**Bridgewater Uniting Church.**

**407-409 Old Mount Barker Road, Bridgewater.**

*Information Regarding our Premises*

* **Evacuation instructions**.
Please refer to map by front door.
* **Catastrophic Fire Days**.
For the safety of all users, The Oak is **unavailable** on days with a **Catastrophic Bushfire Rating**.
* The Oak has a **no alcohol consumption policy** unless prior permission from Church Council is granted.
* **Kitchen** - The user will have full access to the kitchen facilities. Including:
* Stove for heating (some basic pots and pans are available)
* Up to 40 settings (cups, plates, cutlery etc.)
* Dishwasher (including cleaning detergent etc.)
* Microwave
* Basic cooking utensils
* Hot water urns / coffee machine (bring your own coffee)
* Tea towels / table cloths
* **Trestle tables** available on request:
The Oak facility comes complete with access to a number of trestles with comfortable seating for up to 6 people per trestle (3 on either side), and/or a number of 1 metre square tables and 5 card tables.
**NOTE:** the trestles are of a light weight construction and people sitting on the trestles or excessively loading trestles will be responsible for the cost of repair / replacement of damaged trestles. PLEASE **don’t sit** on the trestles!
* **Mobile pin board dividers** – 4 available on request.
* **An A3 Perspex holder** is on the front door for users to display their own information about their activity when using The Oak

**Housekeeping Rules for User Groups.**

We endeavour to ensure that anyone who uses our facilities enjoys the experience therefore we ask that you observe the following.

* **Instructions for heating/cooling**
The Oak facility is fitted with two wall-split reverse cycle air conditioners.
It is the users’ responsibility to ensure these are turned off at the end of their assigned time.
* **Use of confetti / rose petals.**The use of confetti is banned. Rose petals are allowed outside only.
* **Returning seating arrangements to original state**.
It is a requirement that the facility be returned to the original furniture arrangement on completion of their assigned time. (Please refer to photos on noticeboard)
* **Removal of rubbish**.
The facility is supplied with bins (including recycling).
It is the user’s responsibility to clean up and place rubbish in the bins.
* **Cleaning instructions**.
It is the user’s responsibility to leave the facility in a clean state. The Oak is supplied with a vacuum cleaner and cleaning equipment located in the storage area adjacent to the toilets for this purpose.
* **Carpet cleaning surcharge.**
A surcharge for cleaning will be charged when the carpet requires extra cleaning.
* **Security of the facility.**Locking of doors windows etc at the conclusion of their assigned time is the responsibility of the user.
* **Notice boards** are provided for your use.
Please ensure nothing is fixed to any other area of the walls or ceiling.
* Emergency Contact people.
Garry Burchell on 0423 464 266 or Julie Burchell on 0403 680 190.