



1-3 Fathom Street  
Narrogin, WA 6312  
Tel: (08) 9881 4770  
Email: [reception@nadscc.com.au](mailto:reception@nadscc.com.au)

ABN: 26 875 589 163

Office Hours: Mon to Fri 8.30 am to 3:00pm

The facilities for hire at the Senior Citizens Centre provide heating and air-conditioning and disabled access. Functions can cater to a legal maximum of 210 people. The amenities include:

**Foyer:**

- **Equipment/facilities available:**
  - ✚ Square tables – 2
  - ✚ 2 seater settee – 1

**Main Hall:** Parquet area approx. 70 sq meters and carpet area approx. 270 sq meters.

- **Equipment/facilities included:**
  - ✚ Chairs – 56
  - ✚ Square tables – 7
  - ✚ Long tables – 4
  - ✚ Stools – 6
- **Equipment/facilities available in Main Hall store:**
  - ✚ Arm chairs – 51
  - ✚ Chairs – 33
  - ✚ Long tables – 17
  - ✚ Chair trolley – 1
  - ✚ Table trolley - 1
  - ✚ Carpets, bowls, etc for Carpet Bowls
  - ✚ Microphones, Roll-up screen, Projector are available on request

**Stage:** Wooden floor approx. area 40 sq meters

- **Equipment/facilities available:**
  - ✚ Stage lightings, curtains
  - ✚ Piano – 1
  - ✚ Organ – 1
  - ✚ Lectern – 1
  - ✚ Disabled access (Key to lift available on request)

**Kitchen:** Vinyl floor

- **Equipment/facilities included:**
  - ✚ 1 gas stove with 6 burners
  - ✚ 1 electric stove with 4 burners
  - ✚ 1 wall oven
  - ✚ 1 microwave
  - ✚ 1 cool drinks refrigerator (3-door)
  - ✚ 1 large refrigerator/freezer
  - ✚ 1 freezer
  - ✚ Bain Marie – 1 large & 8 small dishes with covers – full width warming oven
- ✚ 1 large urn
- ✚ 1 small urn
- ✚ 1 kettle
- ✚ Cutlery & crockery for 150 persons
- ✚ 1 tea-towel airing rack
- ✚ 2 bar stools
- ✚ 2 rubbish bins

**Meeting Rooms:**

- **Mary Hancock Lounge**
  - **Facilities included:**
    - ✚ Square tables – 2
    - ✚ Chairman chairs – 2
    - ✚ Committee chairs – 9
    - ✚ Chairs – 4
    - ✚ Settee – 1
- **Activities Room**
  - **Facilities included:**
    - ✚ Long table – 1
    - ✚ Chairs – 6
    - ✚ Microwave – 1
    - ✚ Kettle – 1
    - ✚ Bar fridge – 1

## **Cleaning Requirements:**

**Please leave the centre clean, neat and tidy after use.**

- ✓ Main hall carpet area is to be vacuumed, parquet area and stage to be swept with shaggy broom.
- ✓ Please ensure that tables and chairs from the store room **must** be returned to the store room and to be stacked neatly as indicated on chart which is posted on the inside of the store room door.
- ✓ Tables and chairs originally from the main hall must be set as indicated on chart posted in the main hall on wall by the kitchen.
- ✓ Kitchen benches, stoves and urns should be wiped clean and floor mopped if necessary.
- ✓ Check that toilets & toilet bowls are clean.
- ✓ The vacuum, shaggy broom, mop and pail are located in the laundry area.
- ✓ Lock hall and kitchen fly screens.
- ✓ Switch/turn off oven, air-con, heater and lights.
- ✓ Meeting Rooms – only the tables and chairs as stated should stay in their respective rooms, any others to be returned to their proper place.
- ✓ If using our tea towels and table cloths – please have them washed and returned as soon as possible.
- ✓ Report breakages and number of tea towels/table cloths taken home to be washed.
- ✓ **Cleaning services can be arranged at extra cost.**

## **Terms and Conditions**

- 1 Hirers are asked to respect our premises and understand they are used by a range of different groups.
- 2 Hall/Rooms are offered with the requirement that they are left in the condition that they were in at the start of the booking.
- 3 Our Centre accepts no liability for loss or damage to any property that you may wish to bring in.
- 4 Time for setting up and clearing away must be allowed for within your booked time.

**As the centre is run by senior volunteers, we would appreciate your kind cooperation.**

**Thank you.**

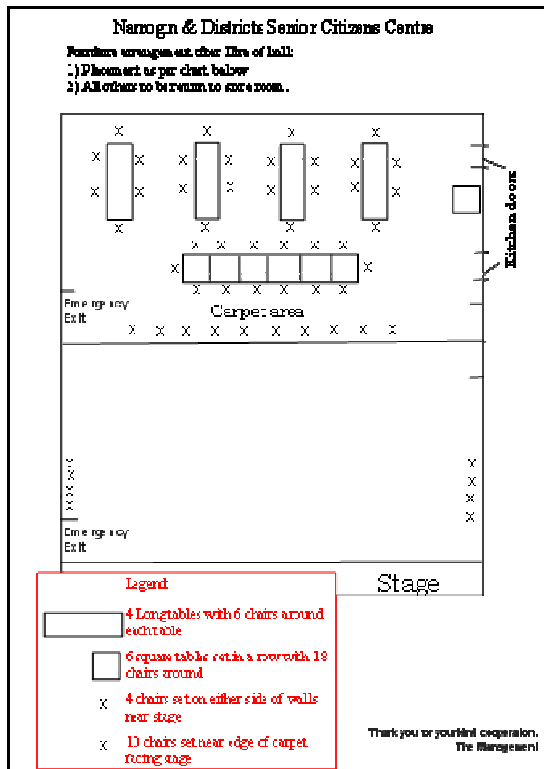


Chart posted in the main hall on wall by the kitchen

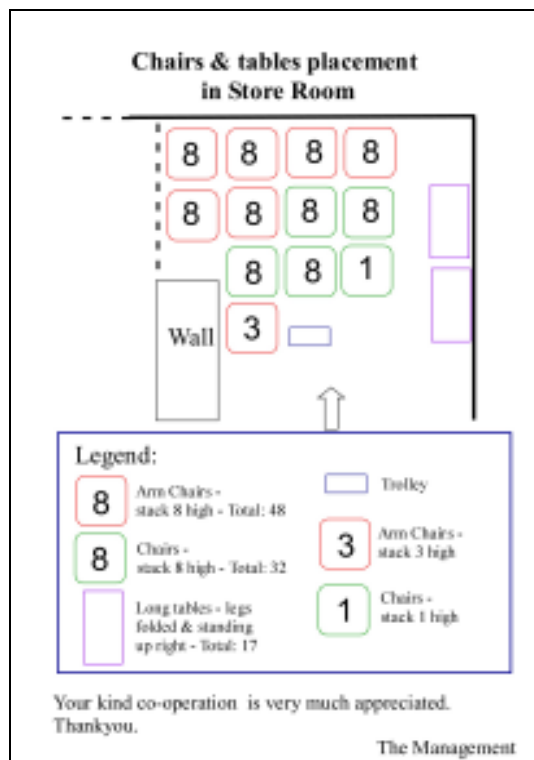


Chart posted on the inside of the store room door

