**Bridgewater Uniting Church.**

**407-409 Mount Barker Road, Bridgewater SA 5155.**

 **The Oak Centre**

*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:
* Up to 40 settings (cups, plates, cutlery etc.)
* Fridge
* Stove for heating (some basic pots and pans are available)
* Dishwasher (including cleaning detergent etc.)
* Microwave
* Basic cooking utensils
* Hot water urns / coffee machine (bring your own coffee)
* Tea towels / table cloths
* **Toilets:**
Unisex toilet facilities are available in the building including a disabled access bathroom.
* **Tables**:
The Oak facility comes complete with 4 - 1500 x 600 mobile flip tables with comfortable seating for up to 6 people per trestle (3 on either side), and 3 small 1 metre square foldable tables.
* Some trestles are locked away in a store roombut may be available upon request and negotiation.
**NOTE:** the tables are of a light weight construction and people sitting on the tables or excessively loading the tables will be responsible for the cost of repair / replacement of damaged furniture. PLEASE **don’t sit** on the tables.

**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.
* **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) - inside kitchen and outside North wall of Oak building. 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.
* **Use of confetti / rose petals.**The use of confetti is banned. Rose petals are allowed outside only.
* **Emergency Contact people.**
Garry Burchell on 0423 464 266 or Julie Burchell on 0403 680 190.



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| Bridgewater UC - The Oak 16_04_03 DSC_0399.JPG | Bridgewater UC - The Oak 16_04_03 DSC_0397.JPG |
| Bridgewater UC - The Oak 16_04_03 DSC_0400.JPG | Bridgewater UC - The Oak 16_04_03 DSC_0402.JPG |



The 4 mobile large tables

