

# **Collingwood Senior Citizens Venue**

Eddy Court, Abbotsford.

Mel ref: 2C, 10H

(next to Collingwood Town Hall and police Station)

## **Induction To Venue**

**Venue managed by**

**City of Yarra Venues and Events Department**

**Phone 9205 5577**

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## 1 Introduction

Welcome to the City of Yarra **Collingwood Senior Citizen Venue Induction**. This induction is for clients and 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.
- 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

- **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.
- **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 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 plan/s 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 or 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 St Philip Reserve (West of the venue)**
- **Secondary area is located at Gahan Reserve (East 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 venue.
- 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 Unit – by arrangement ONLY on a business week day
- **ENTRY** - Hirer can enter at double door from car park where there is a swipe card reader and swipe reader with the swipe card. Alternative option for entry using swipe access is secondary door that faces Collingwood Town Hall.
- **EXIT at end of booking** – Make sure both doors are closed behind you.
- **AFTER INITIAL opening** of building, hirer should go to and open secondary door that faces Collingwood Town Hall. This is because the front double doors are not set on automatic opening after hours or on weekends.
- **RETURN OF SWIPE Card:** After booking swipe card must be returned to Venues and Events Unit within 3 business days of event No return or late return may incur a charge for replacement of card.

## 4.4 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.*

## 4.5 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 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.
- 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.

**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 at all times.
- To report all incidents, accidents and near misses the hirer must contact after hours emergency contact number 9205 5555.

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

- For all urgent maintenance issues relating to the venue for the booked period, including, utilities not working contact council's after hours number on 9205 5555.
- For non urgent maintenance issues, please record details on hirers 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.
- No equipment to be left in venue after end of hire period.

#### **5.1 Kitchen – Only Kitchenette provided**

- Hirer is responsible for leaving the equipment clean when vacating venue.
- All benches to be clean and wiped down
- All rubbish 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 tables and chairs.
- All tables are to be wiped down and chairs stacked and returned to their original location.

#### **5.3 Equipment NOT provided with venue hire**

- No crockery, cutlery or kitchen equipment.
- No white board markers
- No projectors, screens, speakers or music 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 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 if alcohol is sold or part of an inclusive charge.

#### **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 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.
- Noise emitted beyond the boundary of this venue is not permitted.
- 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.

## 7.6 Enclosed Garden and adjacent park

Hire of the community room does not include use of the park. Please contact [eventapplications@yarracity.vic.gov.au](mailto:eventapplications@yarracity.vic.gov.au) for outdoor bookings.

- **Internal complex Garden MUST NOT be used without written permission.**

## 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 80 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

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 near internal doors to hall from foyer.

## 12 Air Conditioning and Heating

- The controls for the reverse cycle units are located in the main room at Eddy Court (East) end of main hall.
- Operation instructions are located next to the control panels.

## 13 Amenities

- Toilets, including an **ambulant toilet** are located within the venue.

## 14 Waste Disposable

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

## 15 General Housekeeping

- Inform your attendees of the evacuation procedures and assembly points
- Inform attendees that no smoking 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 and includes mop, bucket, broom, dust pan and brush.
- 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 booking.
- At the completion of hire the 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 within the building.
- 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.

## 17 Parking

- Parking restrictions apply in the surrounding streets.
- Where possible encourage guests to use public transport.

## 18 Conclusion

- When leaving venue ensure
  - Check lights turned off
  - Rubbish and decorations removed
  - All furniture and venue equipment returned to where found
- Return swipe card to Collingwood Town Hall reception within 3 business days.
- 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 checklist
  - Bond is refunded by EFT and may take up to 30 days after venue date

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***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 [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 Number:		Date of Hire:	
Venue:		Event Name:	
Hire's Name		Responsible Person's Name:	
Bump In Time:		Bump Out Time*:	

**\*Remember to Swipe your card on the way out.**

End of Event Checklist	Yes	No
Kitchen appliances wiped down		
Kitchen appliances switched off		
Kitchen benches wiped down		
Tables wiped down 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 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 and removed		
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 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 from damage will be deducted from the bond.

Office Use:	Date Received:
Date Processed:	Processed By:

Completed checklist can be submitted via email [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au) or delivered to Collingwood Town Hall during business hours.

## 19.2 Tables and Chairs

- **Tables –**
  - These are fixed leg tables – be careful moving – do not drag on floor.
  - Tables cater for 80 persons
  - 2 x couches and 2 x tub chairs
  - 8 Rectangular tables seat 10 persons,
  - After hire all tables need to be wiped down (please bring your own “spray and wipe” type spray for cleaning.
  - Tables must be returned to same position as originally found
  
- **Chairs –**
- **55** chairs.