, conditions and application can also be found on Council's website: <https://msc.qld.gov.au/community/facilities/hall-hire/>

DURING YOUR EVENT & ON DEPARTURE

Library & Bowls Club	The Mareeba Library grounds, patio and furniture and the Mareeba Bowls Club grounds, patio, furniture and bowling greens <u>are not</u> included in the permission to hire. Hirers are not permitted to use the rear grassed area, except for emergency evacuation.
Furniture & Equipment	Furniture and equipment may only be used inside the hall or in the covered patio area. After use, store furniture in designated areas. Do not stack or store furniture or equipment in front of any entry and exit doors at any time.
Hirer Responsibilities	Hirers are responsible for set up, pack up, tidying and cleaning of the facility. Refer to the <i>Facility Conditions of Hire Information and Checklist</i> and <i>Conditions of Hire – Cedric Davies Function Centre</i> . Hirers must remove all general waste from the facility. Use of the Council skip bin outside the Library is not permitted. Report damage and other feedback to Council using the <i>Facility Inspection Checklist</i> when you return the keys.