

# Richmond Library Meeting Room

## Level 2, 415 Church Street Richmond

Melways ref: Map 2H A9

### Venue Induction



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# 1 Introduction

Welcome to the City of Yarra **Richmond 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 who will be at the 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 representative 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 there are two assembly points:

- Primary area is located at on Charlotte Street footpath past the parking area.
- Secondary area is on Church Street footpath on the north side across Charlotte Street.

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

- Swipe card and key are issued to hirer by library staff during library opening hours listed below– if not collected during these hours prior to booking date the booking will be forfeited as no access will be possible.
- If a booking is outside Library opening hours, the Hirer **MUST** enter at the door located on Church Street. **For security purposes, this door must remain locked at all times throughout the hire.**
- This access point has stairs that lead to the foyer. The venue is armed with a security system, located on the right hand side of the wall as you walk in before the steps.
- Upon collection of the swipe card and key HIRER will be shown how to access the meeting room after hours and how to arm/disarm the alarm panel and operate the automatic door by library staff.

#### **Access to building during Opening Hours**

- During library hours Meeting Room access is facilitated by library staff via the customer service desk. No key is issued in this instance.
- Catering and other deliveries during library hours should be directed to the customer service desk. Hirers should inform library staff about any anticipated deliveries.

#### **Regular opening hours**

Mon - Wed **10am – 8pm**

Thurs & Fri **10am – 6pm**

Saturday **10am – 3pm**

Sunday **2pm – 5pm**

### 4.3 Emergency Equipment Usage

The Hirer must:

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

### 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 Community Hall, 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 after-hours number: 9205 5555.

Safety of the hirer, Community Hall 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.**

## **4.5 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. To report all incidents, accidents and near misses the hirer must contact the 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. No equipment to be left in venue after end of hire period.

### **5.1 Kitchenette**

Hirer is responsible for leaving the equipment clean when vacating venue. Charges may apply if equipment is left unclean or damaged. Hirers are asked to load the dishwasher and to leave the tea point tidy. As the Kitchenette is in a shared common area please ensure that there is no impact on other users.

### **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 returned to their original location.
- No AV equipment supplied with this room.
- A whiteboard is 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 30 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

There is ambient lighting when entering the facility. To switch the lights on for the foyer-

1. Make your way up the stairs to the foyer.
  2. Turn left and walk to the middle of the room.
  3. On your right you will see double doors on the wall labelled 'Electrical Switchboard'.
  4. To the left of this switchboard on the wall is a small rectangular door.
  5. Open the door and switch on lights as required.
- Meeting Room lights are located just inside the Meeting Room door.

## 12 Air Conditioning and Heating

Foyer air conditioning controls are located on the left hand side of the electrical switchboard located in the middle of the foyer on the wall. Once the unit is switched on the temperature is controlled automatically.

## 13 Amenities

- Public Toilets and disabled Toilets facilities are available on level 2 of the building
- Kitchenette available on level 2

## 14 Waste disposal

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

## 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 and kitchenette left clean and tidy.

## 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 in the area. The library car park accessible via Charlotte Street has 20 spaces. Parking restrictions apply within the library car park. Limited parking on Charlotte and Church Street. Parking restrictions apply on Charlotte Street.

When there are other events this area can become very congested with traffic. Ensure to advise 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 5577 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

### LEGEND

-  DRY CHEMICAL EXTINGUISHER
-  CO2 EXTINGUISHER
-  WATER EXTINGUISHER
-  HYDRANT
-  HOSE REEL
-  PRIMARY EVACUATION ROUTE
-  FIRE BLANKET
-  EXIT
-  EVACUATION ASSEMBLY POINT

CALL "000" IN AN EMERGENCY

