

Emely Baker Centre

Alfred Crescent, Fitzroy North 3068
(Near corner of St Georges Road and Alfred Crescent)
Mel ref: 30, B12

Venue Induction

Managed by
Venues and Events Unit
City of Yarra
Phone 9205 5577



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1. Introduction

Welcome to the City of Yarra **Emely Baker Centre Induction**. This induction guide is designed for external Hirers of the building.

2. Purpose

- The purpose of this induction is to provide Hirers and patrons with venue specific work, 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 relay this information to all attendees of the event.
- The Hirer must acknowledge they have read and understood the induction document and address any queries prior to the event.

3. Definitions

- **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.
- **Hirer:** The person that signs the City of Yarra Application Form and/or person in charge for duration of event.

4. Venue Spaces

4.1 Main Room



The Main Room is located on the ground floor of the building. It is a multi-purpose space featuring a lounge area and outdoor area. The room holds 30 patrons, and has moveable tables and seating.

4.2 Kitchenette



There is a small kitchenette with access to hot water and a microwave, to be shared by all hirers of Emely Baker Centre.

4.3 Outdoor Area



The outdoor area is included with the hire of the Main Room and can be accessed directly from the room. As with all council spaces, smoking is prohibited and noise must be kept to a minimum as this is a residential area.

5. 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 no Venues Officer is 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 and section 20 of this induction guide.
- To report a **major** emergency such as fire, medical emergency, gas leak etc. call 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.

5.1 Evacuation Assembly Points

- In the event of an emergency evacuation, all attendees must evacuate to the evacuation assembly point.
- The evacuation point is located in Edinburgh Gardens by the playground.
- The Hirer must familiarise themselves with the evacuation diagram and evacuation assembly points before the event commences.
- Evacuation plans have been installed throughout the building in accordance with the building permit.
- An evacuation plan can be found in section 19 of this document.

5.2 Emergency Equipment Usage

The Hirer must:

- Call the Fire Brigade (by dialling 000) for advice before attempting to fight any fire.
- Only attempt to fight a fire with the equipment provided and if it is safe to do.

5.3 Emergency Evacuation

If there is an emergency, the Hirer must:

- Identify exact nature and location of the emergency.
- Contact emergency services by dialling 000.
- Remain calm and direct patrons to leave in an orderly manner and make their way to evacuation assembly point.
- If safe to do so, search all areas of the Emely Baker Centre.
- Meet and report to emergency services on arrival.
- Only re-enter the building when authorised to do so by the emergency authority.

5.4 First Aid

- It is the Hirer's responsibility to administer first aid and/or contact emergency services if the need arises. First Aid kits are not supplied in the venue.
- To report all incidents, accidents and near misses the hirer must contact after hours emergency contact number 9205 5555.
- All incidents both major and minor are investigated in the interest of improving safety.

5.5 Use of Building

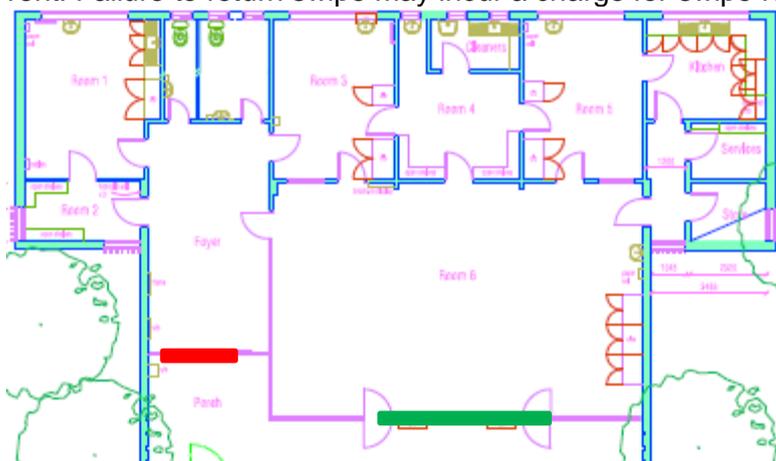
The Hirer must:

- 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, such as fire extinguishers, is located (see section 20 at the end of this document for detailed floor plans).

The Emely Baker Centre is a multi-purpose community hub, which may be used by a range of groups at any given time. At all times, the Hirer and their guests should be respectful of other users of the space, keep noise to a reasonable level and not impede access to communal areas.

5.6 Access to building

- Access to the venue is only between 7am and 9pm, 7 days a week.
- 1 x Swipe card will be issued to each Hirer – these are to be collected by the Hirer from Collingwood Town Hall during business hours prior to the event.
- The Hirer **MUST** enter at the main entrance door, marked below in **red**, where there is a swipe card reader.
- The Hirer may choose to remain present at the main automatic doors to greet and allow entry for guests
- Alternatively, the Hirer may choose to open the external door within the room, marked in **green** below, to allow entry for guests. If Hirer uses this door, they must monitor the entrance to ensure no unauthorised people (not associated with the event) enter the venue. Hirers are responsible for ensuring this is closed and locked at the conclusion of their booking and you will need to exit via the main entrance door.
- Swipe card must be returned to Collingwood Town Hall reception within 3 business days of event. Failure to return swipe may incur a charge for swipe replacement.



Hirers of the Meeting Room

- The Hirer must remain present at main automatic doors to greet and allow entry for guests. If the Hirer is sitting in the room with the doors closed, guests may be stuck outside and unable to enter the building.

5.7 Urgent Maintenance Issues

- For all urgent maintenance issues relating to the venue for the booked period, including utilities not working, contact Access Yarra after hours on 9205 5555.
- For non-urgent maintenance issues, please advise the Venues and Events office during business hours on 9205 5577.

6. Equipment

- Hirers own or externally hired equipment must comply with relevant OH&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.

- Tables, chairs and kitchen equipment must remain with the rooms for which they are provided. Any damage should be reported to the Venues and Events office during business hours.

6.1 Tables and Chairs

- This venue provides the use of tables and chairs. All tables are to be wiped down and chairs stacked no more than 10 high after use and returned to their original location.

6.2 Audio Visual Systems

- There is no AV equipment or WIFI provided in the Emely Baker Centre. Hirers may bring their own laptop/projectors and wireless dongles for access to the internet.

7. Code of Conduct

- We expect all venue users 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.

8. Local Laws and Venue Specific Policies

8.1 Smoking

- Smoking is prohibited in all internal areas of the venue, in the outdoor area and is only permitted outside the entrance, at least 2 metres away from doors and openings to the building.

8.2 Alcohol

- A liquor license and servers with current Responsible Service of Alcohol certificates are required when alcohol is sold or included with ticket/entry charge.
- We encourage other events where alcohol is consumed to complete a Party Safe registration with Victoria Police and provide council with the registration number.
- At council's discretion, the hirer may be directed to complete a mandatory Party Safe registration.
- The council reserves the right to prohibit the introduction of liquor into the Emely Baker Centre at any time. The hirer must comply with the prohibition.

8.3 Insurance

- All Hirers are required to have public liability insurance for any single event for a minimum sum of 10 million Australian dollars.
- If you do not have this insurance you may be eligible to use Council's policy for a fee. We do not cover sporting activities (including dance), high-risk events or commercial organisations.

8.4 Noise

- The Hirer shall not permit the level of noise to be a detriment to others.
- The Hirer must meet the Environment Protection Act guidelines.
- As the venue is a multipurpose venue in a residential area we will not accept bookings that are disruptive to others. Complaints may result in bond deductions and refusal of future bookings by the Hirer.

9. Capacities

- The maximum capacity of the room is 70 people standing.
- There are 36 chairs available for the room.

- The Hirer must not permit the number of people attending the function to exceed the maximum occupancy number of the hired room.

10. Schedule of Hire

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

10.1 Security Personnel

- Venues and Events recommend you assess the risk of your event and consider engaging a security company for your function.
- If deemed necessary, council can direct hirer to engage security staff and implement security procedures at Hirers expense.

11. Lighting

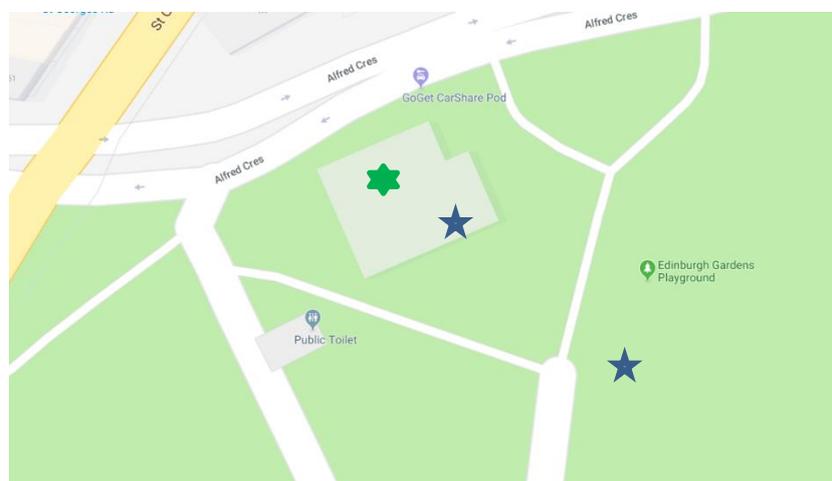
- The light switch for the foyer is located to your left as you enter the foyer through the automatic doors.
- The light switch for the main room is located immediately inside the door to the main room.

12. Air Conditioning and Heating

- The main room has two heating/cooling air conditioning units.
- The units are controlled by the remote located in the far corner of the room.
- The room also has two ceilings fans, these are controlled by switches in the foyer next to the automatic doors.

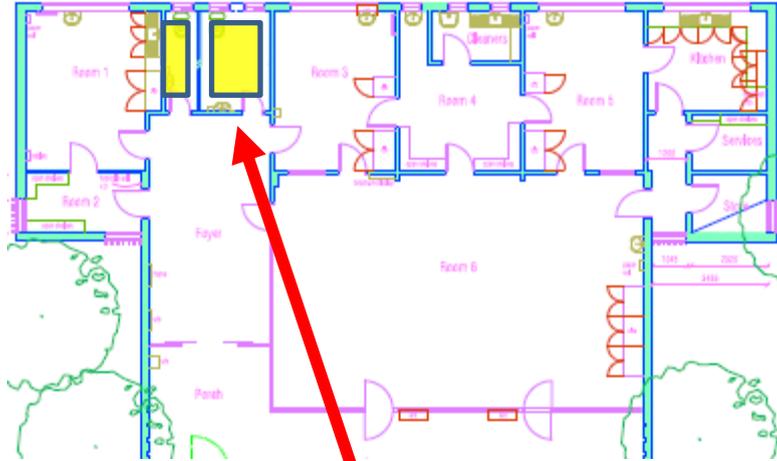
13. Kitchenette

- Hirer is responsible for leaving the equipment clean when vacating venue. Charges may apply if equipment is left unclean or damaged.
- It is the responsibility of all those using the building and kitchens to ensure waste is separated into the following waste streams: recycling (including paper) and general waste.
- Any organic or food waste should be stored in bags which are tied at the end of the day and placed in the general waste bin.
- Waste should be taken to waste bins in courtyard at front of Emely Baker Centre at the end of hired period. ★



14. Amenities

Two unisex toilets are located within the venue, marked below in yellow. No baby change facilities exist at this location.



15. General Housekeeping

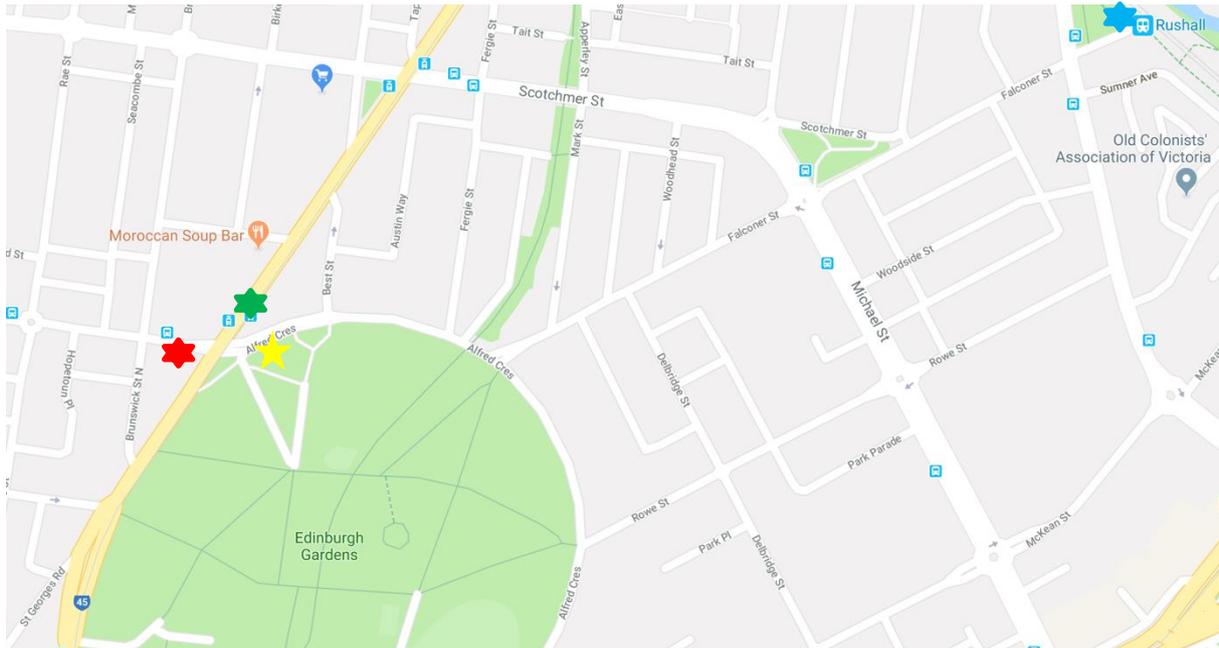
- All rooms, corridors, and equipment are to be kept clean and tidy.
- The hirer must pack up their belongings and take down any signs, decorations or banners and not leave items behind.
- At completion of the hire, the venue must be returned to the standard state with benches wiped and floors swept.
- A cleaner appointed by Council will undertake a final clean after each event.

16. Property Damage

- The floors, walls, curtains, fittings, furniture or any part of the venue shall not be broken or damaged in anyway.
- Signs may be affixed to wood and brickwork with blue tack or sticky tape, but must not be attached to painted surfaces.
- Glitter and confetti inside or outside the facility is not permitted.
- Gas bottles and any inflammable items are not permitted.
- Council will carry out all repairs from any damage at the full expense of the hirer. This includes external and environmental damage.

17. Parking and Public Transport

- Parking is limited within this area and parking restrictions apply.
- It is recommended you encourage your attendees to use public transport options.
- The nearest train station is Rushall (10-15 minute walk). 
- The 11 tram travels down Brunswick St (2 minute walk) from Docklands to West Preston and stops at the intersection of Alfred Crescent and St Georges Rd (Stop 21). 
- The route 504 bus from Moonee Ponds to Clifton Hill stops at the intersection of St Georges Rd and Reid St (2 minute walk). 



18. Conclusion

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

This document is not exhaustive and there are many supportive systems, policies and procedures to make up a safe and successful event.

We encourage you to consult with Venues and Events department for further information on 03 9205 5577 or email us on venuesandevents@yarracity.vic.gov.au.

We wish you all the best for your event.

19. Plans

YARRA CITY COUNCIL
 EMELY BAKER CENTRE
 ALFRED CRESENT
 NORTH FITZROY VIC

PLANS BY TUNDRA DESIGN PTY LTD - PHONE 0418-820026
 ISSUE DATE: 26 SEPTEMBER 2017 - REVIEW DATE: 26 SEPTEMBER 2022

LEGEND

-  EVACUATION ASSEMBLY POINT
-  EXIT SIGN
-  PRIMARY EVACUATION ROUTE
-  YOU ARE HERE
-  WATER EXTINGUISHER
-  DRY CHEMICAL EXTINGUISHER
-  SWITCHBOARD
-  WATER SHUT OFF
-  GAS

