



# PAVILION WAREHOUSE

Thank you for hiring Pavilion Warehouse!  
We love this space and hope you are blessed in sharing it with your  
community today.

## BEFORE YOUR EVENT

Please...

- Ensure you have read the Terms and Conditions (located on the website)
- Don't use any decorations that may damage walls, lights, tables or the floor
- Ensure you have the access instructions prior to your event

## DURING YOUR EVENT

Please...

- Ensure that you and all your guests obey the law and council regulations, particularly around noise, alcohol and disruptive behaviour

## AFTER YOUR EVENT

All guests please...

- Place any used glassware on the bar counter
- Remove food/drinks/ice/decorations etc
- Place all rubbish in the outside skip bin labelled "Pavilion Warehouse"
- Place empty drink bottles/cans in the recycling wheelie bin - NO RUBBISH & FOOD
- Ensure all lights and electricals (other than the fridge) are turned off
- Close the roller door, lock the front door, return the key to the security lockbox and close the security gate upon leaving
- Contact us to let us know of any damages, how you went and to share any photos!

### **If you have NOT paid for our cleaning service please also...**

- Wipe down, fold and return chairs to storage area
- Empty bathroom waste basket, restock toilet paper and paper towel if needed
- Sweep and mop the floor
- Wipe down all table surfaces, bar, kitchenette, pie warmer, fridge, bathroom
- Ensure the outside area and carpark are free from rubbish

## PLEASE NOTE

- Failure to comply will result in a full or partial cleaning fee being taken from your bond
- All cleaning supplies are located in the kitchenette or in the cleaning storage area

## CONTACT

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