

## Event manual for Cockatoo Room

**To help make your function in the Cockatoo Room the best it can be this manual should be read by your event organiser or whoever is delegated before the event to ensure the successful management of your event.**

**Decorating:** You are free to decorate inside, outside and the grounds as you wish with the proviso that all signs of decorations are to be removed before you leave. You can use the ceiling wires inside to tie on decorations, including low voltage fairy lights. Definitely no candles inside. We have 3 ladder sizes you can use...small step ladder in the cupboard, larger step ladder hanging on wall outside Café kitchen, and one half of a runged extension ladder hanging on the retaining wall at rear of Café Cottage. Please safely use the correct ladder for the job you want with at least one assistant supporting your work. If you wish to drive largish stakes into the ground outside to steady decorations first check location of water pipes with staff.

**Furniture:** The two sofa lounges have brakes on the front wheels, release before moving. They can be wheeled to the veranda or to the foyer during functions. Inside there are 18 large trestle tables, 2 small ones and 100 mixed folding chairs. We would prefer that only the outside stacked chairs be used on the grass but if inside folding chairs are being used there, such as for a ceremony, please make sure foot-caps do not get left in ground and that feet are cleaned before bringing back inside. Do not use plastic stacked chairs inside, they can break.

**Lighting:** Inside the Cockatoo Room there is a side door light (switched at side door), lights above window seat (switched on front wall), main lights (3 switches with dimmer near sound control box), rear ceiling light (same location). Veranda lights and flood lights for each side of function room are switched near foyer/veranda doors on each side. For area lighting outside you can also use the flood light on the outhouse (switched at Café rear door), a flood above the stained glass window at front of Cockatoo Room (the switch is co-located with internal room light switches, an LED light glows when it is on), a halogen flood light is located under the gable apex of Cormorant Bush Apartment (it is switched at the fuse box at the rear of Cormorant). There is a light inside the gazebo switched at the handrail at rear of gazebo. Power points there can also be used for powering other lights or equipment provided by guests. To assist with guests returning to cars or cottages in the dark there is a foot-light switched from inside the meter box at the electricity pole between Wattlebird Cottage and Carpark#2. Please turn off area lights after a function.

**Bar:** Cockatoo kitchen is too small to service an event larger than 30 people. There is an outside mobile bar that can be located where you wish together with black plastic ice containers for ice supplied by guests. Place it where it won't restrict people movement. Nearest ice (and alcohol) is at the Termeil store/service station on the Highway which is open until midnight and also available at Bawley Liquor Barn (shops) but that closes at 6pm. Note that we do *not* have a licence that allows alcohol to be sold and event organisers are fully responsible for its safe consumption by their guests.

**Power outlets** Do *not* use any non-standard/overhead power outlets for powering guest equipment. These are designed for in-house audio or stage lighting. Bands/DJs should use the power points at the rear of the stage that are marked "Audio Only" as these are clean lines with no other equipment that could cause interference being able to be connected. There are only two 15 amp

outlets: one powers the Café commercial dishwasher, the other is available for guest use and is located under the 10amp outlets on the main veranda. You can power outside equipment from the power points on that veranda or the gazebo

**Sound system:** *It is a condition of property use that volume be reduced after 11pm to a level where sound cannot carry to neighbours just over the lake (as it does easily)...and in particular it is a requirement that there be no music with a heavy bass played after that time. There is no required closing time.* Sound management equipment (which includes a 12-channel mixer and professional CD player) and operating instructions are contained in the drop-down desk at the rear of the room. We also have leads, microphones and mic stands. Please lower the desk carefully, placing a small trestle table under it for equipment safety. You can use the system, to play your own I-Phone/Pad/Pod, MP3 or CDs without needing your own leads and to amplify speeches or a band.

**Stage lighting:** If needed, the stage lights can be operated from the nook just behind the sound mixing desk. Make sure power is on at the power point and on the main switch on left of board. Use the sliders to adjust light intensity. Before event use ladder to adjust the lighting angle of each light. Though the lighting controller has the capacity to be synchronised with sound this has not been provided for in the Cockatoo Room.

**Mirror ball:** There is a switch to operate the mirror ball located inside the lighting control nook behind the audio control cupboard.

**Wi-fi:** We have free but limited-speed wi-fi. To connect use the BBCnet2 network and agree to the *UseMyNet* conditions. If connection is not working please reboot the repeater by going to the fuse box and turning off the marked Wi-fi Repeater circuit for 10 seconds before turning on again. If that is not effective contact a member of staff (who may or may not be able to help!!).

**Rising stage:** Though demand is rare the stage can be made to rise to a height of 300mm above floor level. An operating key and training session for an adult must first be obtained from a member of staff. Stage use instructions by a trained adult are contained inside the rhs door behind the stage.

**Screen and Projector:** The projection screen blind has a pull-down hook which should be hung in the wall corner to the left of the screen. Use the hook to control speed of return of blind after use. Full instructions for use of projector are contained in the front cupboard.

**Ventilation:** There is no ceiling ventilator in the Cockatoo Room but each of the stained glass windows at each gabled end of the room is an openable hopper window. Until a remote-controlled actuator is installed, these windows are best opened slightly prior to a Cockatoo Room event using the runged ladder.

**Rubbish/Recycles/compost:** We are an eco property that takes waste management seriously. For us rubbish consists only of those waste products that cannot be recycled on site or via council-managed recycling. We do not have a council or commercial waste service and undertake all disposal manually. Bins lined with garbage bags are for non-recyclable waste only. This includes non-recyclable plastics, bottle tops/lids, food-contaminated storage containers etc. Provided each bag is tied, full bags may be placed in the rear wheelie bin(s) or left in the meshed rubbish cage outside the Café rear door (animal protection) for later manual removal by us. Milk crates are provided so we can easily take recyclables to the recycling centre. Recyclables include all glass and plastic bottles,

cans and cardboard. White lidded buckets marked "Compost" are provided for ALL food and liquid wastes, also for soft paper waste such as paper towel, napkins and even paper plates. We have an on-site worm farm alongside the road to Cormorant Cottage and we request that all white plastic bucket waste be disposed of there by guests.

**Campers:** If your event has camping guests and you have rented the whole property campers may stay wherever they choose subject to using common sense not to camp next to septic tanks or where campers clutter could encroach into even photography. If large tent pegs are to be used please ask staff about location of water pipes.

**Gas:** We have LP gas delivered to each of our cottages in bulk. Should gas from a bulk cylinder run out use a 9Kg gas cylinder from Cockatoo BBQs to provide an emergency supply. Simply turn off the supply and use the shifting spanner (note left-hand threads) provided at the big cylinder at the rear of Café Cottage to switch the supply to a 9Kg bottle. Milk crates can be stacked to provide sufficient height to hold a 9kg bottle if necessary. Advise staff of any gas-empty problem before departure.

**Wood for heating:** We supply fire wood for heating purposes in wood stoves. Wood can be collected from the tank at the rear of Café Cottage. If you want fire wood for outdoor use then that can be done only in a brazier, only by arrangement and for an extra fee.

**Hot water:** Hot water throughout is provided using instantaneous gas hot water services EXCEPT for the solar-heated Cockatoo Room (including the handicapped shower/toilet). To prevent Cockatoo hot water running out, turn on the electric booster at the switch alongside the handicapped toilet.

**Event parking:** It is a good idea for a parking marshal or two to be appointed from among your guests to assist events with more than 60 guests with parking. Parking for events for less than 100 guests can be managed alongside roadways and carparks. For larger events consider blocking entry to the Cockatoo carpark. When ground is dry/hard you might identify an area below and west of the Oystercatcher bush apartment for parking. During wet weather more extensive roadside parking needs to be used. Use red witches hats in high Cockatoo cupboard for parking management.

**Event identification:** We have white Bali wedding flags stored in a bag in one of the high cupboards and 2 grey plastic conduit lengths that can be used for poles. Feel free to use these to identify your event. The conduit poles are stored behind the railings at our driveway entrance. Simply thread the flags onto the poles and sit them on the steel posts driven in the ground in front of railing.

**Putting away:** We charge for breakages and charge high hourly rates for all staff time used cleaning-up and/or putting-away not done by guests that is more than a standard clean. A standard clean is limited to garbage removal of packaged garbage, resupply of consumables, wet-area and all floor cleaning, bed-stripping and linen change. Party clean-up and grounds cleaning, unused food removal from fridges, benches or cupboards, washing dishes/cookware or returning equipment or furniture back to locations where provided is not standard and will be charged for.

**Emergencies:** Should a supply or technical problem please contact owners or staff. Emergency contact details are on the fuse box at rear of room.

## **Emergency contacts**

**Owners**, Bill and Pip: If not home (not always present) call may be diverted. 02 4457 1580. (Bill 0421 552 403, Pip 0427 142 990).

**Housekeeper**, Mark: 02 4457 2735 (can cover all supply and most technical emergencies)

**Admin manager**, Mandy: 02 6100 4743 or 0415 821 601 or 02 4457 3300

**Groundsman**, Glen (if none of above can be located) 0426 247 429

**Fire/Police/Ambulance** 000

**Nearest emergency/outpatients department**: Milton hospital (on right of Highway in Milton travelling north) 02 4455 1333

If no mobile phone reception available feel free to use emergency guest telephone on window sill at office.