



GEORGE STREET CENTRE INSTRUCTIONS

Address: 49 George St Burwood NSW 2134

Wi-Fi Access: BC Visitor



Any issues with the condition of the room should be photographed and reported to Council prior to booking e.g. Cleanliness, Furniture Not Returned to Original Position or Damage.

Please email photos to Council@burwood.nsw.gov.au

HANDY HINTS:

- Enter via George Street (Address is Shop C9, 1-17 Elsie Street) Burwood NSW 2134
- Paid Parking is available in surrounding streets and the George Street Carpark. Entry is via George Street.
- Easily accessible by public transport within walking distance of Burwood Road and Burwood Train Station
- Advise all participants to arrive no more than 15 minutes before session start time
- Ensure all participants have the Trainer/Presenters contact details, for last minute queries
- Allow enough time for room set-up at commencement and clean-up at completion
- Advise participants no coffee/tea or water is provided (unless you are providing these items) Cafés can be found on George Street.
- If using AV equipment, it is recommended you allow an additional 15 minutes' set-up time. Check laptop bag for cable prior to attending the venue. Use of AV equipment must be advised to Council prior to function day
- Under no circumstances are any of the following to be used to attach items to seats, walls, floors, windows or stage: sticky tape, nails, and adhesives. Such items will be removed and the cost of removal passed onto the client. If you wish to attach any display items, you may use blue tac.

SETTING UP LAPTOP AND PROJECTOR:

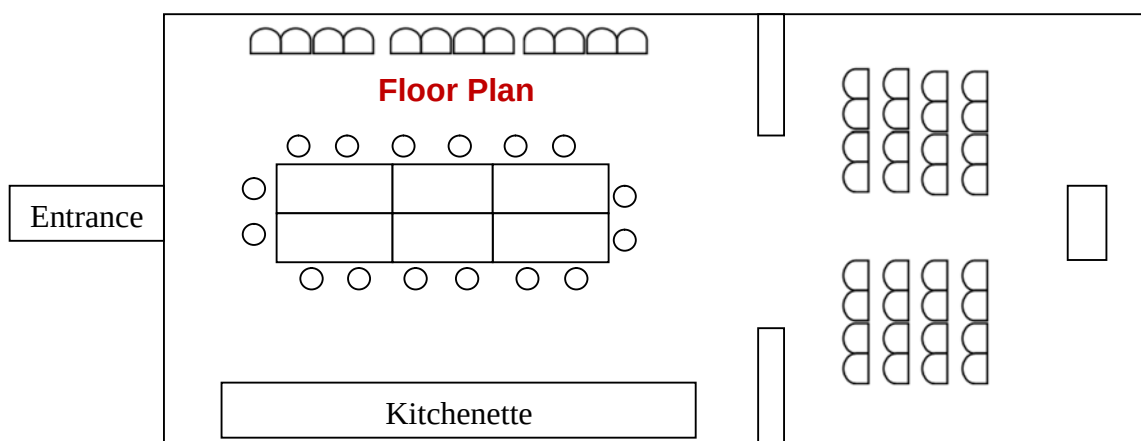
- Set Up Laptop. Check if VGA or HDMI compatible (Please bring your own compatible cable)
- Plug connection into laptop/other device
- Turn on laptop/other device
- Go to Projector keypad and Push VGA or HDMI button
- Projector will turn on and project image from laptop onto wall.
- Press OFF at completion of use

GEORGE STREET CENTRE CHECKLIST

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CHECKLIST: To be COMPLETED at the end of every session.

	Chairs and tables placed back in original position
	Kitchen sink wiped down, cups and crockery removed, dishwasher emptied, food removed from fridge
	Spills wiped from all surfaces including tables, chairs, floors and bins (cleaning products can be found in the corner kitchen cupboard under the sink and broom/mop in cupboard near pillar)
	Blue tac, Posters, Signs etc. removed from walls (note: no sticky tape, nails or adhesives are to be used on walls)
	Garbage placed in the Otto bin in the loading dock near the toilets
	Side door to the toilets must be locked
	Whiteboard wall wiped and projector switched off
	Air conditioning must be switched ON (control unit is in the box in the corner of the theatre seating section). This is because the system is shared with the gym next door, which requires this.
	All personal/class items are to be removed from premises
	Signage in foyers are to be removed prior to departure
	Main entrance door locked
	Ensure the First Aid Kit is left in the premises



Any damages are to be reported to Burwood Council on 9911 9911