

Q&A

AVAILABLE EQUIPMENT AND EXPECTATIONS OF HIRE

McINTOSH CENTRE BOOKINGS

Q. *Are tables and chairs included in the hire of the McIntosh Centre?*

A. Yes! There are 200 steel wing-backed chairs, as well as 20 6ft plastic round tables and 30 plastic trestle tables stored onsite for use by hirers. It is your responsibility to set these up and clean them prior to putting them back into the store room. Trolleys are provided to help move them.

Q. *Does the McIntosh Centre have heating and cooling?*

A. Yes. Both the foyer and the main room have heating and cooling which are very easy to operate.

Q. *Am I responsible for cleaning the facility when my event is over?*

A. Yes. The facility is provided professionally cleaned to venue hirers, and it is the responsibility of the Hirer to ensure all rubbish is removed, spot spills are cleaned up, waste bins are placed back into the compound and all items are removed at the conclusion of the venue hire.

Q. *Do I need to pay a deposit?*

A. Yes, once your booking has been approved a deposit is payable to confirm your hire. The deposit payable will depend on the information provided in your booking application. Council may use this deposit to cover any additional costs if the venue is damaged, or additional cleaning is required.