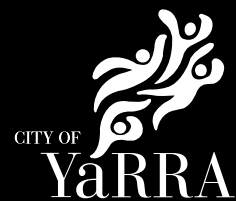


Florence Peel Community Centre



Induction Manual

Corner Moor and Young Streets, Fitzroy

Managed by: **Venues and Events**
venuesandevents@yarracity.vic.gov.au

03 9205 5577

Florence Peel Community Room

Corner Moor and Young Streets, Fitzroy.

Entrance on Young Street

Quick Access Guide

Key collection	<p>The key/swipe to your venue will be available for collection three business days prior to your booking.</p> <p>Key collect - You will need to collect the key from the Collingwood Town Hall Reception during business hours Mon - Fri 8.30-5pm). If you do not collect it, you will not be able to access the venue</p> <p>Key return is to Collingwood Town Hall Reception in person, the next business day after your booking.</p>
Access doors	<p>ENTRY: Enter via the main entrance door on Young Street using the swipe card reader. Once inside, you can open the doors to the play area – please make sure you LOCK this door when you leave</p> <p>EXIT at end of booking: Please make sure you have locked all the doors before leaving via the main entrance door</p>
Where to find switches	<p>Lights: Light switches for the foyer and main room are located immediately on your right as you enter the building</p> <p>External lighting is set on a timer to come on at dusk at the entrance and perimeter</p> <p>Heating and cooling: The units must be switched on at the power point and controlled via the front panel</p>
What is supplied (See equipment chart on page 7 for more details)	<ul style="list-style-type: none">• Small kitchenette: sink, microwave, dishwasher and refrigerator• 40 Chairs• 8 tables• Whiteboard• Basic cleaning equipment• Toilet paper and paper hand towels
What is NOT supplied	<p>No crockery, cutlery, sponges, dishwashing liquid.</p> <p>No AV equipment or internet.</p> <p>No whiteboard markers or erasers</p>
What to bring	<p>Please bring a sponge, liquid cleaner, tea-towels, bin liners and paper towels. You will also need to supply your own first aid supplies.</p>
Contact details	<p>Enquiries: Business hours - venuesandevents@yarracity.vic.gov.au 03 9205 5577</p> <p>Emergency: Call 000 Fire/Police/Ambulance</p> <p>After you have called Emergency and it is safe to do so, call Yarra Council after hours 03 9205 5555 to report the Emergency.</p> <p>See page 5 for more details</p>
Hours	<p>You must set up and pack up within your booked hours</p> <p>Please see page 4 for more information on noise restrictions</p>

End of event checklist - Please see the checklist on page 13 for how to close up the venue



Contents

Agreement	4
Access, transport and parking	4
Doors	4
Heating and Cooling	4
Noise	4
Alcohol	4
Building	4
Emergency	5
Evacuation Assembly points	5
First Aid	5
Equipment	5
Toilets	5
Cleaning	5
Maintenance	5
Bond	6
Leaving the venue	6
Other Business	6
Rubbish	6
Equipment List	7
Location and Transport	8
Pictures	9
Floor Plan	11
End of event checklist	12

Agreement

It is part of the contract agreement that the person responsible for accepting the conditions of hire/making the booking is present at all times. This includes set up and pack up. They must also ensure their guests abide by the [Conditions of Hire](#) and this Induction document.

Another person (over 18 years of age), may be nominated as Person in Charge and their name and phone number must be provided to the Venues and Events Team before event date.

The Person in Charge must read and understand this induction document and be familiar with the **emergency evacuation** procedures.

Hire of the Community Room includes the gated playground & kitchenette attached. It does not include the office spaces - these will be locked. The foyer is a shared space.

Access, transport and parking

- **Wheel chair accessible**
- **Accessible and disabled parking**

Accessible and disabled parking - two spaces directly outside the Community Room on Young Street. There is also another spot in Condell Street, around the corner.

There is limited and timed parking in the surrounding streets. As this is a very busy area, we suggest your guests use [public transport](#) where possible.

Doors

- **Access to building:** Hirer to collect swipe card from Collingwood Town Hall Reception – up to three business days prior to booking **ONLY** during business hours (8:30am to 5pm).
- **Entry:** Entry is on Young Street, via the ramp, where there is a swipe card reader
- **Exit:** at end of booking, exit via the main door (please make sure door to play area is locked)
- **Return of swipe card:** Swipe card **MUST** be returned to Collingwood Town Hall reception the next business day. Failure to return swipe may incur an additional fee for swipe replacement.

Heating and cooling

- The main room and kitchenette have air conditioning units
- The units need to be switched on at the power point and controlled via the front panel

Noise

This venue is in a residential area and noise must not be heard beyond the boundary.

We may retain your bond for unresolved noise complaints. If the nearby residents contact the police or Yarra staff about excessive noise from your function, we will try to contact you to resolve the issue. Please make sure the event organiser has their phone nearby.

Please be respectful when leaving the venue at night and make sure that your guests understand the above.

Alcohol

- If you are **selling** or serving alcohol as part of an **inclusive charge** you will need to apply for a **Liquor Licence** and provide a copy to venuesandevents@yarracity.vic.gov.au (at least a week before your event)

OR

- If you are providing alcohol **free** to your guests, please apply online for a **PartySafe** registration from Victoria Police. Email your Partysafe registration number to venuesandevents@yarracity.vic.gov.au

No alcohol consumption outside of building without a separate Liquor Licence.

Council may require you to hire Security for some high-risk events.

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 (such as fire extinguishers). See emergency map in venue for more details.

Emergency

In the event of emergency, the hirer will be responsible for coordinating the 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. See the map inside the venue.

The hirer must:

- Identify exact nature and location of the emergency.
- Contact emergency services by dialling 000.
- In case of fire, call the Metropolitan Fire Brigade, by dialling 000, immediately.
- Only attempt to fight a fire with the equipment provided and if it is safe to do. You should only do this after calling 000.
- 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 the fire brigade.
- 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.
- **After** you have called emergency services, once it is safe to do so, contact Council's emergency out-of-hours number 03 9205 5555.

Evacuation Assembly Points

In the event of an emergency evacuation there are two assembly points:

- Whitlam Place, the park on the corner of Moor and Napier streets, next to the Fitzroy Town Hall

The safety of the hirer, Community Hall and guests is the hirers' responsibility.

The hirer should inform all attendees of the evacuation procedures and assembly points.

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 always supplies available.
- All incidents, accidents and near misses must be reported by the hirer by calling the after-hours emergency contact number 03 9205 5555.

Equipment

Equipment provided:

- See [Equipment list](#) and Instructions regarding specifications and set up

Equipment not provided:

- No crockery, cutlery or kitchen equipment
- No sponges or kitchen towel (paper towel supplied is for hand washing only)
- No cleaning liquids
- No AV equipment
- No internet/wifi

Your 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 the venue.
- Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags.
- No equipment is to be left in the venue after end of hire period

Toilets

Toilets include an ambulant toilet. No baby change table at this venue.

Cleaning

See [End of event checklist](#)

Maintenance

For any urgent maintenance issues relating to the venue during the booked period, including utilities not working, contact Yarra Council's after-hour's number on 03 9205 5555.

For non-urgent maintenance issues, please email venuesandevents@yarracity.vic.gov.au

Bond

Your bond will be returned in full provided there is no damage to the venue, unresolved **sound** complaints, no **waste** contamination and the venue is only accessed within your booking **hours**.

Leaving the Venue

See [End of event check list](#).

Other information

- Please ensure you have read and understood the [Conditions of Hire](#) and are not bringing in any prohibited items
- Council will carry out repairs from any damage at the full expense of the hirer. This includes internal/ external and environmental damage
- No glitter, confetti or helium balloons
- No smoking anywhere inside or undercover

Rubbish

The rubbish and recycling system at Yarra has recently changed. What is accepted in each bin is very different from before. Please follow the signage at each venue.

Please use the correct bin for your waste to ensure you receive your full bond refund.

We provide bins for Rubbish, Recycling, Glass and Green waste.

You must remove all rubbish from inside the venue, to the outside bins.

Any excess rubbish from site must be disposed of by the hirer in a responsible manner.

Yarra Council is working towards a ban on single use plastics by 2021. Please support this initiative by using recyclable or reusable materials.

For more details on what goes in each bin please check [here](#).



Accessible Parking

Equipment List

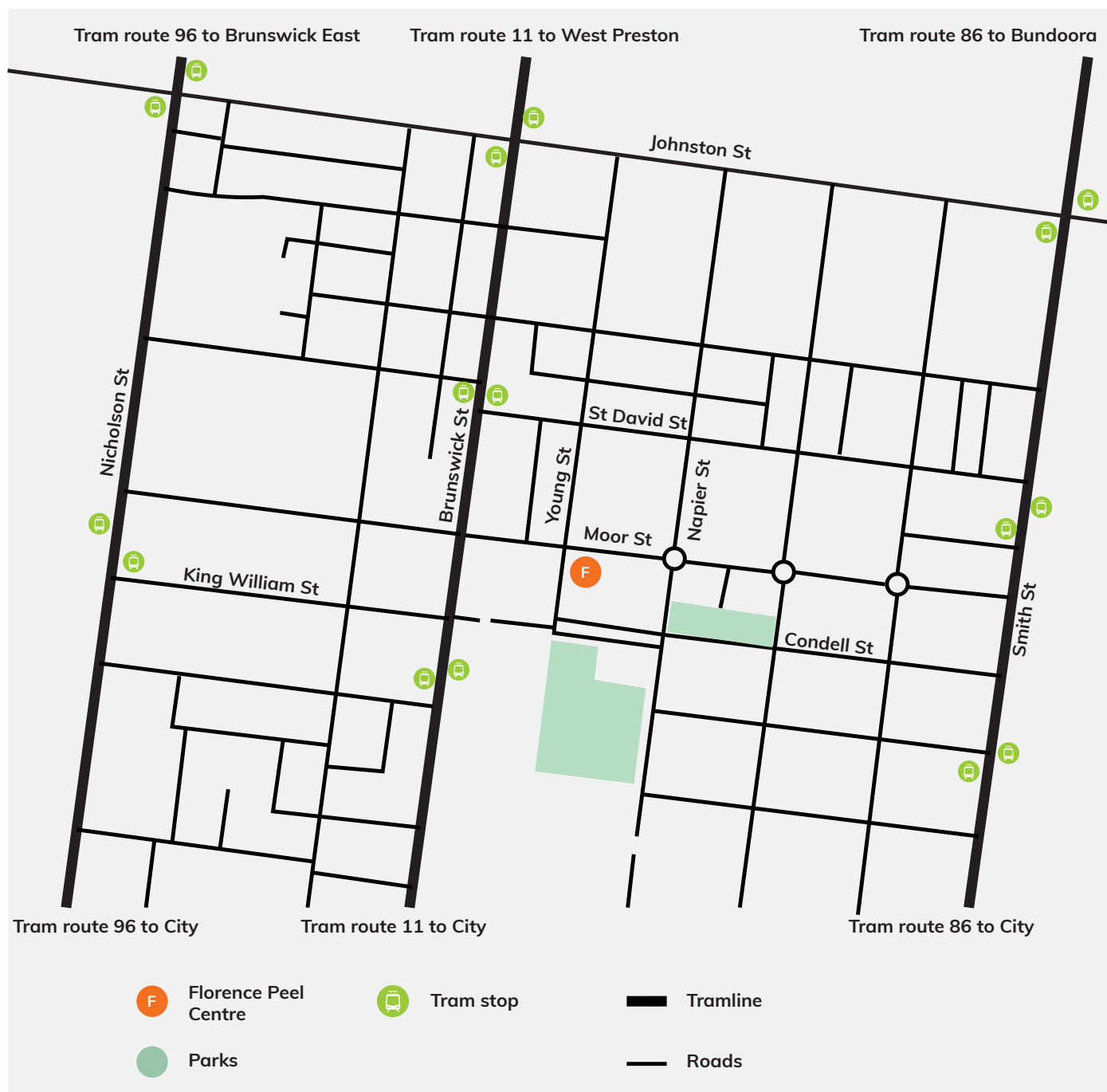
Equipment		Notes	Measurements
Chairs	40	Olive green, steel and PVC. Stacking - maximum 10 high	
Tables	8 rectangular trestle tables	Seats 4-6	
Kitchen	Small kitchenette	<ul style="list-style-type: none"> • Small refrigerator • Microwave • No boiling water • Kitchenette may be accessed by other hirers 	
Floor space	Parquetry floor		
Pinboards	2		
Cleaning	Basic cleaning equipment	Broom, dustpan brush, mop, bucket	
Toilet paper	Supplied		

Location and Transport

Transport options:

- There is no train station in Fitzroy.
- The 11 tram travels down Brunswick St from Docklands to West Preston and stops at the intersection of Brunswick St and King William St. Stop 14. (2 minute walk)
- The 86 tram travels down Gertrude St from Docklands to Bundoora and stops at the intersection of Gertrude St and Napier St. Stop 14. (3 minute walk)
- Several bus routes travel down Johnston St including- the Route 200 (Queen St, CBD to Bulleen) and Route 207 (Lonsdale St, CBD to Doncaster) and stop at Napier St/Johnston St. (4 minute walk)

Venue transport map



Pictures

Moor St entrance



View from Moor St



Lobby



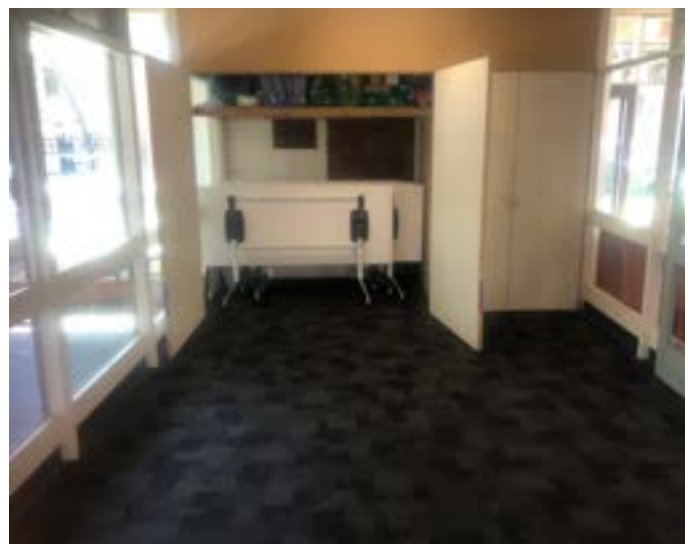
Kitchenette



Main room



Furniture storage



Pictures

Room set-up 1



Room set-up 2



Chairs



Parking



External



Floor Plan

YARRA CITY COUNCIL
FLORENCE PEEL BUILDING
CORNER YOUNG & MOOR ST.
FITZROY VIC



End of Event Checklist	Yes
Kitchen appliances switched off	
Kitchen appliances wiped down	
Kitchen benches wiped down	
Air conditioning, fans and heating will automatically turn off at the end of its cycle.	
All Windows and doors secured and locked	
Tables wiped down and stacked and returned to original location	
Chairs stacked and returned to original location	
Decorations signs and banners removed (including blu tack and tape if used)	
Rubbish removed and placed in correct bins provided	
Wheelie Bins returned to original location and locked away	
Check you have all your belongings	
Lights switched off	
Ensure all external doors are closed and cannot be opened from outside	
Report any damage and feedback to venuesandevents@yarracity.vic.gov.au	
Charges may apply for equipment damaged or not cleaned	

After event	Yes
Return venue keys/swipe to Collingwood Town hall within three days of booking. Reception hours 8.30am-5pm Monday to Friday	
Council will process a bond refund based on return of swipe card and good condition of the venue	
Bond is refunded by EFT transfer and may take up to 30 days after hire date. If you haven't already supplied your bank details, please send the following to venuesandevents@yarracity.vic.gov.au Bank Name: Bank Account Name: BSB: Account:	