

Outdoor Function Room – Hirers Guide

Thank you for choosing Pulse for your function!

We have provided a helpful set up /pack down booklet so that you as the hirer have the information on hand to refer to if needed and also expectations of the terms and conditions outlined in the function application. The function areas are not staffed, and as such you are required to perform setup, take down cleaning and returning the area back to its original condition at the conclusion of the event.

Please contact a member of the Pulse team at the start of your event to open the area. After that you are free to set up the room however suits your needs. The staff member will turn on the gas for the BBQ (if required) and will take photographic evidence of the BBQ area with every function as policy of hiring the venue.

There is WIFI the room that you will able to use, this should come up automatically but if there are any issues the password is “pulse”. Please see Pulse staff if there are any issues with the Wi-Fi or equipment during your event.

For your convenience you have trestle tables and chairs that you can set out how you wish inside the room only. No function chairs or tables are allowed outside the function room. There are storage facilities that you can use, along with a fridge (below), sink and microwave. Please ensure that you don't leave any food in the fridge, this will spoil, please check the microwave for food matter. This will need a clean out if used.



The function room has Bi fold doors that you will be able to open by pulling up the latch and folding the doors back to create an indoor, outdoor experience. Please be mindful of the blinds when moving the doors as they can get damaged when pushed by the doors. If you have opened the Bi-fold doors, please close and latch them in place as shown above.

We do have Air conditioning in the function room, the controller is located on the side of the pantry left of the sink. Please do not use this if the doors are kept open and remember to turn this off at the end of your function or whenever you feel content with the temperature.

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We have provided some cleaning equipment for your use, BBQ scraper, chux cloths, spray and wipe and bin bags. These are located under the sink, as shown below. Please return items after use.



BBQ

If you are looking to use the BBQ a staff member will turn the gas on for you at the commencement of your function and will turn it off at the completion.

We would suggest that if you do not need both hot plates that you confine your cooking needs to one side. We recommend that you use aluminium foil to line the hot plate prior to use to reduce cleaning afterwards. After using the BBQ you will be required to clean the hot plates and surrounds. We have provided BBQ cleaner if you have not brought your own. No water is to be used on the BBQ at any time as there are electrics in the body and will be damaged. A damp cloth is all that can be used on the unit. To clean the BBQ 1. Scrape/wipe off excess grease & grime with a BBQ scraper, 2. Shake can well and spray liberally whilst holding can upright, 3. Allow at least 10 minutes before wiping with a damp cloth

The BBQ should be cleaned to the standard presented in the picture below. Or to the standard of the photo taken by Pulse staff members at the beginning of your function.



If you choose not to use the BBQ and another person frequenting the facilities asks to use the BBQ, you as the hirer will be responsible for its cleanliness and could, if left in an un kept manner that does not adhere to Pulse standards, will be responsible for the cleaning of the unit, or loss of Bond. This will be up to the hirer and not Pulse staff to make the decision.

Outdoor Function Room Inventory

30 x Plastic Chairs

4 x Trestle tables

2 x Square tables

Kettle

Microwave

Bar Fridge

Vacuum Cleaner

Cleaning Products (Limited)

Other Inclusions

WiFi

Gas BBQ

Please note Hirer must bring their own (If required),

Cutlery

Crockery

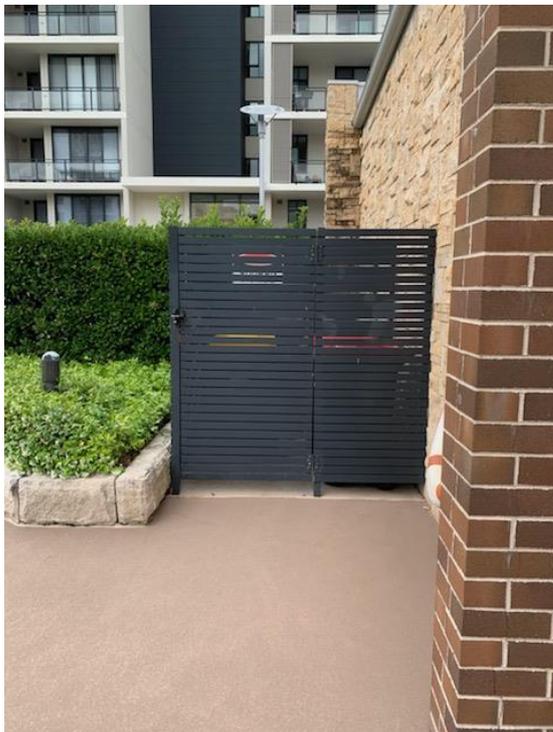
Condiments

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BINS

We have one general waste and one recycle bin in the function room which you are free to use, shown above. On completion of your event the contents of both bins along with any other garbage should be placed in the appropriate large rubbish bins located near the swimming pool bathrooms for weekly collection, shown below. We have left black plastic bags for you for the bins inside the room. Please replace these at the end of your function, please make sure no spillage has occurred into the bins, if so please rinse out the bins otherwise ants do come in.



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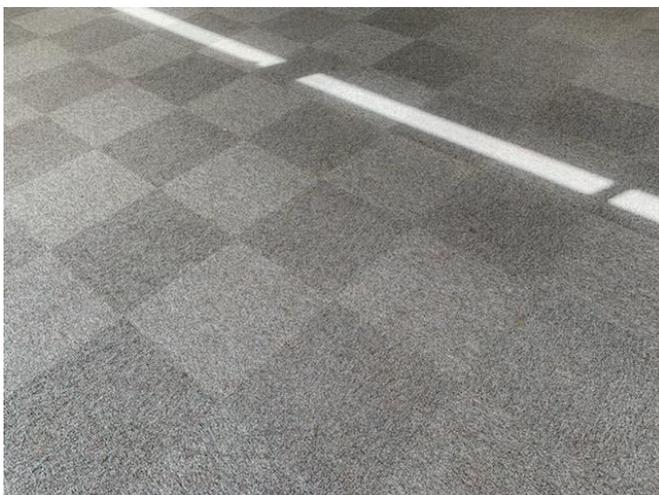


Chairs and tables

All chairs to be checked for cleanliness prior to stacking as shown. If the chairs are dirty, please wipe down. Please ensure chairs are stacked in a safe manner ready for use by the next function.

All tables that have been used **MUST** be sprayed and wiped clean prior to pack down. Please stack the tables next to the chairs neatly on the left hand side of the room as shown.

If there are any crumbs or dirt on the carpet, please use the vacuum cleaner provided to return the carpet to the state shown.





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Bench Tops & Sink

All bench tops are to be sprayed and wiped down. The sink must also be cleaned with no debris left in the drain.

If the microwave has been used, please wipe out.

Please ensure that if you wash or use the sink that all food matter gets taken out of the sink and drain and cleaned properly during and after the function concludes.

Please check the fridge prior to leaving to ensure that all your food and drink have been removed.

If any party decorations are brought in, these need to be removed at the completion of the event. All Blue tack, sticky tape etc to be taken down and disposed of.

After the conclusion of the event, please see staff for handover. If the outdoor pool area is not staffed you will need to see the staff at the gym.

We hope your event is a success and that you will consider us for your next function.