

## Community Space @Adamama Community Garden

### Guidelines

#### 1. About the venue

- 1.1 Our venue can accommodate 30 standing or 20 seated.
- 1.2 We provide fold-out chairs and trestle tables. There is a bathroom and kitchenette in the studio.

#### 2. Bookings

- 2.1 Please consult the calendar on our website.
- 2.2 Using the kitchen at the venue or conducting any food prep/craft activities will incur a \$50 cleaning fee at the time of booking confirmation.
- 2.3 Once you have made your booking, a staff member will contact you by phone to confirm your booking dates.

#### 3. Check-In

- 3.1 Please arrive at the time confirmed by email.
- 3.2 Once you arrive, a staff member will allow you into the venue.
- 3.3 It is up to you to set up the venue as you require.

#### 4 During the Event

- 4.1 Note that there is no WiFi available in the studio. Plan to use mobile data or offline resources if internet access is needed.
- 4.2 Only vegetarian or kosher food is allowed inside the studio.
- 4.3 Ensure all food and beverages are prepared and handled according to these guidelines.
- 4.4 Keep noise levels to a minimum to respect the residential nature of the building.
- 4.5 Avoid any activities that could disturb neighbours, especially during late hours.

#### 5 End of Event:

- 5.1 All rubbish should be collected and placed in the designated bins outside the studio.
- 5.2 Check that no rubbish is left behind in common areas or within the studio.
- 5.3 Leave No Trace: Ensure that everything brought into the studio by the group is taken away after the event. This includes decorations, food containers, and any temporary fixtures.
- 5.4 Leave the space as it was found, ensuring it is ready for the next users.
- 5.5 Conduct a final check to ensure that no personal belongings of the guests are left behind.
- 5.6 Turn off all lights and any electronic devices used during the event.
- 5.7 Securely lock all doors and windows.
- 5.8 A Shalom staff member will be there to collect the keys and see you out.
- 5.9 Reporting Issues or Damages to the Shalom staff member.