

# **Williams Reserve Community Room**

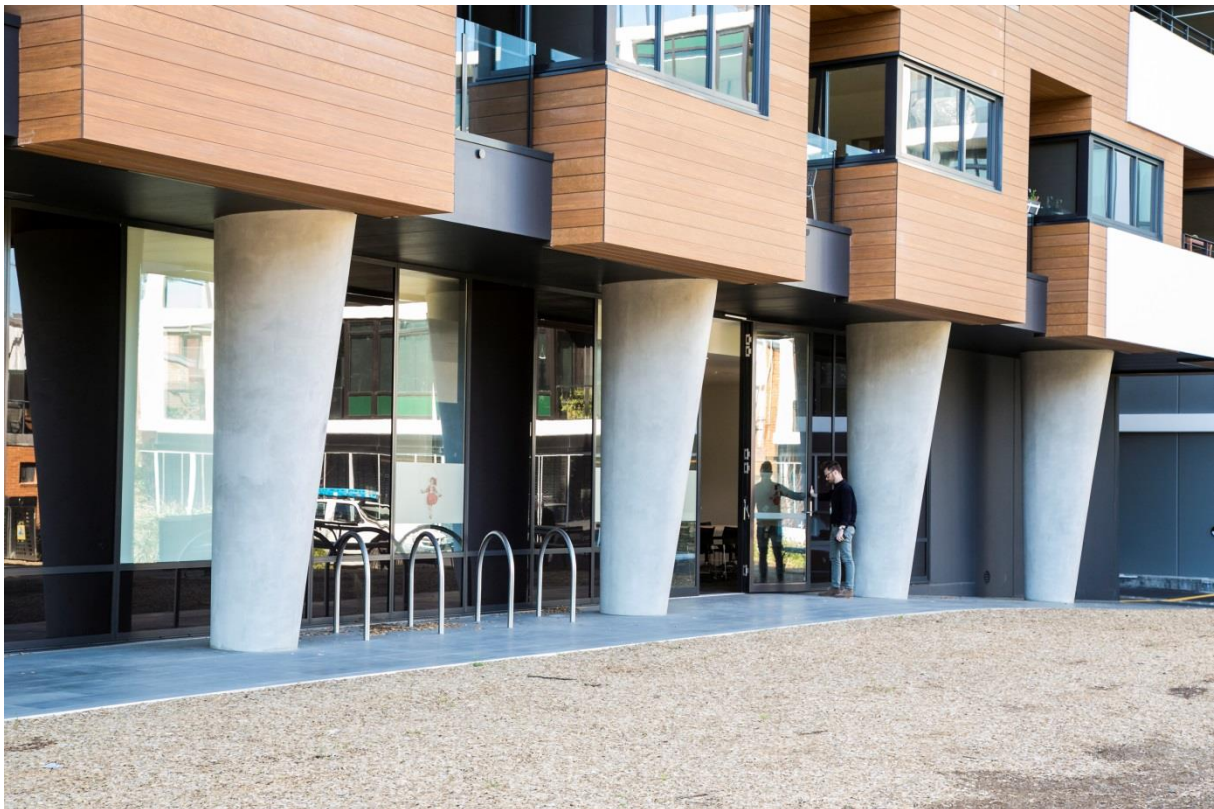
Ground Floor, 522 Victoria St Richmond 3121

Mel ref: 2H, F2

(Near corner of Burnley and Victoria Streets)

## **Induction To Venue**

**Venue managed by  
City of Yarra Venues and Events Department  
Phone 9205 5577**



PO Box 168 Richmond VIC 312. Phone: 03 9205 5577  
Email: [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au) Web: [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)

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## 1 Introduction

Welcome to the City of Yarra **Williams Reserve 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.

## 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 Application Form 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 please assemble at the far side of the park

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 entrance and exit to Community Hall.
- Know where emergency equipment is located. (e.g. fire extinguishers)

### 4.3 Access to building

- Swipe card is issued to a hirer – card to be collected by hirer from Venues and Events Department office – by arrangement **ONLY** on a business week day
- Hire **MUST** enter at door facing Williams Reserve Park where there is a swipe card reader

- Hirer must not exit into the internal corridor near the fire hose- a silent alarm will activate and hirer may get locked in this area. Hirers bond will be automatically retained if found to have entered internal corridor.

#### **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.

#### **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 Community Hall when authorised by the emergency authority to do so.

Safety of the hirer, Community Hall and guests is the Hirers responsibility whilst under the Hirer's care and control.

#### **4.6 First Aid**

- 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. Form available from Venues and Events office.
- All incidents both major and minor are reported and investigated in the interest of improving safety.

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

- For all urgent maintenance issues relating to the venue for the booked period, including, utilities not working contact Access Yarra after 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 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 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 original locations as per the picture below.



## 6 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.

## 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 building.

### 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

The registration form is a requirement for bookings where alcohol will be served or other high risk events.

### 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 residential area the noise must not be heard beyond the room whilst door is closed.

## 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 20 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.

### 9.1 Security Personal

- Venues and Events recommends you assess the risk of your event and engaging a security company for your function.
- Council can direct hirer to engage security staff and implement security procedures if deemed necessary at hirers expense.

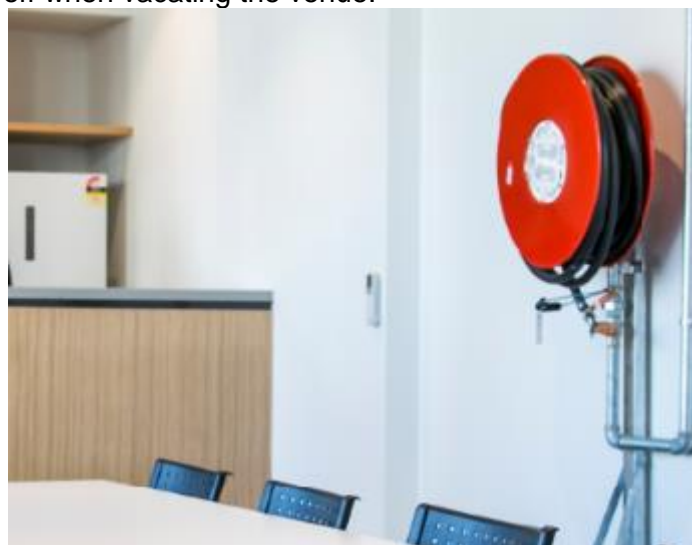
## 10 Lighting

Light switches are located inside the room near the kitchen.



## 11 Air Conditioning and Heating

- The controls on the reverse cycle unit are located in the main room next to the kitchen.
- Point the control at the unit mounted on the wall to turn on the power.
- The temperature control button is on the unit and can be adjusted to desired temperature at your discretion.
- Please turn off when vacating the venue.







## 12 Kitchen

Hirer is responsible for leaving the equipment clean and empty when vacating venue. Charges may apply if equipment is left unclean or damaged.





### 13 Amenities

A unisex accessible toilet is located within the venue.



### 14 General Housekeeping

- All areas 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.
- At the completion of a hire the venue must be returned to the standard state with benches wiped and floors swept.
- A small rubbish bin is provided but the hirer must be prepared to take all rubbish with them at the end of the function.
- A Council cleaner will undertake a final clean after event.

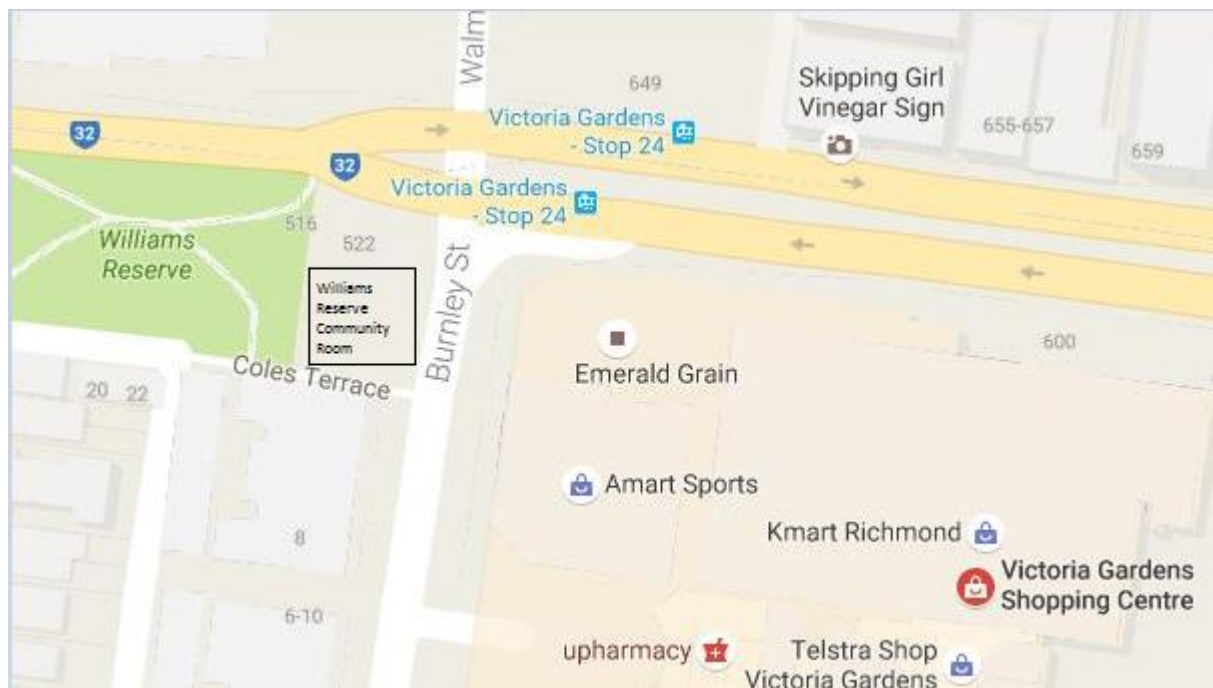


## 15 Property Damage

- 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.

## 16 Parking

- Parking is limited within this area and parking restrictions apply.
- Paid parking is available within the Victoria gardens shopping centre carpark.
- On weekends and peak hours this area can become very congested with traffic.
- It is recommended you encourage your attendees to use public transport options- a tram superstop # 24 is located near the venue. Route 109 runs from Port Melbourne to Box Hill and Route 12 originates at the stop and runs to St Kilda. The tramstop is fully wheelchair accessible.



## 17 Conclusion

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

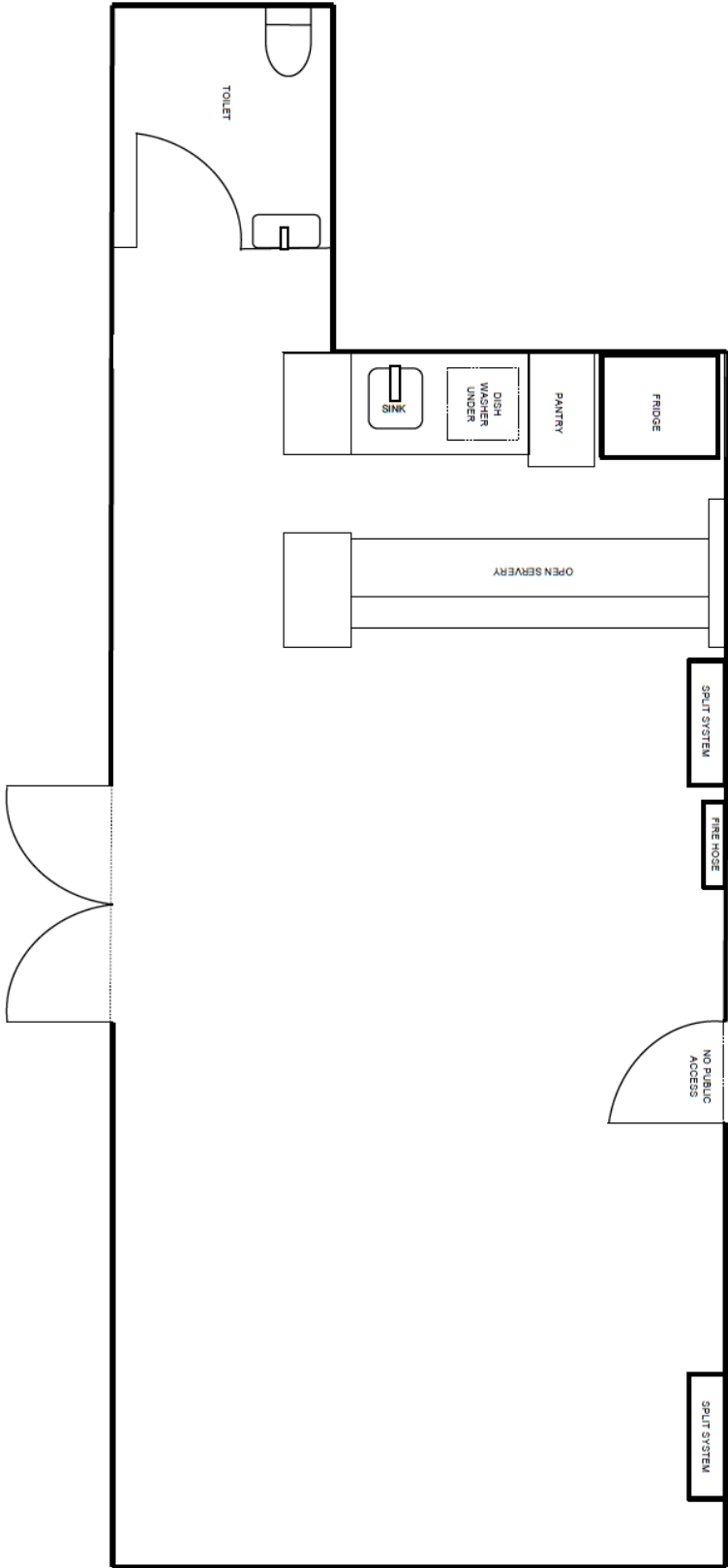
Please advise the Venues and Events department that you have read and understood this induction – this can be done by sending an email, fax or letter.

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](mailto:venuesandevents@yarracity.vic.gov.au).

We wish you all the best for your event.

# 18. Floorplan



WILLIAMS RESERVE COMMUNITY ROOM  
Floor Plan

