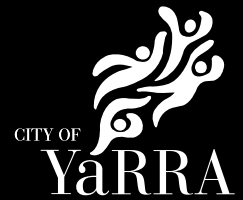


# Emely Baker Centre



## Venue Manual

**Alfred Crescent, Edinburgh Gardens,  
Fitzroy North**

Managed by: **Venues and Events**  
[venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

**03 9205 5577**

## Emely Baker Centre

Alfred Crescent, Edinburgh Gardens, Fitzroy North

### Quick Access Guide

<b>Key collection</b>	<p><b>The key/swipe</b> to your venue will be available for collection three business days prior to your booking.</p> <p><b>Key collect</b> - You will need to collect the key from the Collingwood Town Hall Reception during business hours (Mon - Fri 8.30-5pm). <b>If you do not collect it, you will not be able to access the venue</b></p> <p><b>Key return</b> is to Collingwood Town Hall Reception in person, the next business day after your booking.</p>
<b>Access doors</b>	<p><b>ENTRY:</b> Entry is via the main door into the entrance hall. Use your swipe card to enter.</p> <p><b>EXIT at end of booking:</b> Please make sure you lock all doors and exit via the main entrance.</p>
<b>Where to find switches</b>	<p><b>Lights:</b> Switches are located to your left as you enter through the automatic doors into the foyer.</p> <p>The light switch for the main room is located immediately inside the door to the main room.</p> <p><b>Heating and cooling:</b> Two heating/cooling air conditioning units are controlled by the remote located in the far corner of the room.</p> <p>Two ceilings fans are controlled by switches in the foyer next to the automatic doors.</p>
<b>What is supplied</b> (See equipment chart on <a href="#">page 7</a> for more details)	<ul style="list-style-type: none"><li>• Small kitchen</li><li>• 3 tables</li><li>• 36 chairs</li><li>• Basic cleaning equipment</li><li>• Toilet paper and paper hand towel (no baby change at this venue)</li></ul>
<b>What is NOT supplied</b>	<p>No crockery, cutlery, sponges, dishwashing liquid.</p> <p>No AV equipment or internet.</p>
<b>What to bring</b>	<p>Please bring a sponge, liquid cleaner, tea-towels, bin liners and paper towels. You will also need to supply your own first aid supplies.</p>
<b>Contact details</b>	<p><b>Enquiries:</b> Business hours <a href="mailto:venuesandevents@yarracity.vic.gov.au">venuesandevents@yarracity.vic.gov.au</a> 03 9205 5577</p> <p><b>Emergency:</b> Call 000 Fire/Police/Ambulance</p> <p><b>After</b> you have called <b>Emergency</b> and it is safe to do so, call Yarra Council after hours 03 9205 5555 to report the Emergency.</p> <p>See <a href="#">page 5</a> for more details.</p>
<b>Hours</b>	<p>You must set up and pack up within your booked hours</p> <p>Please see <a href="#">page 4</a> for more information on noise restrictions</p>
<b>Capacity</b>	<p>The venue has a maximum capacity of 30 people</p>

**End of event checklist** - Please see the checklist on page 12 for how to close up the venue



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## Agreement

It is part of the contract agreement that the person responsible for accepting the conditions of hire/making the booking is present at all times. This includes set up and pack up. They must also ensure their guests abide by the [Conditions of Hire](#) and this Induction document.

Another person (over 18 years of age), may be nominated as Person in Charge and their name and phone number must be provided to the Venues and Events Team before the event date.

The Person in Charge must read and understand this induction document and be familiar with the **emergency evacuation** procedures.

**Hire of the Emely Baker Centre includes the use of the outdoor play area within the fenced boundary, but does not include any areas of the Edinburgh Gardens. If you wish to book space in the park please contact**

[eventapplications@yarracity.vic.gov.au](mailto:eventapplications@yarracity.vic.gov.au)

## Access, transport and parking

- **Wheel chair accessible**
- **Disabled parking space on Alfred Crescent outside venue**

There is limited and timed parking in the surrounding streets. As this is a very popular park, we suggest your guests use [public transport](#) where possible.

## Doors

- **Access to building:** Hirer to collect swipe card from Collingwood Town Hall Reception – up to three business days prior to booking **ONLY** during business hours (8:30am to 5pm).
- **Entry:** Via the main front door where there is a swipe card reader. You can then open glass doors onto the play area for guests. Please make sure that unauthorised people do not enter the venue.
- **After entry:** To lock the sliding doors onto playground from the inside, please move the black switch into the up position
- **Exit:** at end of booking - make sure all three external doors are securely closed behind you (check sliding door and single glass door onto playground)
- **Return of swipe card:** Swipe card **MUST** be returned to Collingwood Town Hall reception the next business day. Failure to return swipe may incur an additional fee for swipe replacement.

## Heating and cooling

- 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 next to blue cupboards
- The room also has two ceiling fans, these are controlled by switches in the foyer next to the automatic doors

## Noise

- Although this venue is within a park, it is in a residential area and noise must not be heard beyond the park boundary.
- We may retain your bond for unresolved noise complaints
- If the nearby residents contact the Police or Yarra staff about excessive noise from your function, we will try to contact you to resolve the issue, so please make sure you have your phone nearby.
- Please be respectful when leaving the venue at night and make sure that your guests understand the above rules.

## Alcohol

- If you are **selling** or serving alcohol as part of an **inclusive charge** you will need to apply for a **Liquor Licence** and provide a copy to [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au) (at least a week before your event)

## OR

- If you are providing alcohol **free** to your guests, please apply online for a **PartySafe** registration from Victoria Police. Email your Partysafe registration number to [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

We may require you to hire security guards for some high-risk events.

## 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 (such as fire extinguishers). See emergency map in venue for more details.

## Emergency

In the event of emergency, the hirer will be responsible for coordinating the 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. See the map inside the venue.

The hirer must:

- Identify exact nature and location of the emergency.
- Contact emergency services by dialling 000.
- In case of fire, call the Metropolitan Fire Brigade, by dialling 000, immediately.
- Only attempt to fight a fire with the equipment provided and if it is safe to do. You should only do this after calling 000.
- 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 the fire brigade.
- 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.
- **After** you have called emergency services, once it is safe to do so, contact Council's emergency out-of-hours number 03 9205 5555.

## Evacuation Assembly Points

In the event of an emergency evacuation:

- Primary evacuation area is located behind the Emely Baker Centre in Edinburgh Gardens by the playground

The safety of the hirer, venue and guests is the hirers' responsibility.

The hirer should inform all attendees of the evacuation procedures and assembly points.

## 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 always supplies available.
- All incidents, accidents and near misses must be reported by the hirer by calling the after-hours emergency contact number 03 9205 5555.

## Equipment

### Equipment provided:

- See [Equipment list](#) and Instructions regarding specifications and set up

### Equipment not provided:

- No crockery, cutlery or kitchen equipment
- No sponges or kitchen towel (paper towel supplied is for hand washing only)
- No cleaning liquids
- No AV equipment
- No internet/wifi
- If you are planning a large event, please bring bags to remove any excess rubbish

### Your 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 the venue.
- Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags.
- No equipment is to be left in the venue after end of hire period.

## Toilets

Toilets include an ambulant toilet. No baby change table at this venue.

## Cleaning

See [End of event checklist](#)

## Maintenance

For any urgent maintenance issues relating to the venue during the booked period, including utilities not working, contact Yarra Council's after-hour's number on 03 9205 5555.

For non-urgent maintenance issues, please email [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

## Bond

Your bond will be returned in full provided there is no damage to the venue, no unresolved **sound** complaints, no **waste** contamination and the venue is only accessed within your booking **hours**.

## Leaving the Venue

See **End of event check list**.

## Other information

- This is a shared facility- you will have exclusive use of the kitchen, main space and play area but will share toilets and foyer with a tenant.
- Please ensure you have read and understood the **Conditions of Hire** and are not bringing in any prohibited items
- Council will carry out repairs from any damage at the full expense of the hirer. This includes internal/ external and environmental damage
- No glitter, confetti or helium balloons
- No smoking anywhere inside or undercover

## Rubbish

The rubbish and recycling system at Yarra has recently changed. What is accepted in each bin is very different from before. Please follow the signage at each venue.

**Please use the correct bin for your waste to ensure you receive your full bond refund.**

We provide bins for Rubbish, Recycling, Glass and Green waste.

Any excess rubbish from site must be disposed of by the hirer in a responsible manner.

Yarra Council is working towards a ban on single use plastics by 2021. Please support this initiative by using recyclable or reusable materials.

For more details on what goes in each bin please check **here**.



Outdoor bins location

## Equipment List

Equipment		Notes	Measurements
Chairs	36	Orange plastic Stacking - maximum 10 high	
Tables	3 rectangular trestle tables	Seating 4-6 people	150cm long x 75cm wide x 72cm high
Kitchen	Small kitchenette	Small refrigerator Microwave Urn for hot water	
Floor space	Parquetry floor		11m x 7m
Cleaning	Basic cleaning equipment	Broom, dustpan brush, mop, bucket. No dishwashing powder or cleaning products.	
Toilet paper	Supplied		

## Location and Transport

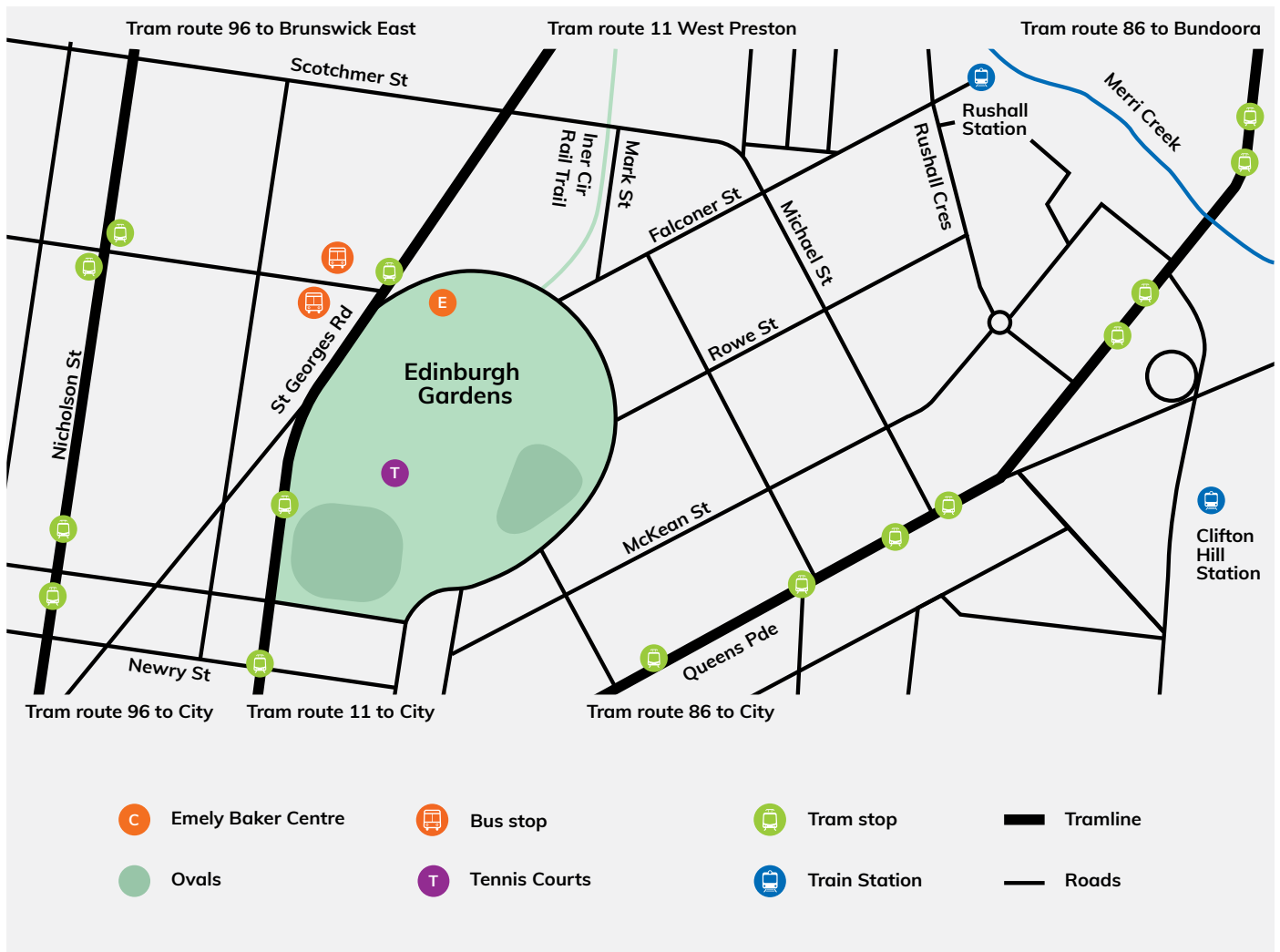
### Transport options:

- Tram Route 11 Brunswick Street, Stop 20
- Tram Route 96 Nicholson Street, Stop 18
- Clifton Hill station (Mernda/Hurstbridge line) - 20 minute walk
- Rushall Station (Mernda line) - 15 minute walk
- Route 504 bus from Moonee Ponds to Clifton Hill, stop at intersection St Georges Road and Reid Street - 2 minute walk
- There is limited, timed free parking in the surrounding streets. Check parking signs
- There is one disabled car park directly outside venue on street

The Emely Baker Centre is situated in the Edinburgh Gardens. The easiest access point is from St Georges Rd / Alfred Crescent Tram stop Route 11, Stop 21

[Tram Route 11, Alfred Crescent Stop 21](#)

### Venue transport map





## Pictures

Building exterior



Interior empty



Interior empty 2



Interior showing entrance



Room setup



Chairs



## Pictures

Kitchen



Kitchen



Toilets



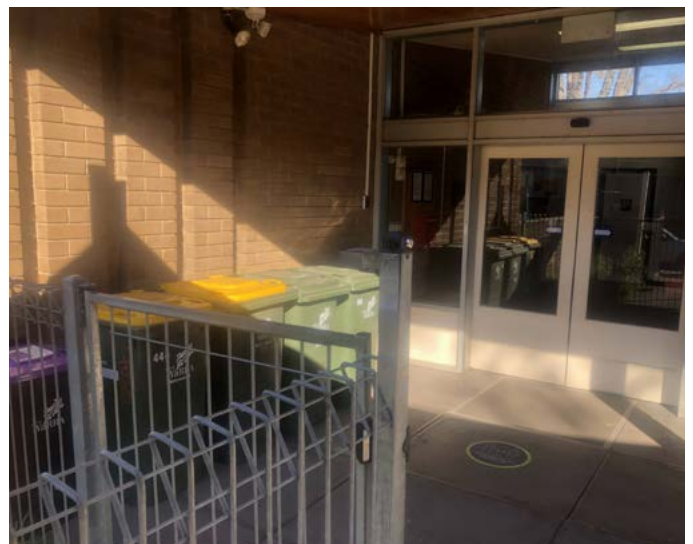
Outdoor area



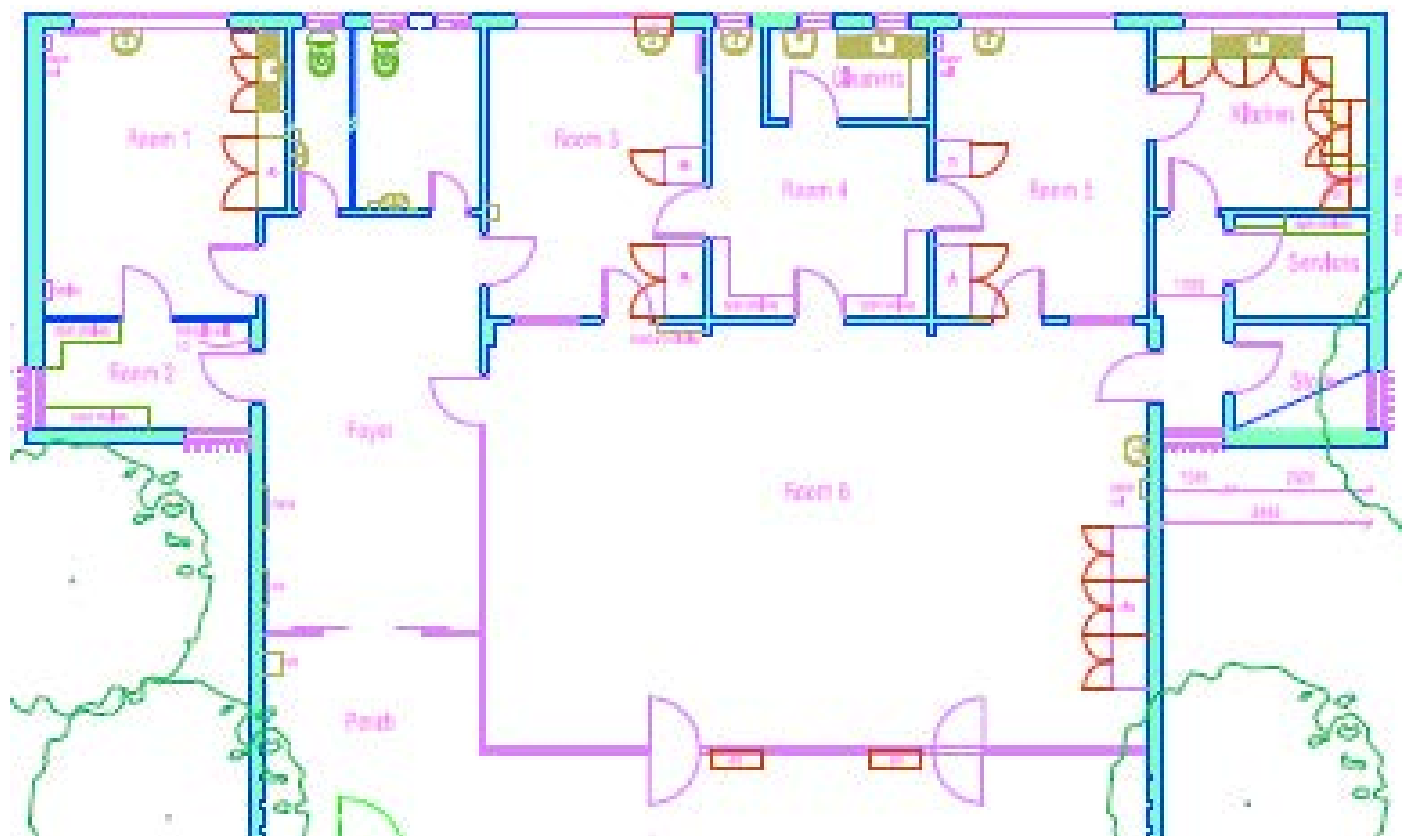
Outdoor area



Outdoor bins location



# Floor Plan



End of Event Checklist	Yes
Kitchen appliances switched off	
Kitchen appliances wiped down	
Kitchen benches wiped down	
Air conditioning, fans and heating switched off	
All Windows and doors secured and locked There are 2 doors to the outdoor playground, please ensure these are locked	
Tables wiped down and stacked and returned to <b>original location</b>	
Chairs stacked and returned to <b>original location (no more than 10 high)</b>	
Decorations signs and banners removed (including blu tack and tape if used)	
Rubbish removed and placed in <b>correct</b> bins provided	
Wheelie Bins returned to original location and locked away	
Check you have all your belongings	
Lights switched off	
Ensure all external doors are closed and cannot be opened from outside	
Report any damage and feedback to <a href="mailto:venuesandevents@yarracity.vic.gov.au">venuesandevents@yarracity.vic.gov.au</a>	
<b>Charges may apply for equipment damaged or not cleaned</b>	
After event	Yes
Return venue keys/swipe to Collingwood Town hall within three days of booking. Reception hours 8.30am-5pm Monday to Friday	
Council will process a bond refund based on return of swipe card and good condition of the venue	
Bond is refunded by EFT transfer and may take up to 30 days after hire date. If you haven't already supplied your bank details, please send the following to <a href="mailto:venuesandevents@yarracity.vic.gov.au">venuesandevents@yarracity.vic.gov.au</a> Bank Name: Bank Account Name: BSB: Account:	