

Richmond Senior Citizens Centre Induction

Hosie Street
Richmond Vic 3121
Mel ref: 2H B6



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1 Introduction

Welcome to the City of Yarra **Richmond Senior Citizen's Centre Induction**. This induction is for clients, hirers and contractors of City of Yarra.

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 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

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 that will be at venue for the duration of the booking.
2. **Hirer:** The person that signs the City of Yarra Terms and Conditions and/or the person in charge for the duration of the event.

4 Emergency Evacuation Procedures (Person in Charge)

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 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. These points are marked on the evacuation diagram displayed within the venue.

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 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)

4.3 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.

4.4 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 venue, only if safe to do so.
- Meet and report to emergency services on arrival.
- Only re-enter the venue when authorised by the emergency authority to do so.
- 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.

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 at all times. To report all incidents, accidents and near misses the hirer must contact 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 Access Yarra 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.

5.1 Chairs and Tables Hire

This venue provides the use of the tables and chairs. All tables are to be wiped down and chairs stacked and returned to their original location.

6 Code of Conduct

We expect all 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 Insurance

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

7.3 Noise

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. **The venue must be vacated by 11pm.** The hirer shall not permit the level of noise from any entertainment to exceed 65Db at any perimeter of the venue or park being used.

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 50 people.

9 Schedule of Hire

The hirer setup and pack up times are to occur within the booking times stated on booking form. Use of hire outside of booking times may affect your bond refund

10 Access

A key must be collected from Council's Venues and Events Unit prior to your event. Access to the venue is via the front doors on Hosie Street.

11 Lighting

Lights to the room located at the entrance to the venue.

12 Air Conditioning and Heating

There is reverse cycle air conditioning and heating. The remote controls are mounted on the wall. There are also ceiling fans in this venue.

13 Kitchen

A small kitchenette is provided and equipped with a sink, instant hot water tap, microwave and small fridge.

14 Meeting Area

Meeting area has 13 rectangular tables and 50 chairs. After use tables and chairs are to be wiped down and returned to their original location.

15 Amenities

Male, female and disabled toilets located within this venue.

16 Waste Disposable

It is the responsibility of the hirer to correctly dispose of all rubbish in the bins provided. All recycling must be placed in the recycling bins and flatten empty cardboard boxes. Any excess rubbish from site and disposed of by the hirer in a responsible manner. Floors must be left clean.

17 General Housekeeping

As a requirement 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 and returned to the storage room. The hirer must pack up their belongings and take down any signs, decorations or banners and not leave items behind. At the completion of a hire the venue must be returned to its original layout. Council cleaner will undertake a final clean after event.

18 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. 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.

19 Parking

This venue does not have on-site parking for hirers and guests. Parking restrictions apply in the surrounding streets. Where possible encourage guests to use public transport.

20 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.

We wish you all the best for your event.

21 Appendix

21.1 Hirer's Checklist

Casual hirers must complete and submit the Hirer's checklist at the end of the event.

Booking No:	
Hirers Name:	
Venue Hired:	
From: Date/Time	
To: Date/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 and mopped		
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 Pack		
Lights switched off		
Reported any damage and feedback (complete online request form)		
Returned venue keys/access pass to council		

Report any damage and/or Feedback

Hirer's Signature:	
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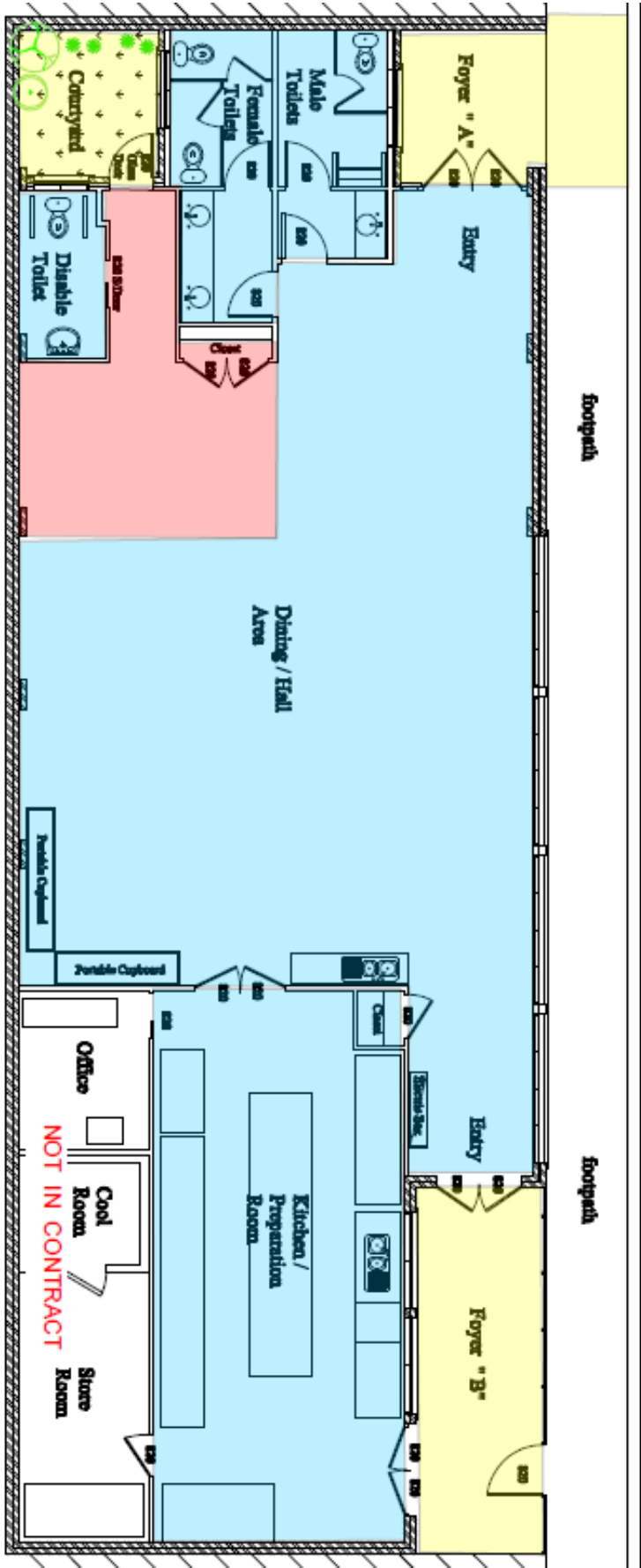
Bond Refund

The hirer must submit Hirer's Checklist to receive bond refund cheque. 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.

21.2 Evacuation Diagram



21.3 Room Floorplan

