

# Collingwood Library Meeting room

**11 Stanton Street  
Abbotsford**

Melway ref: Map 44: D5

## Induction To Venue



PO Box 168 Richmond VIC 312. Phone: 03 9205 5577 Fax: 03 8417 6666  
Email: [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au) Web: [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)

# Contents

- 1 Introduction .....3
- 2 Purpose.....3
- 3 Definitions .....3
- 4 Emergency Evacuation Procedures.....3
  - 4.1 Evacuation Assembly Points .....3
  - 4.2 Use of Building .....3
  - 4.3 Access to building .....4
  - 4.3 Emergency Equipment Usage .....4
  - 4.4 Emergency Evacuation.....4
  - 4.5 First Aid.....5
  - 4.6 Urgent Maintenance Issues.....5
- 5 Equipment.....5
  - 5.1 Kitchenette .....5
  - 5.2 Equipment provided with venue hire.....5
- 6 Code of Conduct .....5
- 7 Local Laws and Venue Specific Policies.....5
  - 7.1 Smoking .....5
  - 7.2 Alcohol .....5
  - 7.3 Noise.....5
- 8 Capacities .....6
- 9 Schedule of Hire.....6
- 10 Security Personal.....6
- 11 Lighting.....6
- 12 Air Conditioning and Heating .....6
- 13 Amenities.....6
- 14 Waste disposal .....6
- 15 General Housekeeping .....6
- 16 Property Damage.....6
- 17 Parking .....6
- 18 Conclusion.....7
- 19 Appendix.....7
  - 19.1 Evacuation Diagram .....7

# 1 Introduction

Welcome to the City of Yarra **Collingwood Library Meeting Room Induction**. This induction is for hirers of this venue.

## 2 Purpose

- The purpose of this induction is to provide hirers and patrons with venue specific, health and safety information. It is an important component of City of Yarra health and safety policies. The hirer is required to read this document and inform all members of supervising staff and patrons.
- Another person/s over 18 years of age, may be nominated as Person in Charge and details of that person/s must be provided to council before event date.
- The Person in Charge must acknowledge they have read and understood the induction document.

## 3 Definitions

1. Person in Charge: This can be the hirer that signed conditions of hire agreement or a nominated person/s over 18 years of age that will be at venue for the duration of the booking.
2. Hirer: The person that signs the City of Yarra Terms and Conditions and/or person in charge for duration of event.

## 4 Emergency Evacuation Procedures

- Emergencies can happen anytime which may threaten people, property and/or environment.
- In the event of emergency evacuation of the venue where there is no Council staff present the Hirer will be responsible for coordinating the emergency evacuation of the venue and all patrons.
- The hirer must make themselves familiar with the evacuation diagram, location of fire extinguishers and exits. Evacuation plans are located within the building.
- To report a **major** emergency such as fire, medical emergency, gas leak etc, call Triple 000 and ask for Fire, Police or Ambulance.
- The hirer must contact council's out of hours emergency contact number 9205 5555 when an emergency evacuation has been conducted of the venue.

### 4.1 Evacuation Assembly Points

In the event of an emergency evacuation area is located at the front gate leading onto the footpath.

The hirer must familiarise themselves with the evacuation diagram and assembly points before the event commences.

### 4.2 Use of Building

The Hirer must:

- Know where all safe exits and exit paths and assembly points are.
- Keep all exits and paths clear during use of the venue.
- Know where emergency equipment is located. (e.g. fire extinguishers)

### 4.3 Access to building

- Key is issued to a hirer by the librarians during library opening hours which are listed below– if not collected within these hours the booking is forfeited and no access will be allowed
- Alarm codes- arming/disarming – alarm panel located in foyer to the right of the door into the library. Codes are on the key tag.
- Access to the venue will be provided by the librarians on duty during library opening hours.
- Catering and other deliveries are delivered to: Collingwood Library meeting room – please include name of group/ contact name

#### Regular opening hours

Monday      **10am – 6pm**

Tuesday     **10am – 6pm**

Wednesday **10am – 6pm**

Thursday    **10am – 6pm**

Friday       **10am – 6pm**

Saturday    **10am – 1pm**

Sunday      **Closed**

### 4.3 Emergency Equipment Usage

The Hirer must:

- Call Fire Brigade (by dialling 000 {zero}) before attempting to fight any fire. Only attempt to fight a fire with the equipment provided and if it is safe to do so.
- Only use the fire fighting equipment if you have read and understood the instructions or are familiar with the equipment and its specific application.
- Do not continue to fight the fire beyond the first 30 seconds. Evacuation is necessary for any fire.

*All fires need to be inspected by fire brigade*

### 4.4 Emergency Evacuation

The Hirer must:

- Identify exact nature and location of the emergency.
- Contact emergency services by dialling 000.
- Remain calm and leave in an orderly manner.
- Search all areas of the venue, only if safe to do so.
- Meet and report to emergency services on arrival.
- Only re-enter the venue once fire brigade has attended and certified the building safe.
- Contact council's emergency out of hours number 9205 5555.

Safety of the hirer, venue and guests is the Hirers responsibility whilst under the Hirer's care and control.

## **4.5 First Aid**

It is the hirer's responsibility to administer first aid and/or contact emergency services if the need arises. Venue is not equipped with emergency first aid kits. It is the responsibility of the hirer to have first aid supplies available at all times. To report all incidents, accidents and near misses the hirer must contact after hours emergency contact number 9205 5555.

## **4.6 Urgent Maintenance Issues**

For all urgent maintenance issues relating to the venue for the booked period, including, utilities not working contact Council's after hour's number on 9205 5555. For non urgent maintenance issues, contact Venues and Events Unit during business hours Monday to Friday.

# **5 Equipment**

Hirers own or externally hired equipment must comply with relevant O H & S and any other relevant legislation. Hirers are responsible for the equipment they bring into venue. Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags.

## **5.1 Kitchenette**

Hirer is responsible for leaving the equipment clean when vacating venue. Charges may apply if equipment is left unclean or damaged.

## **5.2 Equipment provided with venue hire**

- This venue provides the use of the tables and chairs. All tables are to be wiped down and chairs stacked no more than 5 high after use and returned to their original location.
- AV equipment provided includes a data projector and screen and a DVD player. VGA cord is compatible with PC not MAC. It may not be compatible with your particular computer- If integral to your meeting please come in and do a test prior to booking- can be arranged with library directly.
- A whiteboard is also provided and the hirer is responsible for bringing correct markers and cleaner.

# **6 Code of Conduct**

We expect all venue hires, clients, contractors to co-operate and interact in a friendly, polite and well spoken manner to patrons and staff. Discrimination on grounds of age, sex, racial, disability and any other forms of discrimination will not be tolerated.

# **7 Local Laws and Venue Specific Policies**

## **7.1 Smoking**

Smoking is prohibited in any internal area of the venue and only permitted outside away from doors and openings to the venue.

## **7.2 Alcohol**

As the meeting room is located within the library, no alcohol is to be brought in or consumed in the venue.

## **7.3 Noise**

As the meeting room is located within the library building, noise levels must be controlled during office and library hours. Noise levels that can be heard outside the room may result in the booking being cancelled and money withheld.

## **8 Capacities**

The Hirer must not permit the number of people attending the function to exceed the maximum occupancy number of this venue which is 60 people.

## **9 Schedule of Hire**

- The Hire times include any set up and pack up time.
- Use of venue outside the booking times may result in additional facility hire charges.

## **10 Security Personal**

Council can direct hirer to engage security staff and implement security procedures if deemed necessary at hirer's expense.

## **11 Lighting**

Light switches are located inside the meeting room [on the wall to your right as you enter](#).

## **12 Air Conditioning and Heating**

The A/C units are pre-set for heating or cooling depending on the time of year. There is a wall mounted white button switch near the light switches by the door which activates the units for a two hour period. Pushing it again during the two hours will turn units off. Pushing it after the two hours will start another two hour period.

## **13 Amenities**

Toilets including Access For all toilet with a baby change table are located within the venue.

## **14 Waste disposal**

It is the responsibility of the hirer to correctly dispose of all rubbish in the bins provided. Any excess rubbish from site and disposed of by the hirer in a responsible manner. Floors must be left clean.

## **15 General Housekeeping**

Facilities must be left in a clean and orderly state; tables and chairs must be returned to their original places or additional charges may apply / bond may be withheld. The hirer must pack up their belongings and not leave items behind. At the completion of hire the venue must be returned to its original layout.

## **16 Property Damage**

- The floors, walls, curtains, fittings, furniture or any part of the venue shall not be broken or damaged in anyway.
- Council will carry out all repairs from any damage at the full expense of the hirer. This includes internal and external damage to the venue property.

## **17 Parking**

Parking is limited within this area. Parking restrictions apply in the surrounding streets. Where possible encourage guests to use public transport.

# 18 Conclusion

Thank you for taking the time to read through this induction.

We encourage you to consult with Venues and Events Unit for further information on 03 9205 5437 or email us on [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au).

We wish you all the best for your event.

# 19 Appendix

## 19.1 Evacuation Diagram

