

# Bump in & Bump out

As the organiser you will be responsible for the allocation of all timings for your event.

## **BUMP IN**

Access is based on the room hire allocation.

BUMP IN (MORNING): FROM 7AM TO 12NOON

BUMP IN (AFTERNOON): FROM 1PM TO 6PM

BUMP IN (24 HR): FROM 7AM TO 12MIDNIGHT

Access to your allocated venue/s is from 5:00pm on the previous day until 2:30am on your final day.

Unless agreed with HMCC, access to the venue is only permitted during the period outlined in your booking contract.

## **BUMP OUT**

Event must be dismantled and packed down by 2:30AM on your final day.

BUMP OUT TIME: FROM 12MIDNIGHT TO 2:30AM

*Access outside these timeframes will depend on business levels of HMCC and may incur additional charges.*

# Bump out checklist

- ✓ **KITCHEN**  
Clean all kitchen surfaces and remove any leftover food.
- ✓ **OVENS & DISHWASHER**  
Wash and pack away used items from the dishwasher, and turn off ovens and dishwasher after use.
- ✓ **DEEP FRYERS**  
Ensure fryers are empty; drain and take used oil off-site before closing the venue.
- ✓ **LIGHTS & AIR CONDITIONING**  
Turn off all lights and air conditioning before exiting.
- ✓ **VACUUM CLEANING**  
Vacuum all used areas to leave the venue clean.
- ✓ **ALARM PAD**  
Ensure the alarm is set before leaving the venue.
- ✓ **GATES AND KEYS**  
Lock all gates and return any keys as required.