

# Edinburgh Gardens Community Room

Alfred Crescent Fitzroy North 3068

Mel ref: 2C, 1C

(Off Brunswick Street)

## Induction To Venue

Venue managed by

City of Yarra Venues and Events Department

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# 1 Introduction

Welcome to the City of Yarra **Edinburgh Gardens Community Room 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

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 on W.T. Peterson Oval, South of the venue
- Secondary area is located near Bocce rink North of 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 the Community Hall.
- Know where emergency equipment is located. (e.g. fire extinguishers)

## 4.3 Access to building

- Hirer to collect swipe card from Collingwood Town Hall reception – by arrangement ONLY during business hours.
- **ENTRY** - Hirer MUST enter at door next to Tennis Club (North side) where there is a swipe card reader. Hirer MUST swipe card against swipe reader.
- **EXIT at end of booking** – Hirer MUST swipe card on same door they used when entering the building.
- Catering and other deliveries are delivered to the side door of the building (opposite the bin cage).
- Entrance to Toilet Air Space: If door closed use the access swipe card on swipe reader.
- **RETURN OF SWIPE CARD:** Swipe card MUST be returned to Collingwood Town Hall reception within 3 business days of event. Failure to return swipe may incur an additional fee for swipe replacement.

## 4.4 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.*

## 4.5 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 out of 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.**

## 4.6 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.
- All incidents, accidents and near misses must be reported by the hirer by calling the after-hours emergency contact number 9205 5555.

#### **4.7 Urgent Maintenance Issues**

- For any urgent maintenance issues relating to the venue during the booked period, including utilities not working, contact Access Yarra after-hour's number on 9205 5555.
- For non-urgent maintenance issues, please record details on the Hire's Checklist at the end of your event.

### **5 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 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 clean and wiped.
- All benches to be clean and wiped down.
- All rubbish to be 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 the tables and chairs.
- All tables are to be wiped down and chairs stacked no more than 10 high after use 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 of sound 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, contractors and staff. Discrimination on grounds of age, gender, race, 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 when alcohol is sold or part of an inclusive charge.
- Community rooms are located within a family friendly, multipurpose park and adjacent to authorised sporting events. Sporting groups have policies that limit the use of alcohol in the vicinity of a sporting event. Due to these policies and co-existence of different users in the park, it has been *necessary to limit consumption of alcohol to within the walls of the community room venue during a hire period.*

### **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**

Completion of a Party Safe registration form is a requirement for all 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, as this venue is within a park the noise must not be heard beyond the park boundary.

## **8 Capacities**

The Hirer must not permit the number of people attending the function to exceed the maximum occupancy number. Maximum occupancy for this venue 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 next to the switchboard located near the kitchen servery.

## **12 Air Conditioning and Heating**

The controls on the reverse cycle unit are located in the main room next to the kitchen servery and switchboard. The unit operates for 2 ½ hour cycle and then switches off automatically. 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 control button is on the unit and can be adjusted to desired temperature at your discretion.

## **13 Amenities**

- Toilets including ambulant toilet and toilet with a baby change table are located within the venue.
- During the football season April to October there is joint use of community room toilets on sporting days.

## **14 Waste Disposable**

A padlocked bin cage located outside north of the building houses wheelie bins for rubbish collection. The key to the padlock is hanging on the inside of the back door.

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 empty cardboard boxes 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 is 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 including mop, bucket, 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 bookings.
- At the completion of hire venue must be returned to its original layout.
- Return swipe card to Collingwood Town Hall reception within 3 business days.

## 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.
- Council will carry out all repairs from any damage at the full expense of the hirer. This includes external and environmental damage.

## 17 Parking

- Parking is limited within many areas in City of Yarra.
- Observe and note parking restrictions near your venue.
- Edinburgh Gardens has limited car spaces near the Community Room.
- Parking restrictions also apply in the surrounding streets.
- Where possible encourage guests to use public transport.

## 18 Conclusion

- When leaving the venue ensure
  - Check lights are turned off
  - Rubbish and decorations are removed
  - All furniture and venue equipment returned to where found
  - Swipe your card at the swipe reader
- 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 swipe card and completion of venue 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](mailto: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 No:		Date of Hire:	
Venue:		Event Name:	
Hirer'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		
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 and air conditioning switched off		

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. Council inspects the venue after each event. Any repairs required due to 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](mailto:venuesandevents@yarracity.vic.gov.au) or delivered to Collingwood Town Hall reception during business hours.

## 19.2 Tables and Chairs

- **Mobile Folding Tables**

- Tables are on wheels and should be opened carefully
- There are 10 large (Oval) tables which seat 8-10 people, Dimensions: 152 x 183 cm or 72" x 60"
- There are 2 rectangular tables which seat 10 people, Dimensions: 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><b>TO OPEN:</b> <b>PARA ABRIRLA:</b></p>  <p><b>1</b> 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><b>2</b> 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><b>⚠ WARNING</b> <b>Keep fingers away from top center edge!</b></p> <p><b>⚠ AVISO</b> <b>Mantenga los dedos alejados del borde central de la tapa!</b></p>	 <p><b>3</b> Lower the table top to open position. <i>Baje la tapa de la mesa a la posición abierta.</i></p>
<p><b>TO FOLD:</b> <b>PARA PLEGARLA:</b></p>  <p><b>1</b> 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><b>2</b> 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><b>TO MOVE:</b> <b>PARA MOVERLA:</b></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**

- There are 100 chairs with cloth seat and back.
- These are for hirer's use and at end of hire period are to be stacked either side of room (no more than 10 seats high).

## **19.3 Special Information ONLY applicable to this venue**

### **1. Joint use of toilets in Community room**

Community room and the pavilion have been renovated to accommodate new facilities and hirers need to be aware of the possible joint use of the community room toilets on sporting days.

Toilets that are provided in the pavilion on sports days have been designed for the use only for players and umpires. By a door from the pavilion, sports day supporters will be allowed access to the community room toilets till the pavilion toilets can be opened for general use, via the rear of the pavilion.

Community room hirers should familiarise themselves with this arrangement should their booking be on a sporting day at the W.P Peterson oval. The relevant seasonal sporting club at the pavilion will be responsible for managing the door access from pavilion to the Community room toilets.

### **2. Consumption of Alcohol in Community room**

Community rooms are located within a family friendly, multipurpose park and adjacent to authorised sporting events. Sporting groups have policies that limit the use of alcohol in the vicinity of a sporting event.

Due to these policies and co-existence of different users in the park, it has been necessary to limit the consumption of alcohol to within the walls of the community room venue during a hire period. Please be aware of this when applying for a liquor licence.