

Loughnan Hall

57-65 Coppin Street, Richmond, 3121
Mel ref: 3H, C7

Induction To Venue



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1 Introduction

Welcome to the City of Yarra **Loughnan Hall Induction**. This induction is for clients and 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.
- It is part of the contract agreement that the person responsible for signing the conditions of hire is present at the event from start to finish and ensures their guests abide by the conditions of hire and induction document.
- 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

- **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 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 Venues and Events Officer 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 plan/s 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 or evacuation has been conducted of the venue.

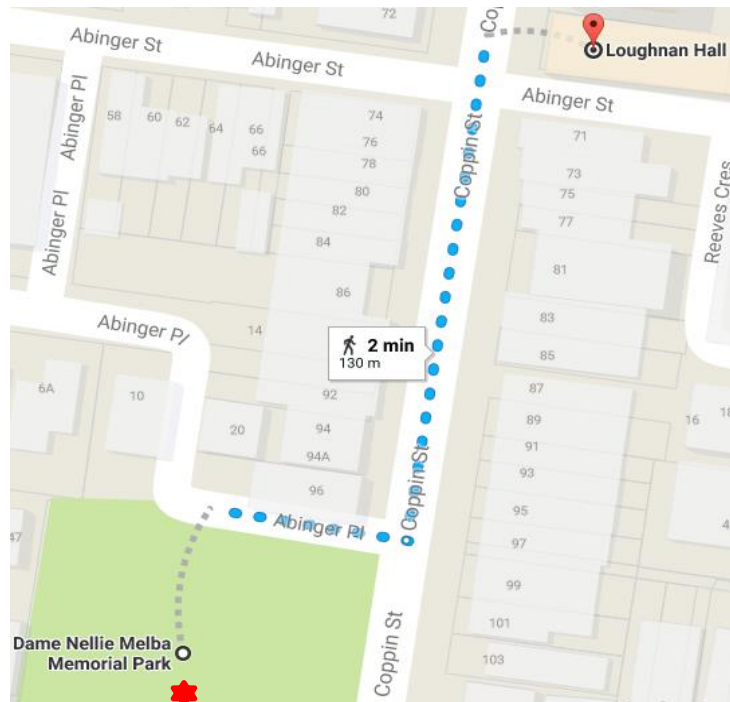
4.1 Evacuation Assembly Points

In the event of an emergency evacuation all attendees must evacuate to the evacuation assembly point.

- The evacuation point is located in Dame Nellie Melba Memorial Park, corner Coppin & Abinger Place 

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

Hirer should inform all attendees of the evacuation procedures and assembly points



4.2 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.
- 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.

4.3 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.

Hirer should inform all attendees of the evacuation procedures and assembly points

4.4 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 at all times.
- To report all incidents, accidents and near misses the hirer must contact after hours emergency contact number 9205 5555.

4.5 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 venue.
- Know where emergency equipment is located. (e.g. fire extinguishers)

4.6 Access to building

- 1 x Key will be issued to hirer – to be collected by hirer from Collingwood Town Hall reception during business hours prior to the event.
- **ENTRY** - Hirer **MUST** enter at front door on Coppin Street.
- **EXIT at end of booking** – Via front door.
- Security panel only to be operated if instructed when key collected. (Enter code: 4754 and press 'off' to disarm upon entry and 4754 and press 'on' upon exit to re-arm).
- **RETURN OF Key:** Key must be returned to Collingwood Town Hall reception within 3 business days of event. No return or late return may incur a charge for replacement of key.

4.7 Urgent Maintenance Issues

For any urgent maintenance issues relating to the venue during the booked period, including utilities not working, contact council's after-hours number on 9205 5555. For non-urgent maintenance issues, contact Venues and Events Unit during business hours Monday to Friday, 9205 5577 &/or record details on the Hirer's Checklist attached to this document.

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.
- No equipment to be left in venue after end of hire period.

5.1 Kitchen

- Hirer is responsible for leaving the equipment clean when vacating venue.
- All ovens and cook tops to be cleaned and wiped
- All benches to be clean and wiped down
- All rubbish removed from kitchen
- Charges may apply if equipment is left unclean or damaged.

5.2 Equipment provided with venue hire

- This venue provides the use of tables and chairs.
- All tables are to be wiped down and chairs stacked and returned to their original location.
- Instructions regarding tables, their size and how to set them up are attached to this document.

5.3 Equipment NOT provided with venue hire

- No crockery, cutlery or kitchen equipment.
- No speakers or music equipment

6 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.

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

- A liquor license is required if alcohol is sold or part of an inclusive charge.

7.3 Insurance

All hirers are required to have public liability insurance for any single event for a minimum sum of 10 million Australian dollars.

7.4 Party Safe Registration

The registration form is a requirement for bookings where alcohol will be served or other high risk events e.g. birthday parties and wedding receptions.

7.5 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.
- Noise emitted beyond the boundary of this venue is not permitted as this venue is located in a residential area.
- Unacceptable noise may result in a visit from council officers and/or police.
- If a warning is not adhered to, venue maybe close and fines maybe issued.
- External venue doors and windows are to be closed at all times when music is playing.
- **This venue must be vacated by 11pm unless authorised otherwise.**

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 100 people.

9 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 may result in additional facility hire charges.

10 Security Personnel

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 hall near the front doors.

12 Air Conditioning and Heating

- The controls on the reverse cycle unit are located in the front room next to switch board.
- The unit operates for 2 ½ hour cycle and then switches off.
- The on button on the controls must be pressed again for the unit to continue to heat or cool for further 2 ½ hours.
- This process must be repeated throughout your event for optimal heating or cooling.
- The temperature is set for the seasons.
- Overhead fan controls are next to front internal hall doors

13 Amenities

Toilets, including **accessible toilets**, are located within the venue.

14 Waste Disposable

- It is the responsibility of the hirer to correctly dispose of all rubbish in the bins provided. Bins are located in outside passage next to building (Coppin Street).
- All recycling must be placed in the recycling bins and empty cardboard boxes are to be flattened.
- Any excess rubbish from site must be disposed of by the hirer in a responsible manner.

15 General Housekeeping

- Inform your attendees of the evacuation procedures and assembly points
- Inform attendees that no smoking allowed in council venues
- Inform attendees that any consumption of alcohol must be within the venue
- The hirer must complete a basic clean.
- It is recommended you bring cleaning liquid, sponges and cloths.
- Basic cleaning equipment is provided and includes mop, bucket, broom, dust pan and brush.
- All cleaning equipment must be cleaned after use
- The hirer must pack up their belongings and take down any signs, decorations or banners.
- No items to be left in venue after the end time of booking.
- At the completion of hire the venue must be returned to its original layout.
- Make arrangements to return the access swipe card.

16 Property Damage

- The floors, walls, curtains, fittings, furniture or any part of the venue shall not be broken or damaged in anyway.
- Glitter and confetti inside or outside the facility is not permitted.
- Gas bottles and any inflammable items are not permitted within the building.
- Council will carry out all repairs from any damage at the full expense of the hirer. This includes both internal and external damage to the venue property.

17 Parking

- This venue has NO on-site parking for hirers and guests.
- Parking restrictions apply in the surrounding streets.
- Where possible encourage guests to use public transport.

18 Conclusion

- When leaving venue ensure
 - Check lights turned off
 - Rubbish and decorations removed
 - All furniture and venue equipment returned to where found
- Return swipe card to Collingwood Town Hall reception within 3 business days (if returning outside business hours, use return shoot at front entrance of Town Hall)
- Complete Venue Checklist:
 - Completion of attached checklist forms part of the process for return of bond
 - Completion of checklist provides valuable feedback on venue and planning future needs
- Bond refund
 - Council will process a bond refund based on return of key and checklist
 - Bond is refunded by EFT transfer and may take up to 30 days after hire date.

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

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

We wish you all the best for your event.

19 Appendix

19.1 Hirer's Checklist

The hirer must complete and submit the Hirer's checklist at the end of the event.

| | | | |
|-----------------|--|----------------------------|--|
| Booking Number: | | Date of Hire: | |
| Venue: | | Event Name: | |
| Hire's Name | | Responsible Person's Name: | |
| Bump In Time: | | Bump Out Time*: | |

| End of Event Checklist | Yes | No |
|--|-----|----|
| Kitchen appliances wiped down | | |
| Kitchen appliances switched off | | |
| Kitchen benches wiped down | | |
| Tables wiped down and stacked and returned to original location | | |
| Chairs stacked and returned to original location | | |
| Decorations signs and banners removed | | |
| Floors clear of rubbish | | |
| Rubbish removed and placed in garbage bins provided | | |
| Wheelie Bins returned to original location and locked away (if applicable) | | |
| Air conditioning and heating switched off | | |
| All Windows and doors secured and locked | | |
| Hirer's belongings packed up and removed | | |
| Lights switched off | | |
| Reported any damage and feedback (complete online request form) | | |
| Returned venue keys/access pass to council | | |
| Ensure all external doors are closed and cannot be opened from outside | | |
| Ceiling fans switched off | | |

| Report any damage and/or Feedback |
|-----------------------------------|
| |
| |
| |
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| | |
|--------------------|--|
| Hirer's Signature: | |
|--------------------|--|

Bond Refund

The hirer must submit Hirer's Checklist to receive bond refund. Council inspects the venue after each event. Any repairs required from damage will be deducted from the bond.







| | |
|-----------------|----------------|
| Office Use: | Date Received: |
| Date Processed: | Processed By: |

Completed checklist can be submitted via email to venuesandevents@yarracity.vic.gov.au or delivered to Collingwood Town Hall reception during business hours.

19.2 Tables and Chairs

- **Tables –**
 - Mix of tables with and without wheels
 - Those on wheels should be opened ‘carefully’
 - 8 Large (Oval) tables seat 8-10 persons, 152 x 183 cm or 72” x 60”
 - 4 Rectangular tables seat 10 persons, 244 x 76 cm or 96” x 30”.
 - After hire all tables must be wiped down (please bring your own cleaning products).

Please read the following instructions for operation of tables:

| | | |
|---|---|---|
| <p>TO OPEN: PARA ABRIRLA:</p>  <p>1 Grasp both tops at a low position and pull the tops apart slowly until lock bar engages. <i>Tome ambas tapas en posición baja y levántelas lentamente hasta que se traben la barra de fijación.</i></p> |  <p>2 To fully open the table, lift the lock bar towards the table top. <i>Para abrir la mesa completamente, levante la barra de fijación hacia la tapa de la mesa.</i></p> | <p>⚠ WARNING Keep fingers away from top center edge!</p> <p>⚠ AVISO Mantenga los dedos alejados del borde central de la tapa!</p>  <p>3 Lower the table top to open position. <i>Baje la tapa de la mesa a la posición abierta.</i></p> |
| <p>TO FOLD: PARA PLEGARLA:</p>  <p>1 Locate the center lock arm with one hand and other hand near the end of the table. <i>Ubique el brazo central de fijación con una mano y coloque la otra mano cerca del extremo de la mesa.</i></p> |  <p>2 Raise lock toward the table top. Lift the table at the center and push down at edge from center. <i>Levante el brazo de fijación hacia la tapa de la mesa. Levante el centro de la mesa y empuje hacia abajo sobre el centro del borde.</i></p> | <p>TO MOVE: PARA MOVERLA:</p>  <p>Always move the table from the end, to avoid tipping. <i>Siempre mueva la mesa desde el extremo para evitar que se dé vuelta.</i></p> |

- **Chairs –**
 - **80** chairs.
 - These are for hirers use and at end of hire period are to be stacked either side of room,
 - Stack no more than 10 high.