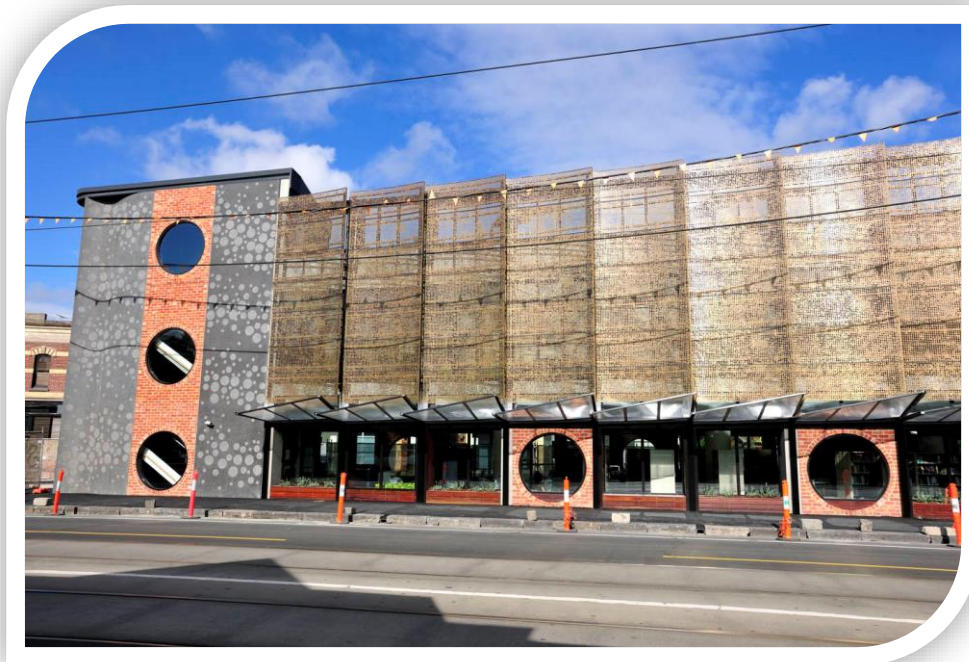


Bargoonga Nganjin

182-186 St Georges Road, North Fitzroy 3068

Venue Induction

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



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1. Introduction

Welcome to the City of Yarra **Bargoonga Nganjin 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. Hire Spaces

4.1 Binap/ Seminar Room 1, Ground Floor



Medium sized meeting room suitable for general meetings, presentations and small events. The room includes a small kitchenette attached. The space can also open up onto Garrong/Seminar Room 2 if required for larger capacity events.

4.2 Garrong/ Seminar Room 2, Ground Floor



Medium sized meeting room suitable for general meetings, presentations and small events. The room includes a small kitchenette attached. The space can also open up onto Garrong/Seminar Room 1 if required for larger capacity events.

4.3 Gayaam/ Group Study Room, Level 1



Medium sized meeting room suitable for general meetings, presentations, conferences, and small events.

4.4 Bagung Magali/ Community Room 1, Level 2



Large Community Hall space suitable for events, presentations, conferences and large meetings. The space has an adjacent commercial kitchen and can also open up to incorporate Community Room 2 for larger capacity events.

4.5 Bagung Magali/ Community Room 2, Level 2



Medium sized Community Hall space suitable for medium sized events. The space has a kitchenette and can also open up to incorporate Community Room 1 if required.

4.6 Commercial Kitchen, Community Room Level 2




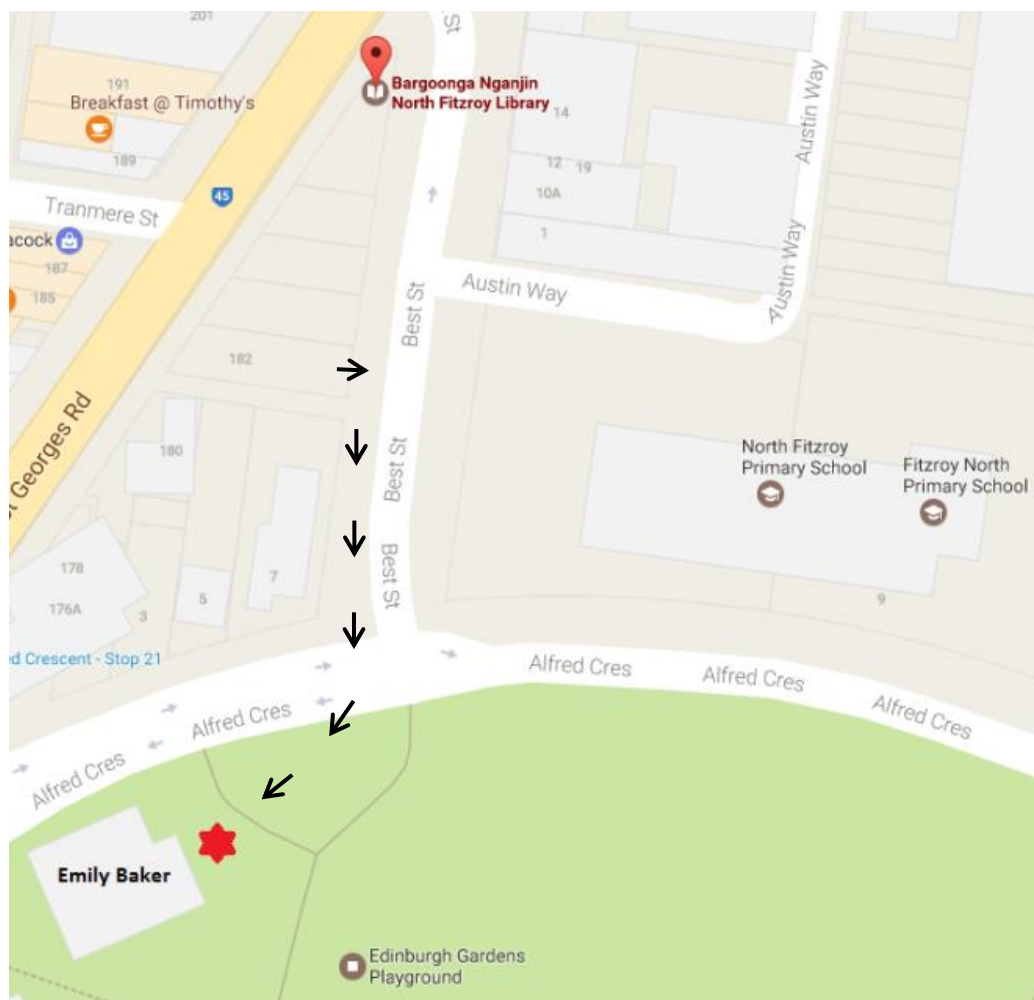
The Commercial Kitchen is available to hirers of Bagung Magali/Community Room 1 at no additional cost. The kitchen features a commercial gas oven, combi oven, gas salamander, urn, gas griddle, commercial dishwasher, refrigerator, freezer and workbench. If you require use of the kitchen please advise the Venues and Events team prior to the commencement of your event so that they can provide the relevant manuals for operation of kitchen equipment.

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 100 metres to the south next to the Emily Baker Building in Edinburgh Gardens 
- 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.



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 Bargoonga Nganjin.
- Meet and report to emergency services on arrival.
- Only re-enter Bargoonga Nganjin when authorised to do so by the emergency authority.

5.4 First Aid

- There is a first aid box located within the commercial kitchen on the second floor.
- It is the Hirer's responsibility to administer first aid and/or contact emergency services if the need arises.
- All incidents, accidents and near misses must be recorded by completing an incident form. This form is available from the Venues and Events office.
- All incidents both major and minor are reported and 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 defibrillators and fire extinguishers, is located (see section 17 for detailed floor plans).
- Return furniture to its default setting (see end of section 19 for default settings).

Bargoonga Nganjin is 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 the building

- 1 x Swipe card will be issued to each Hirer – to be collected by the Hirer from Access Yarra or Library staff at Bargoonga Nganjin reception desk between 8.30am & 6pm Monday to Friday or 10am & 4pm Saturdays no more than 2 days prior to booking.
- The Hirer may enter via either the Best Street or St. Georges Rd entrances using the swipe card reader (see image below .
- If event starts outside Library opening hours, hirer may need to swipe card 3x times to dis-arm building upon entry (if swipe reader lights are on building is armed. If swipe reader lights are off, building is dis-armed).
- The Hirer must remain present at main automatic doors to greet and allow entry for guests. If the Hirer is upstairs, attendees can be instructed to use the intercom located at the Best Street entrance to contact hirer and gain access to the venue.
- Swipe cards must be returned to Access Yarra or Library staff at the Bargoonga Nganjin reception desk between 8.30am & 6pm the next business day OR can be returned via the Library's book return shoot on St. Georges Road.

Best Street entrance swipe reader:



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

- Hirer's 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, AV and kitchen equipment must remain within the rooms for which they are provided.
- Free Wi-Fi access is available during library opening hours for library members (you can sign up at the reception desk.) There is no Wi-Fi outside library opening hours- you would need to bring a dongle or tether your phone.

6.1 Tables and Chairs

- All rooms include tables and chairs.
- Tables and chairs for each room are setup in a standard configuration. Tables and chairs may be altered to accommodate different configurations, provided this is done by the Hirer, within their booked time.
- The Seminar Room/s and Community Room/s have allocated storage space for excess furniture.
- All rooms must be returned to standard configuration at the conclusion of your event (see default furniture settings at the end of section 19).

6.2 Audio Visual Systems

Binap/ Seminar Room 1, Ground Floor

- Ceiling-mounted projector and automatic screen for audio visual purposes.
- Wall-mounted controls operate projector and screen.
- Laptop can be connected to the projector via HDMI wall input (Hirer responsible for providing own laptop & HDMI cable/ adaptor).
- The room includes built in stereo speakers for audio playback.
- A work instruction for the AV equipment is located in the room.

Garrong/ Seminar Room 2, Ground Floor

- Ceiling-mounted projector and automatic screen for audio visual purposes.
- Wall-mounted touch screen operates projector and screen.
- Laptop can be connected to the projector via HDMI wall input (Hirer responsible for providing own laptop & HDMI cable/ adaptor).
- The room includes built in stereo speakers for audio playback.
- Mini-jack input available for alternate audio source (iPod/mobile).
- USB input available for video recording presentations.
- A work instruction for the AV equipment is located in the room.
- If both Garrong/Seminar Rooms are booked for a larger event AV can be combined so that audio plays through speakers in both rooms.

Gayaam Room/ Group Study Room, Level 1

- Wall-mounted projector and screen for audio visual purposes.
- Wall-mounted controls operate projector/ interactive whiteboard.
- Laptop can be connected to projector via HDMI input in floor box closest to projector (hirer responsible for providing own laptop, HDMI cable/ adaptor).
- Built in stereo speakers for amplified audio playback.
- Mini-jack input available for alternate audio source (iPod/mobile).
- USB input available for video recording presentations.
- Interactive whiteboard (under projector) & regular whiteboard also available.
- A work instruction for the AV equipment is located in the room.
- Conference call equipment is located in the locked AV cabinet in the room. (For access to this equipment see Library or Access Yarra staff at reception).

Bagung Magali/ Community Room 1, Level 2

- Wall-mounted projector and screen for audio visual purposes.
- Wall-mounted touch screen operates projector and screen.
- Laptop can be connected to the projector via HDMI wall input (Hirer responsible for providing own laptop & HDMI cable/ adaptor).
- USB input available for video recording presentations.
- Built in stereo speakers for amplified audio playback.
- Mini-jack input available for alternate audio source (iPod/mobile).
- XLR microphone input for wired microphone.
- 1x Wireless hand-held microphone and 1x wireless lapel microphone are also available for the space with prior booking.
- AV systems can be piggy-backed across both rooms if required.
- A work instruction for the AV equipment is located in the room.

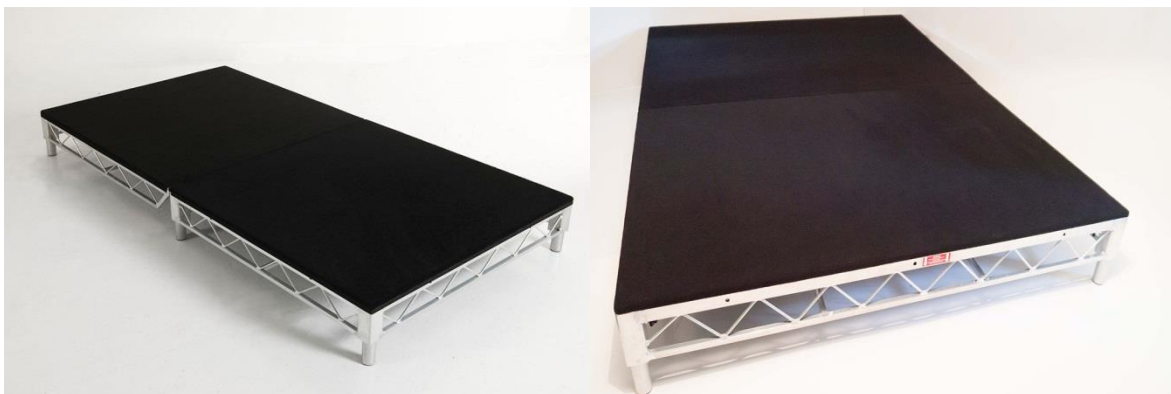
Bagung Magali/ Community Room 2, Level 2

- Wall-mounted projector and screen to be used for audio visual purposes.
- Wall-mounted touch screen operates projector and screen.
- Laptop can be connected to the projector via HDMI wall input (Hirer responsible for providing own laptop & HDMI cable/ adaptor).
- USB input available for video recording presentations.
- Built in stereo speakers for amplified audio playback.
- Mini-jack input available for alternate audio source (iPod/mobile).
- XLR microphone input for wired microphone.
- 1x Wireless hand held microphone and 1x wireless lapel microphone are also available for the space with prior booking.
- AV systems can be piggy-backed across both rooms if required.
- A work instruction for the AV equipment is located in the room.

6.3 Mobile Riser/Portable Staging

Bagung Magali/Community Room 1 and 2 on Level 2 have two light-weight mobile risers that can be used to create a stage/platform.

The risers are 2.4x1.2m and 2.4x1.8m in size and can be combined to make a larger stage/platform of 2.4x3 meters. A black 'skirt' is also provided which attaches to the edge of the stage.



The risers are stored in the secondary furniture store located in Community Room 2 and instructions for set-up and pack-down are attached to each unit.

You can also watch a video regarding set-up here:

<http://megadeckstaging.com/project/rollaway-deck/>

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 including the roof top deck area and is only permitted outside on Best Street or St Georges Rd, 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 Bargoonga Nganjin at any time. The hirer must comply with the prohibition.

8.3 Insurance

- All Hirers are required to have public liability insurance for any one-off 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, 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

Room	Aboriginal Name	Capacity
Ground Level		
Seminar Room 1	Binap Room	24 theatre style 14 boardroom style
Seminar Room 2	Garrong Room	24 theatre style 14 boardroom style
Seminar 1 & 2 combined	Binap & Garrong Rooms	55 theatre style 20 boardroom style 24 workshop style (8 tables)
Level 1		
Group Study Room	Gayaam Room	30 theatre style 18 boardroom style
Level 2		
Community Rooms 1 & 2	Bagung Magali	150 cocktail style (125 max during business hours) 80 theatre style 56 workshop style (7 square double tables or 14 tables)

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

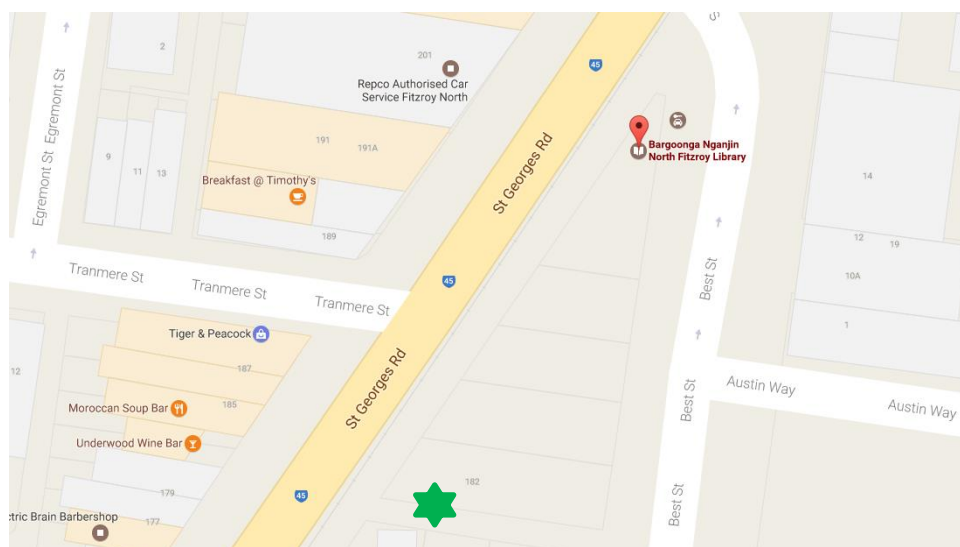
- Venues and Events recommend you assess the risk of your event and consider engaging a security company for your function.
- If deemed necessary, council can direct hirer to engage security staff and implement security procedures at Hirers expense.

11. Air Conditioning and Heating


- Each room has an air conditioning unit automatically programmed to operate during library opening hours. Room temperatures are set remotely. If the temperature of the room is not adequate please contact the front desk or your bookings contact to have this altered.

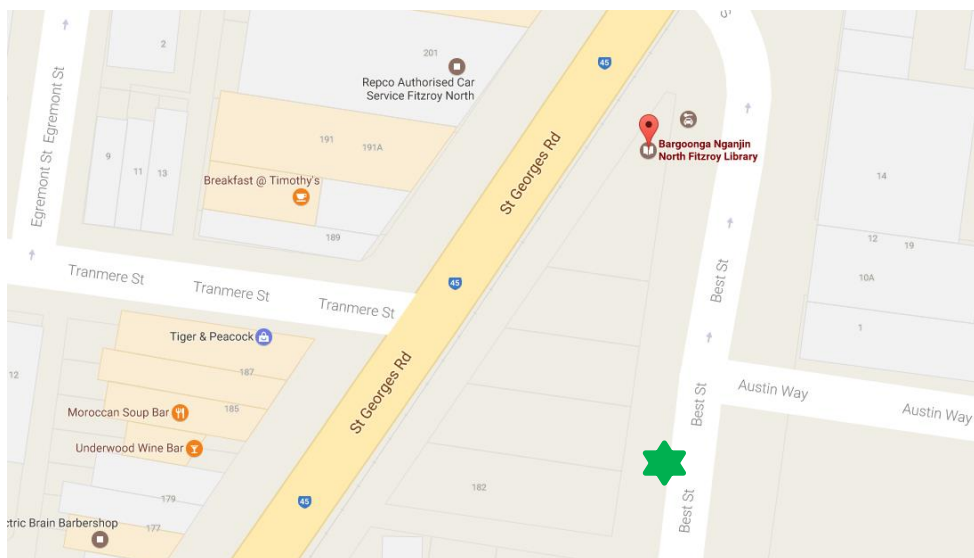
12. Kitchen

- Hirer is responsible for leaving the equipment clean when vacating venue. Charges may apply if equipment is left unclean or damaged.
- Commercial dishwasher filter must be rinsed/cleaned after each booking.
- 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.
- All waste and recycling must be removed from the venue at the conclusion of the booking and placed in the appropriate bin located in the bin cage in the rear access laneway  (Code to open & close bin cage is 1234). Please make sure to close bin cage after use.



13. Disability Access

- Bargoonga Nganjin is fully accessible for mobility impaired and wheelchair patrons. Entry is available through the main entrance (St Georges Road) and Secondary Entrance (Best Street) and access to level 1 and 2 is via the lift by the main office.
- Disabled toilets are available on all levels.
- Assistive listening facilities are provided throughout the venue. To arrange use of hearing induction loop, please enquire with the Venue and Events Unit at the time of your booking.
- Disabled parking bays are available on Best Street 



14. Amenities

Toilets, including an accessible toilet with a baby change table, are located in the south west corner on each level of the venue, marked on maps in yellow (see section 20).





15. General Housekeeping

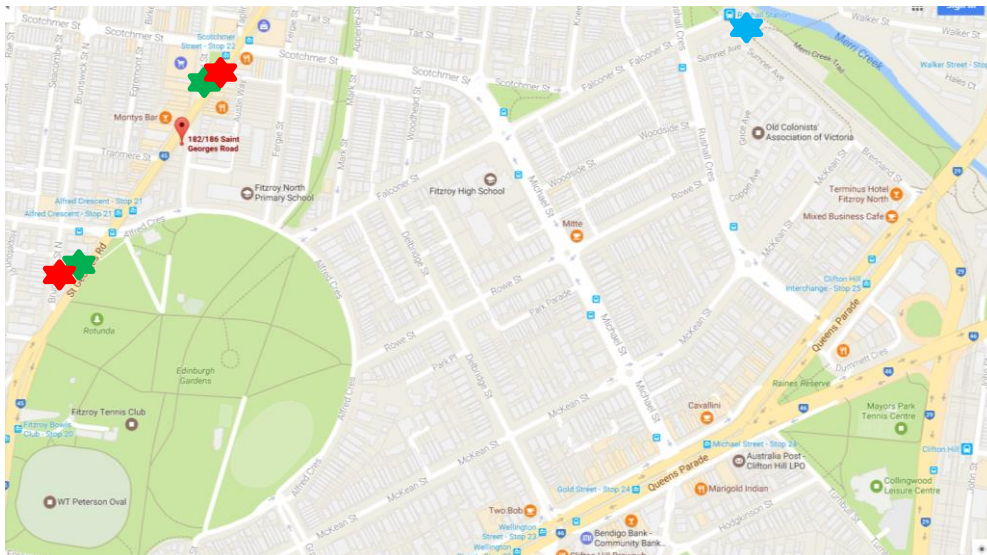
- All rooms, corridors, and equipment are to be kept clean and tidy.
- The hirer must pack up their belongings and take down any signs, decorations or banners and not leave items behind.
- A cleaner appointed by Council will undertake a final clean after each event.
- Basic cleaning equipment is provided for hirers of the Community Room including a mop, bucket, broom, dust pan and brush is located in the Commercial Kitchen on L2.
- At completion of the hire, the venue must be returned to the standard state. For hirers of Community Room/s this also involves wiping benchtops and mopping floors.

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 glass, wood and brickwork with blue tack or sticky tape, but must not be attached to painted surfaces. These signs must be removed at the conclusion of your booking.
- 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
- Rushall Station on the South Morang railway line is only 10 minutes away 
- The Route 11 Tram from West Preston to Victoria Harbour Docklands runs along St Georges Rd; Stop 21 is located near the southern corner of the building. 
- The Route 86 Tram runs along Queens Parade and Stop 22 is located on the Queens Parade/Smith St corner, a 10-minute stroll away across the Edinburgh Gardens. 
- Just north of Bargoonga Nganjin there's also the 504 Bus (Moonee Ponds-Clifton Hill) running along Scotchmer St with two stops along St Georges Rd. 



18. Conclusion

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

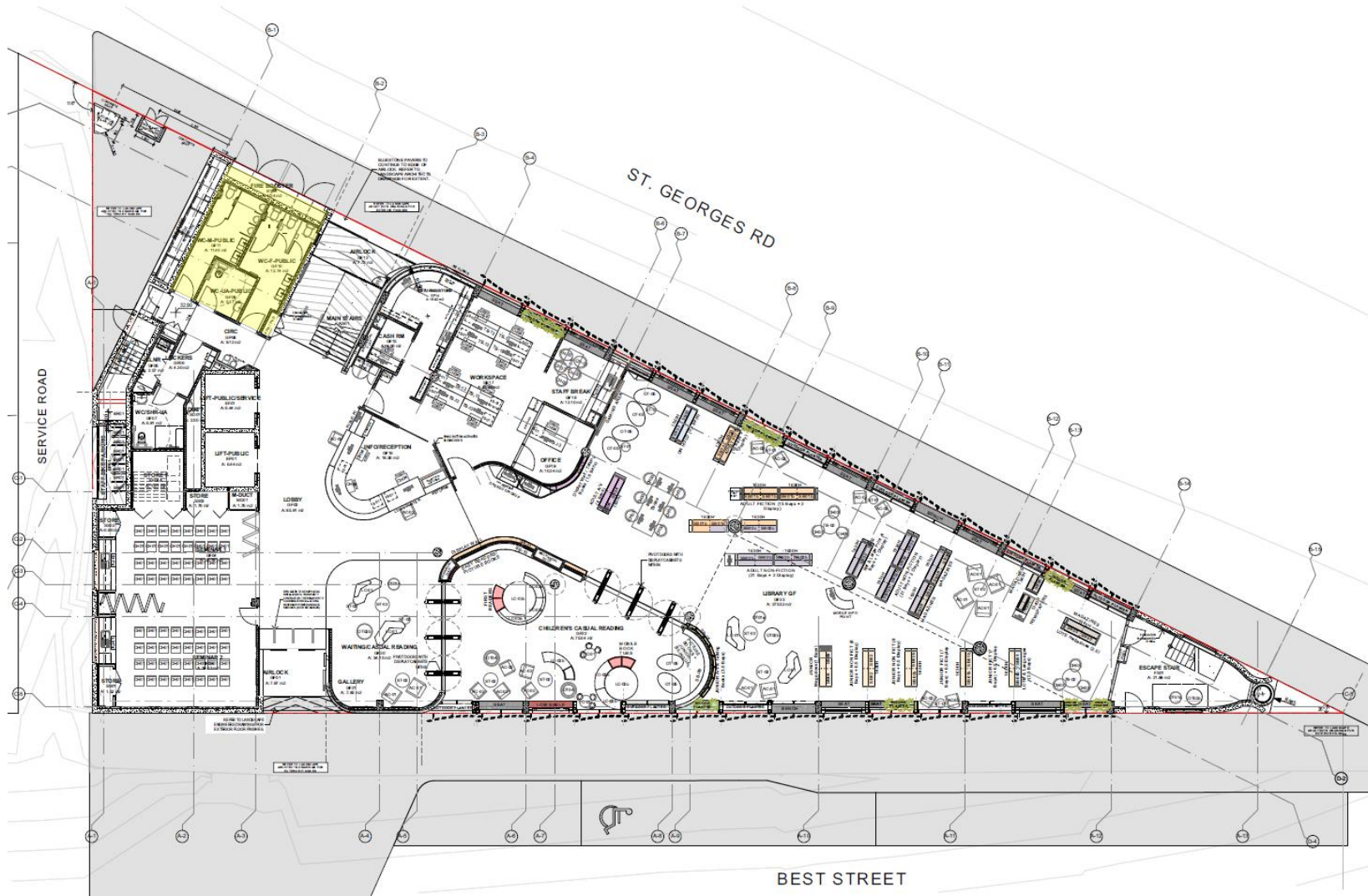
This document is not exhaustive and there are many supportive systems, policies and procedures to make up a safe and successful event.

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.

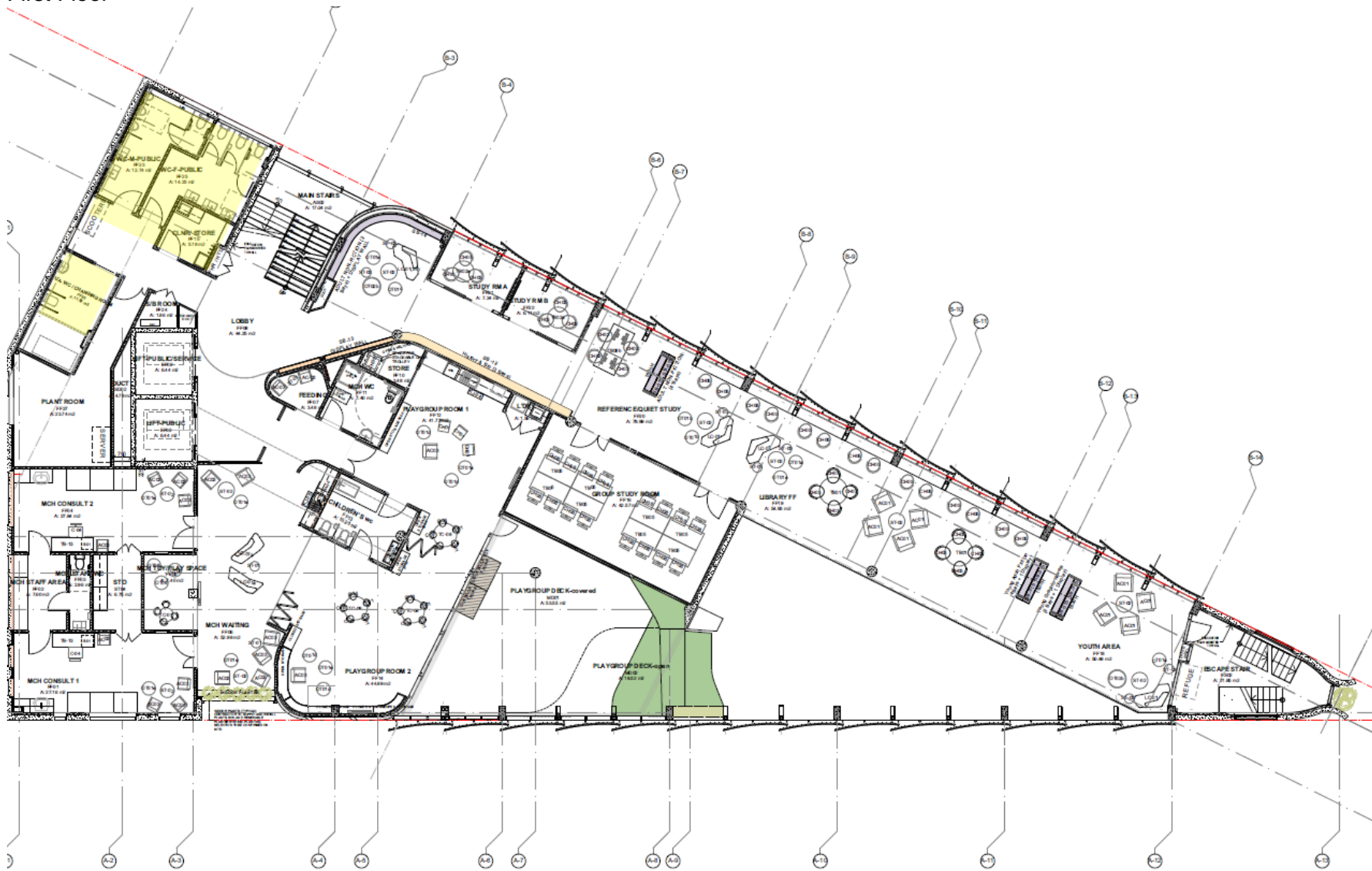
We wish you all the best for your event.

19. Maps, Evacuation Diagrams & Floor Plans

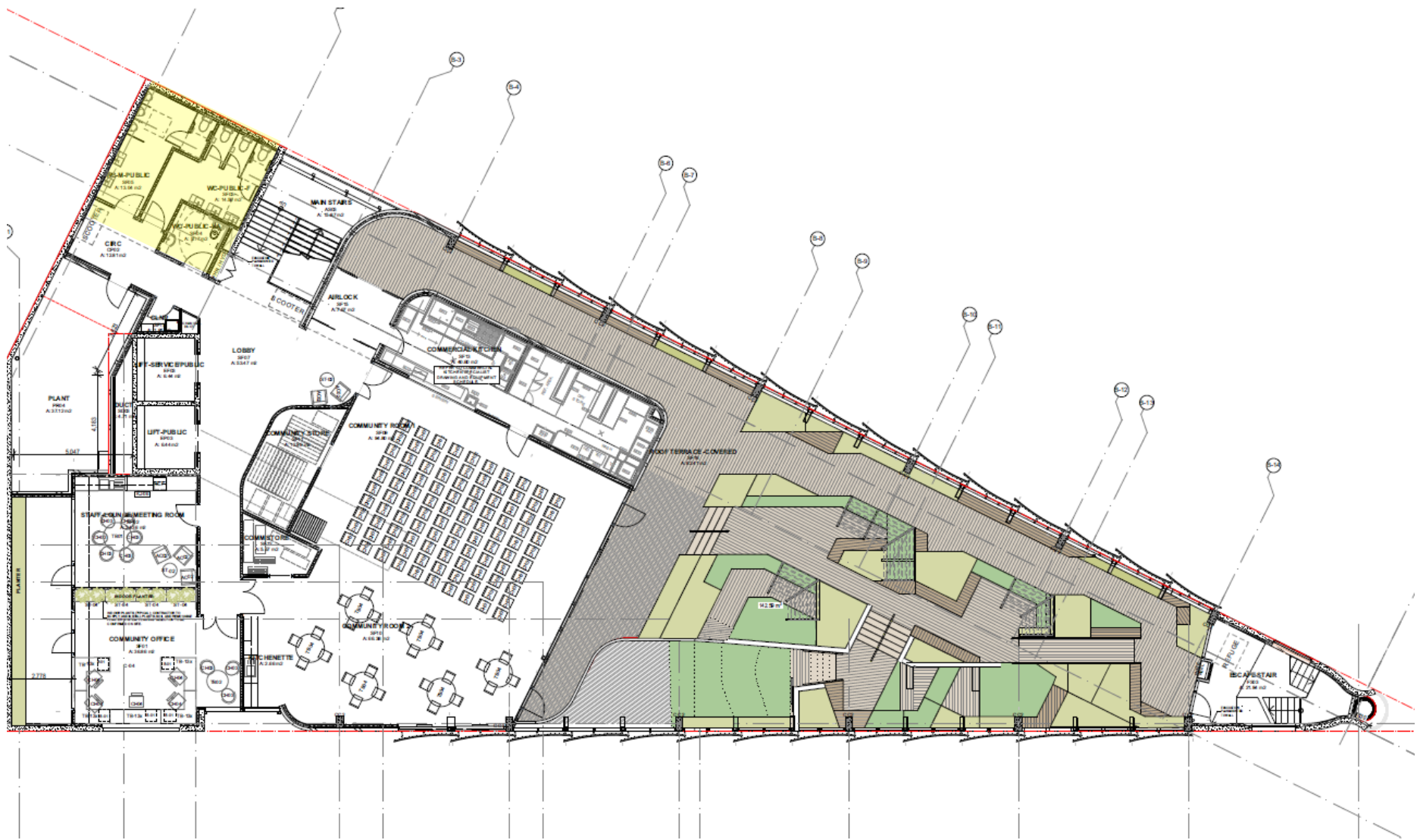
Ground Floor



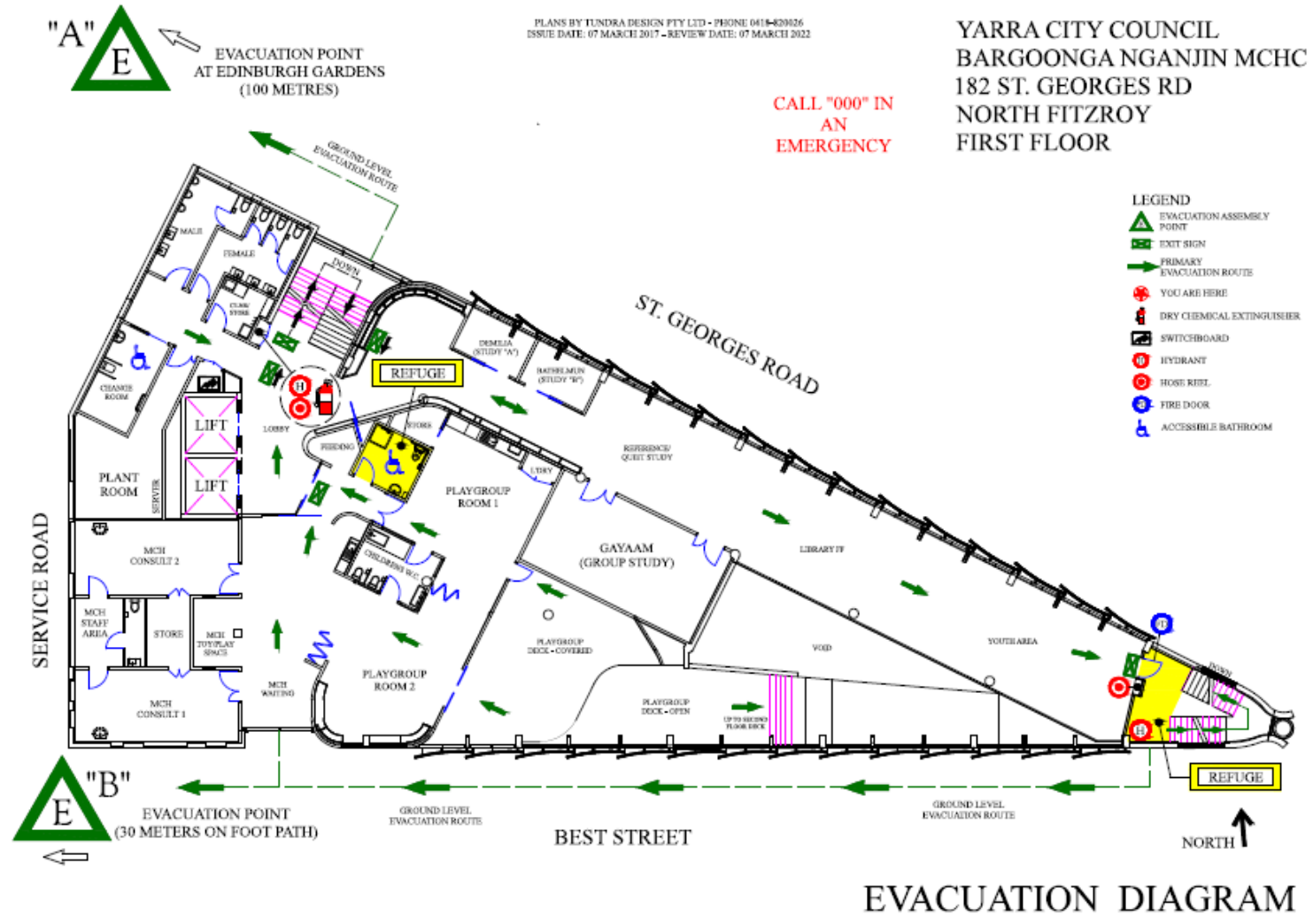
First Floor



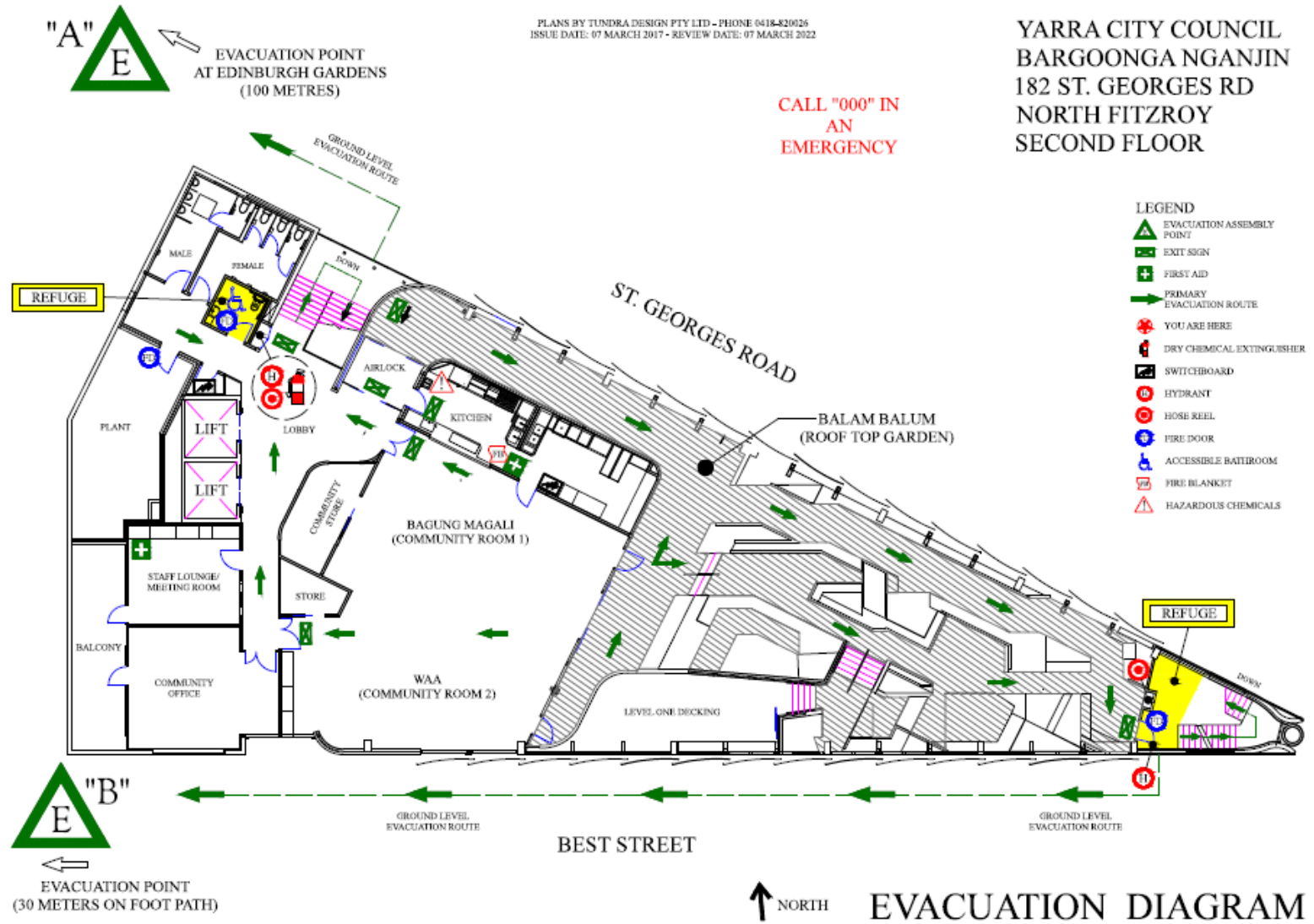
Second Floor



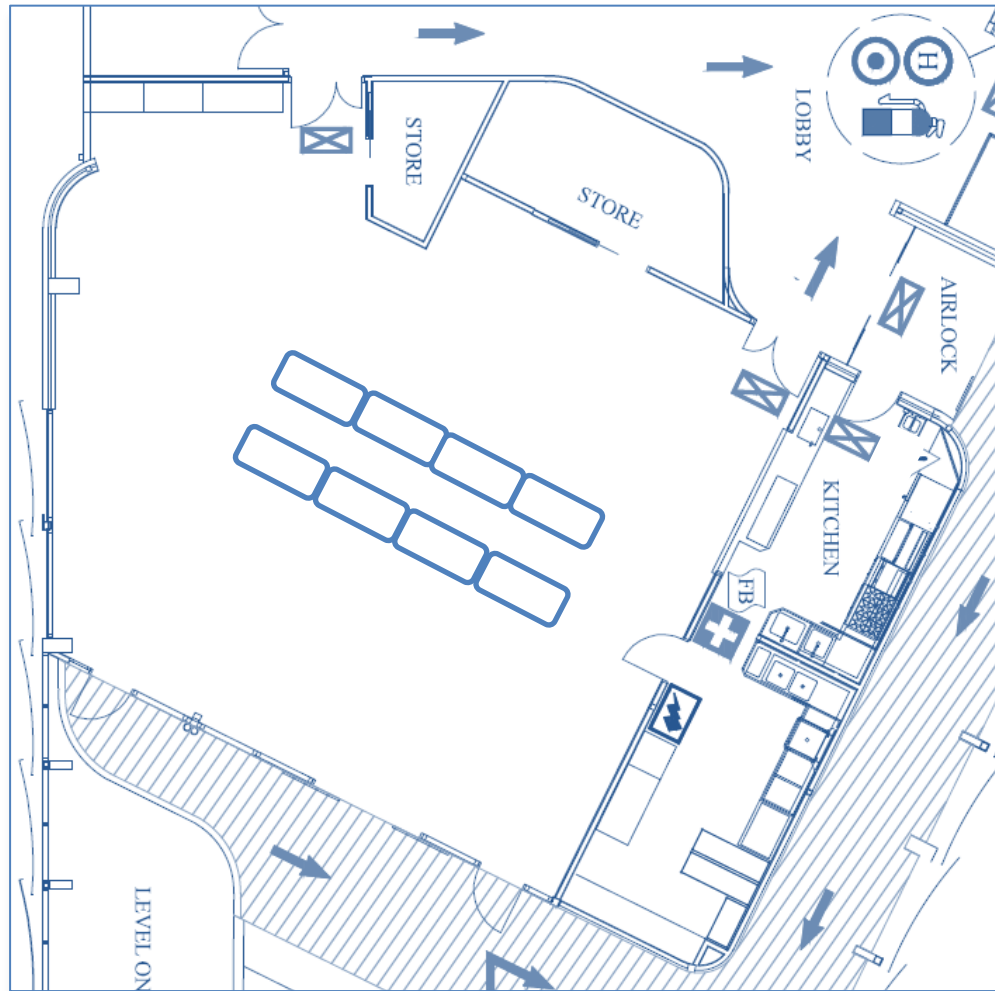
First Floor Evacuation Diagram



Second Floor Evacuation Diagram



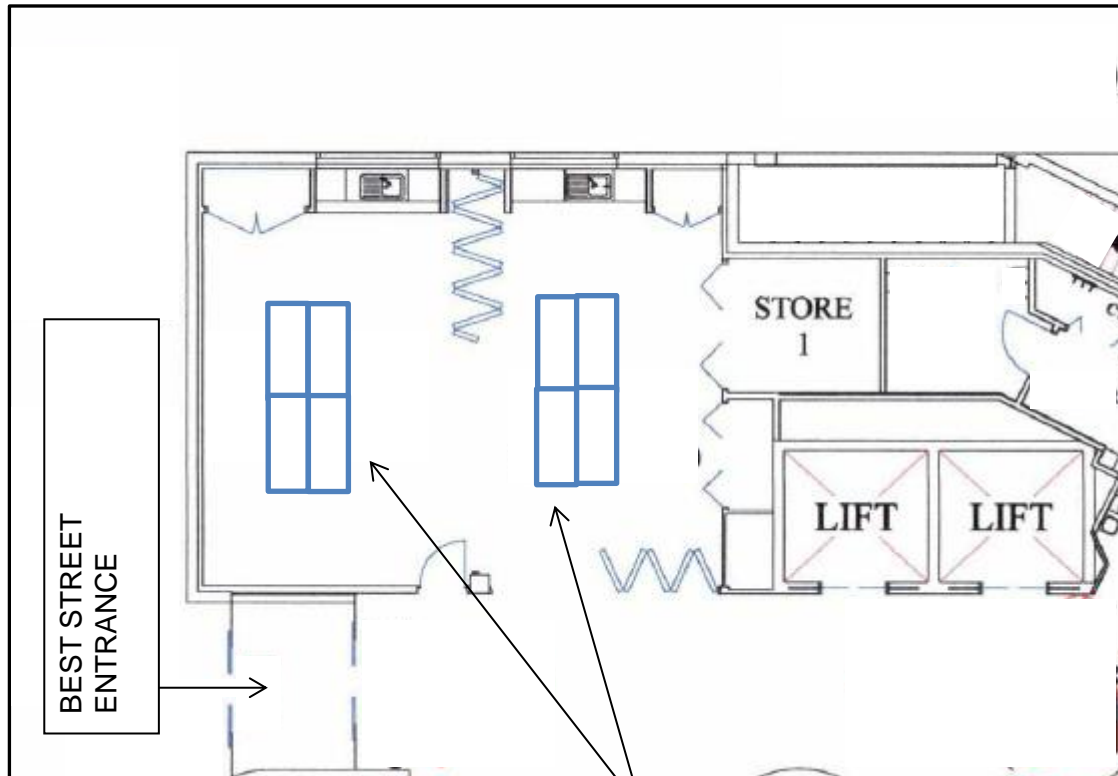
Bagung Magali/Community Room, Level 2 – Floor Plan with Default Furniture set up



Default Furniture:
8 tables in 2 rows
6 chairs per table

(Furniture to be returned to default set-up at the conclusion of your event).

Garong/Binap (Seminar) Rooms 1&2, Ground Floor – Floor Plan with Default Furniture set up



Default Furniture:
Boardroom style-
4 tables with 16 chairs
in each room