



Tomerong School of Arts Inc.

360 Hawken Road, Tomerong. NSW 2540

ABN: 68 106 596 896

Email: tomeronghall@gmail.com

Website: www.tomeronghall.com

OPENING THE HALL

A code will be texted to you no later than one hour before the start of your booking.

There is a key box at the front door. Use the key box closest to the car park. Slide down the front cover to expose the numbered dial. Insert the code. On the left of the numbers is a black button that you slide down and pull down the front cover; the front of the key box will hinge open.

The key to the front door is inside the key box. Remove the key, close the lock box and scramble the numbers to keep it close.

The storeroom, which is the right door of the foyer, holds tables, chairs, brooms, mops, etc. As you pass through the foyer and enter the hall, the light switches are on your left above shoulder height.

As you enter the hall, the switches for the ceiling fans are on your right at shoulder height.

The toilet keys are in the kitchen, to the left of the kitchen window.

The accessible toilet is on the rear deck, and these keys are attached to a green key tag.

The other toilets are out the back door and down the stairs. The keys to these are attached to a white key tag.

The light switch for the back deck and stairs is located in the kitchen. They are on the left above the bench as you enter the kitchen. This light should be left on at all times.

The fridge has been turned off. If you want to use it, turn on the power point above the back of the refrigerator. A stick is found on the back of the kitchen door. This is very handy when switching on the fridge powerpoint.



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There is a microwave and kettle located on the kitchen bench.

There is a zip mini boil that you can use. Turn on by turning on the switch in the middle of the powerpoint to the right of the mini boil and then by pressing the button on the wall to the right near the powerpoint. It has a timer to turn itself off after about 4 hours.

If you use the stove, the hot plates are gas, and you must first turn on the gas bottles outside the kitchen window. The over is electric, and the switch is on the wall to the right of the window. Please turn the gas bottles and oven power off when finished.

There are plates, cups, and saucers in the cupboards and utensils in the drawers. You will have to supply our own tea, coffee, sugar, snacks etc.

After your event, ensure everything is cleaned and returned as you found it. (*see 'Tomerong Hall Checklist before leaving' document*).

