

# Richmond Theatrette

**First Floor 415 Church St**

**Richmond 3121**

Melways Ref: 2H A9

## Venue Induction

**Managed by**

**City of Yarra Venues and Events Unit**

**Phone 9205 5577**



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## 1. Introduction

Welcome to the City of Yarra Richmond Theatre. This induction pack is aimed at City of Yarra staff, venue hirers, clients and contractors.

## 2. Purpose

The purpose of this document is to:

- Provide hirers with venue specific operational, and health and safety information. This forms an important part of City of Yarra OH&S policies. The hirer is required to read this document and inform all supervising staff and patrons.
- Another person over 18 years of age may be nominated as person in charge and details of that person/s must be provided to council prior to event date.
- The person in charge must also acknowledge they have read and understood 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. It is part of the contract agreement that the person in charge is present at the event from start to finish and ensures their guests abide by the conditions of hire and induction document.

**Hirer:** The person that signs the City of Yarra Terms and Conditions and/or person in charge for duration of event.

## 4. Site Induction

If you are not using stage lighting or rigging, this document is your induction.

Due to potential risks, a 30 minute site induction must be undertaken with an approved City of Yarra Officer where stage lighting and rigging are being used.

A qualified operator must be inducted and present during use of equipment.

## 5. Emergency Evacuation

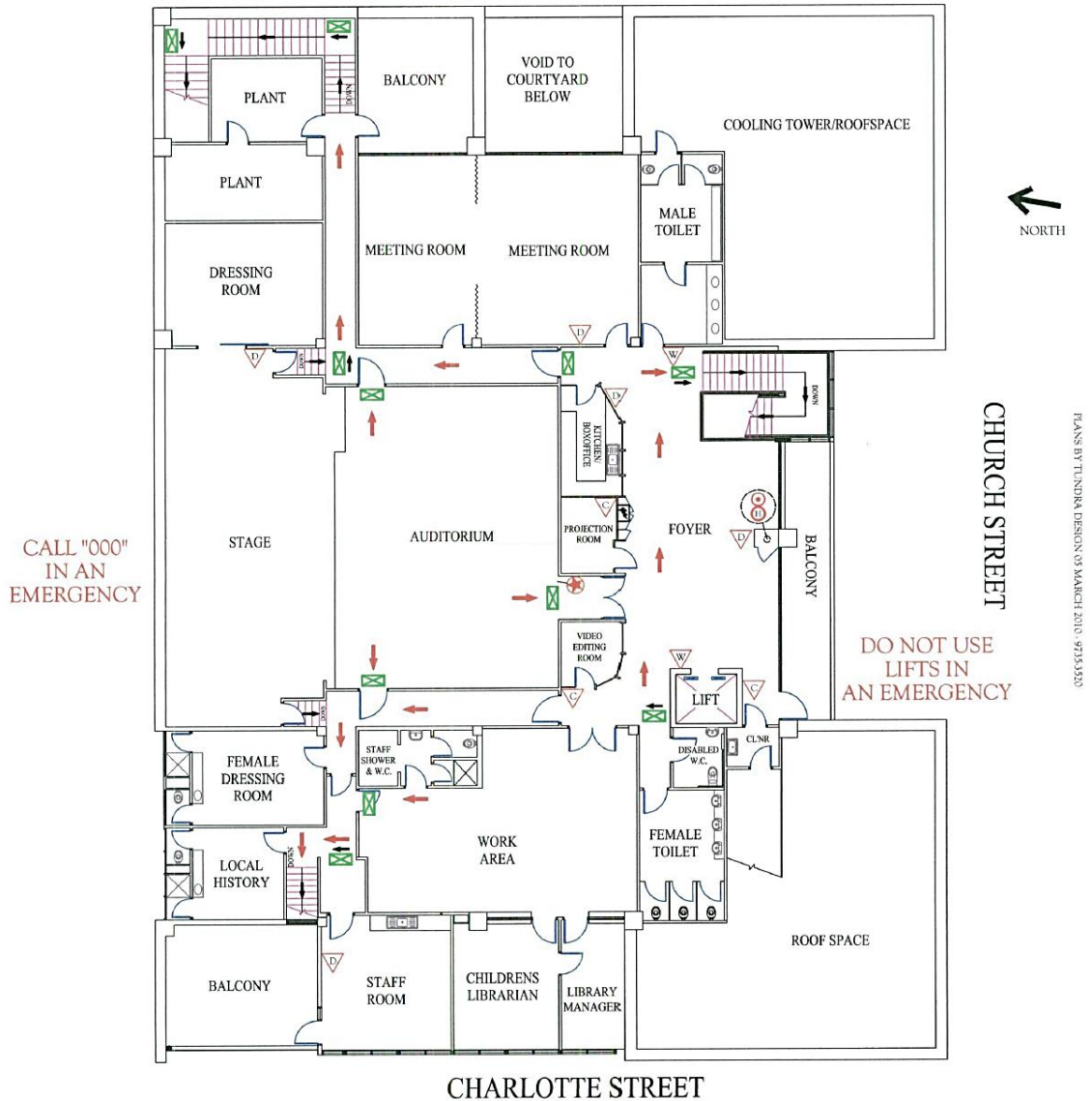
- Emergencies can happen at any time and may threaten people, property or the environment.
- In the event of emergency evacuation of the venue where no council staff is present, the hirer will be responsible for the evacuation and all patrons.
- The hirer must familiarise themselves with the evacuation diagram, locations of fire extinguishers and all exits. Evacuation plans are included in this document and are also located within the building.
- To report a **major** emergency, such as fire, medical emergency, gas leak, etc. call 000 and ask for Fire, Police or Ambulance.
- The hirer must contact City of Yarra's out of hours emergency contact number 03 9205 5555 when an emergency evacuation of the venue has been conducted.
- In the instance that a Council staff member is present, contact the Council staff member first. They will assess the situation and coordinate an evacuation where necessary. The person in charge must ensure all event patrons listen and follow instructions by the Council staff member.

# 5.1 Evacuation Diagram

RICHMOND LIBRARY  
FIRST FLOOR  
415 CHURCH ST  
RICHMOND

### LEGEND

- DRY CHEMICAL EXTINGUISHER
- CO2 EXTINGUISHER
- WATER EXTINGUISHER
- HYDRANT
- HOSE REEL
- PRIMARY EVACUATION ROUTE
- FIRE BLANKET
- EXIT
- EVACUATION ASSEMBLY POINT



ON CHARLOTTE ST  
FOOTPATH  
PAST THE  
PARKING AREA  
(PRIMARY)

### FIRE ORDERS

- 1) ASSIST ANYONE IN IMMEDIATE DANGER, ONLY IF SAFE TO DO SO.
- 2) CONSIDER FIRE ATTACK ONLY IF SAFE TO DO SO.
- 3) EVACUATE IMMEDIATE AREA AND CLOSE DOORS IF POSSIBLE.
- 4) RAISE ALARM - PRESS BREAK GLASS ALARM OR RING FIRE BRIGADE ON "000".
- 5) EVACUATE TO ASSEMBLY AREA.
- 6) REMAIN AT ASSEMBLY AREA UNTIL ALL CLEAR FROM THE FIRE WARDEN.

ON CHURCH ST  
FOOTPATH  
NORTH SIDE  
ACROSS  
CHARLOTTE ST  
(SECONDARY)

## 5.2 First Aid

It is the hirer's responsibility to administer first aid and/or contact emergency services if the need arises. The 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. The hirer must report all incidents, accidents and near misses by contacting City of Yarra after hours emergency service on 03 9205 5555.

## 5.3 Fire Alarm

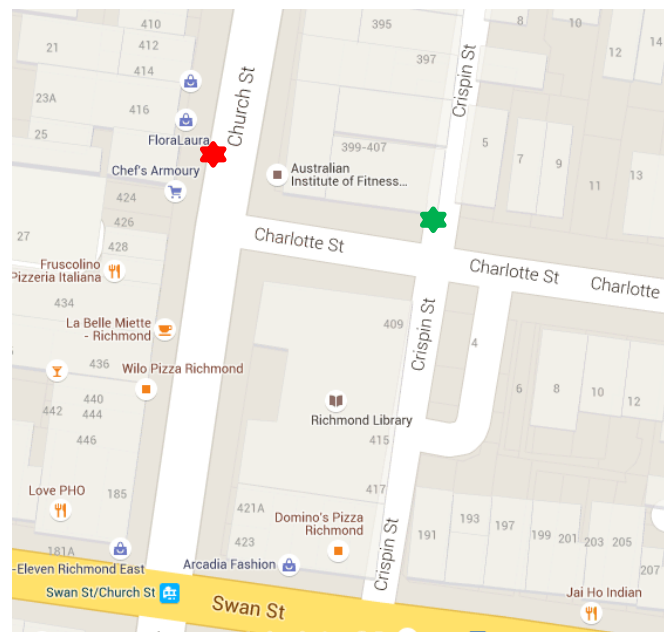
The Richmond Theatrette has an automated fire alarm system. If a fire alarm is triggered and a Council staff member is present, they will assess the situation and decide whether to evacuate. If no staff member is present evacuate and call City of Yarra after hours emergency service on 03 9205 5555.

## 5.4 Assembly Points

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

The primary area (🌿) is located on Charlotte St. footpath past the parking area.

The secondary area (🔴) is the footpath on the north side of Church St, across Charlotte St.



## 6. Maintenance

Where a venue officer is present at your event, contact the venue officer in the first instance. For all urgent maintenance issues relating to the venue for the booked period, including utilities not working, contact City of Yarra after hours service on 03 9205 5555. For non-urgent maintenance issues, email [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au) or contact the Venues and Events Unit on 03 9205 5577 during business hours Monday to Friday.

## 7. Code of Conduct

We expect all hirers, clients and contractors to co-operate and interact in a friendly and polite manner to patrons and staff. Discrimination on any grounds, including but not limited to age, sex, race, class, sexuality, disability, will not be tolerated.

### 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 and Illicit Drugs**

No liquor of any kind may, either directly or indirectly, be sold or given away by or on behalf of the hirer in any part of the theatrette without the prior consent of the Booking Officer. Where consent is granted the hirer must obtain any necessary permit or licence and give the Booking Office a copy of the same at least 48 hours prior to the event (contact Liquor Licensing Commission 03 9655 3366). Where applicable, the hirer must complete a Victoria Police Party Safe application and provide Council with the registration number. The council reserves the right to prohibit the introduction of liquor into the theatrette at any time. The hirer must comply with the prohibition.

Illicit drugs will not be tolerated at the venue. Anyone found under the influence will be asked to leave the venue immediately and/or be reported to police.

## **7.3 Noise**

The Richmond Theatrette is in close proximity to residential areas. No amplified or live music is permitted in the theatrette without the permission of the Venues & Events Unit. Where permission is granted, sound, including amplified dialogue and music, should be maintained at a moderate level, with little sound audible beyond the venue. Music must be turned off by 11pm Sunday-Thursday and 1am Friday-Saturday. Patrons exiting the venue should leave in a quiet manner, respectful of local residents.

## **8. Capacities**

- Theatrette has a capacity of 80 people seated in theatre style.
- Theatrette has a standing capacity of 120.
- A total of 120 patrons must not be exceeded.

## **9. Schedule of Hire**

- Allow sufficient time for setting up and bumping out before and after your event.
- Setup and bump out must be included in your hire time.
- If event runs over agreed time, additional hours may be deducted from bond.

## **10. Security**

If deemed necessary, council can direct hirer to engage security staff and implement security procedures at hirer's expense.

## **11. Venue Alarm**

The Richmond Theatrette is located on level 2 of the Richmond Library complex. Entry to the theatrette is via Church Street. This access point has stairs that lead to the foyer.

The venue has a security system, located before the steps on the wall to the right as you walk in. Where a venue officer is not present at your event you will need to enter a security code into the security system.

- To enter the building, use the key to unlock front doors.
- To disarm the alarm, enter security code (7326) and press '**OFF**'.
- To arm the alarm when leaving, enter security code (7326) and press '**ON**'.

The theatrette is a public building and members of the public may enter the building during your event. City of Yarra will not be liable for any loss or damages.

## 12. Venue Spaces

### 12.1 Foyer



The foyer is a shared space and included in venue hire. The hirer must ensure no exits are blocked and all furniture is returned to the standard positions at the end of the event.

### 12.2 Kitchenette



The kitchenette within the foyer is equipped with continuous boiling water, servery, refrigerators, dishwasher and microwave. This must be left clean and all food removed at end of event. The refrigerator is shared with library and meeting room and cannot be locked at any time.

### 12.3 Meeting Room



The meeting room has a capacity of 50 people and may be hired separately. For enquiries regarding the meeting room, contact the Venues and Events Unit on 03 9205 5577.

### 12.4 Stage



The stage is included in venue hire. If you require the use of stage lighting or rigging, you will be required to engage of a qualified technician who must be inducted as outlined in Section 4.

A multicore is available for use. This sends 16 channels to the control room and has 4 returns, allowing for front of house and 2 fold back channels.

### 12.5 Control Room

The control room is included in venue hire. The control room access door is located to the left of the electrical switchboard in the foyer. The room has technical facilities including a computerised lighting control panel, an LSC Maxim lighting desk, a 20 line multicore and a Yamaha MG166CX audio mixing desk.

## 12.6 Dressing Room



The dressing room is included in venue hire. It is located on the right of the hallway through the exit doors to right of stage. The room has a bench, mirror, toilet and shower. The dressing room must remain in a clean and tidy state for the entire hire period and be left clean and empty of all belongings at end of hire.

## 12.7 Storage Area



The storage area is included in venue hire. This room can be used for props or as an alternate dressing room. Equipment such as tables and chairs are available for use. Hirer must ensure that all belongings are removed from storage area at end of hire. Any items left behind may be removed. The cost of removal and offsite storage may be deducted from bond.

## 13. Equipment

Hirer's own or externally hired equipment must comply with relevant legislation and OH&S standards. Hirers are responsible for any equipment they bring into the venue. All powered equipment, cabling and power boards must have valid testing tags.

Only approved personnel are permitted to operate stage, lighting and audio visual equipment. If you require use of stage lighting and/or rigging you will be required to engage the use of a qualified technician who has been inducted, as outlined in Section 4.

If you need to work at heights at any time during your installation, event or bump out, please discuss with the Venues and Events Unit prior to your event.

### 13.1 Audio Visual

The Richmond Theatre comes with a small sound system and mixing desk suitable for dialogue and moderate level music. Other audio visual equipment may be brought in, and we can recommend suitable external audio visual providers.

### 13.2 Lighting

Lantern	Rating	Quantity
Selecon Profiles	650W	6
Selecon Fresnels	650W	6
Kupo MultiPar HOGs	600W	13

#### Lighting Control

LSC Maxim M Lighting Console

512 DMX Channels

24 Faders Normal Mode, 48 Faders Wide Mode



## Lighting Dimmers

2 x 12 Channel LSC Redback Wall Mount Dimmers (12x10A Outlet – 24 Dimmers)  
DMX512 Architectural Control

## Colours, Globes, Tapes & Cables

City Of Yarra does not carry any new colour.

The hirer is charged for the replacement of any blown theatre globes.

The theatrette does not have a stock of gaffer tape.

The theatrette does not have a stock of extension leads.

## Post-event obligations


Upon conclusion of your booking, all equipment must be returned to its default setting, and all lighting must be re-hung and re-patched if moved throughout your booking. Failure to reset the space will result in monies being deducted from bond or contractors engaged to perform this work at the hirers cost.

## Worklights

There are a number of fluorescent work lights, which are operated from the control room.  
There are no blue work lights.

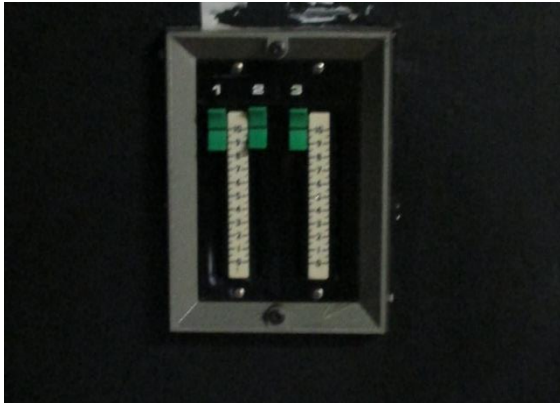
## 14. Venue Lighting

There is ambient lighting for entering the facility. To switch on the house lights once inside the venue:


1. Make your way upstairs to foyer
2. Turn left and walk to middle of room
3. Locate electrical switchboard (double doors) on your right
4. To left of switchboard is a small rectangular panel labelled LIGHTS 
5. Open panel and switch on necessary lights.




Three banks of dimmable house lights can be controlled from the control room. The dimming faders are located on the wall to the left of the window. The switch labelled DIMMERS must be turned on. The switches on the rear wall of the control room, above the fuse box labelled DMR LIGHT CONTROL must also be switched on.




### 15. Heating and Air Conditioning

Foyer air conditioning controls are located on the left hand side of the electrical switchboard located in the middle of the foyer on the wall.  Once the unit is switched on the temperature is controlled automatically.

There are separate controls to the air temperature for the theatrette. These are located on the right hand side of the wall inside the theatrette.  The switch is labelled 'After Hours Air Conditioning'. Flick the switch to turn on the air conditioning. A green ambient light will appear indicating the system is operating. This will cool the room automatically for two hours.

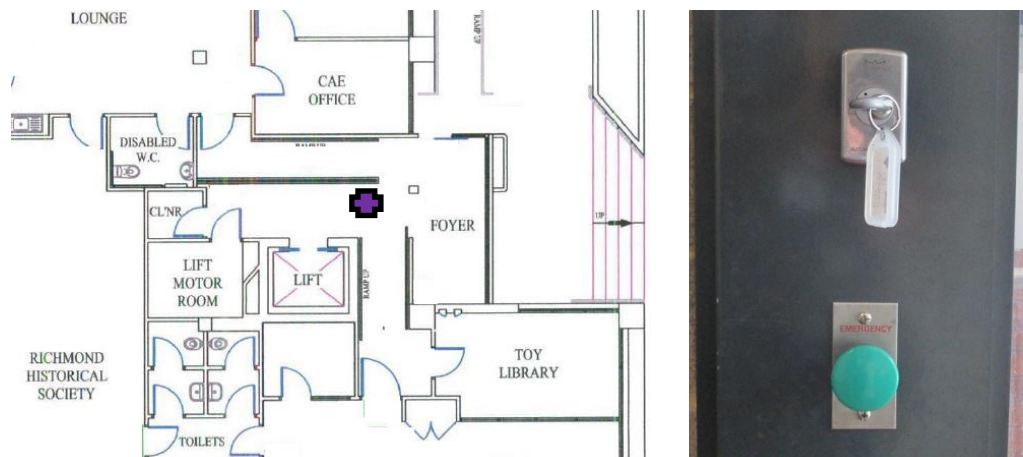


### 16. Disability Access

The Richmond Theatrette is fully accessible for mobility impaired and wheelchair patrons. The lift can be accessed from Church St. to the left of the main entrance foyer on the ground floor . A key is attached to your key to the venue. The lift is available for public use; however, we request that priority is given to the elderly, patrons with special needs and disabled patrons.

The door for access to the lift foyer should be set to AUTO when public access to venue is needed. The switch is located on the door frame inside the lift foyer and is controlled using

the theatrette key. When public access is not needed, this should be set to LOCK. At any time, people can exit via the lift using the green button next to the door.



A stage lift is also available should access onto stage be required, please discuss your requirements prior to your event to arrange access.

A disabled parking bay is available on Church St. and in the library car park to the rear of building accessed via Charlotte St.

## 17. Toilets

Public and disabled toilets are located in the level 2 foyer.

## 18. Waste Disposal

It is the responsibility of the hirer to correctly dispose of all rubbish in the bins provided throughout the venue using the garbage bags supplied in the kitchenette. If there are no garbage bags, please contact the Venues and Events Unit on 03 9205 5577 during business hours. All rubbish, particularly food scraps, should be placed in bags and tied off. All recycling must be placed in the recycling bins and empty cardboard boxes flattened. Recycling must not become contaminated with landfill rubbish.

No rubbish is to be left in the venue, on the ground near the bin, or overflowing from bins.

## 19. General Housekeeping

All work areas, rooms, corridors, props, tools 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. Any items left behind after your last hired date may be removed from the venue. The cost of removal and storage may be deducted from bond. Financial penalties may also apply if the venue is found damaged after your event.

At completion of hire, the venue must be returned to the standard state with all benches wiped and floors swept. The hirer will need to bring a broom and cleaning equipment. Council cleaner will undertake a final clean after event.

Emergency exits and public areas must be kept clear at all times.

## **20. Property Damage**

- Floors, walls, curtains, fittings, furniture or any part of the venue shall not be broken or damaged in any way.
- Council will carry out repairs for any damage at the full expense of the hirer. This includes internal and external damage to the venue property.
- If you notice pre-existing damage to the venue, contact the Venues and Events Unit prior to your event on 03 9205 5577 or [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

## **21. Parking and Public Transport**

Parking is limited within this area. There library car park has 20 spaces which are shared with library patrons and current parking restrictions apply within this car park. There is limited on street parking on Charlotte and Church Streets. This area can become very congested with traffic. Accordingly, we recommend hirers advise guests to use public transport. East Richmond station is within walking distance, located just off Swan St, and is serviced by the Lilydale, Belgrave, Alamein, and Glen Waverley lines. The 70 tram travels from Docklands to Wattle City and stops on the corner of Swan and Church St.

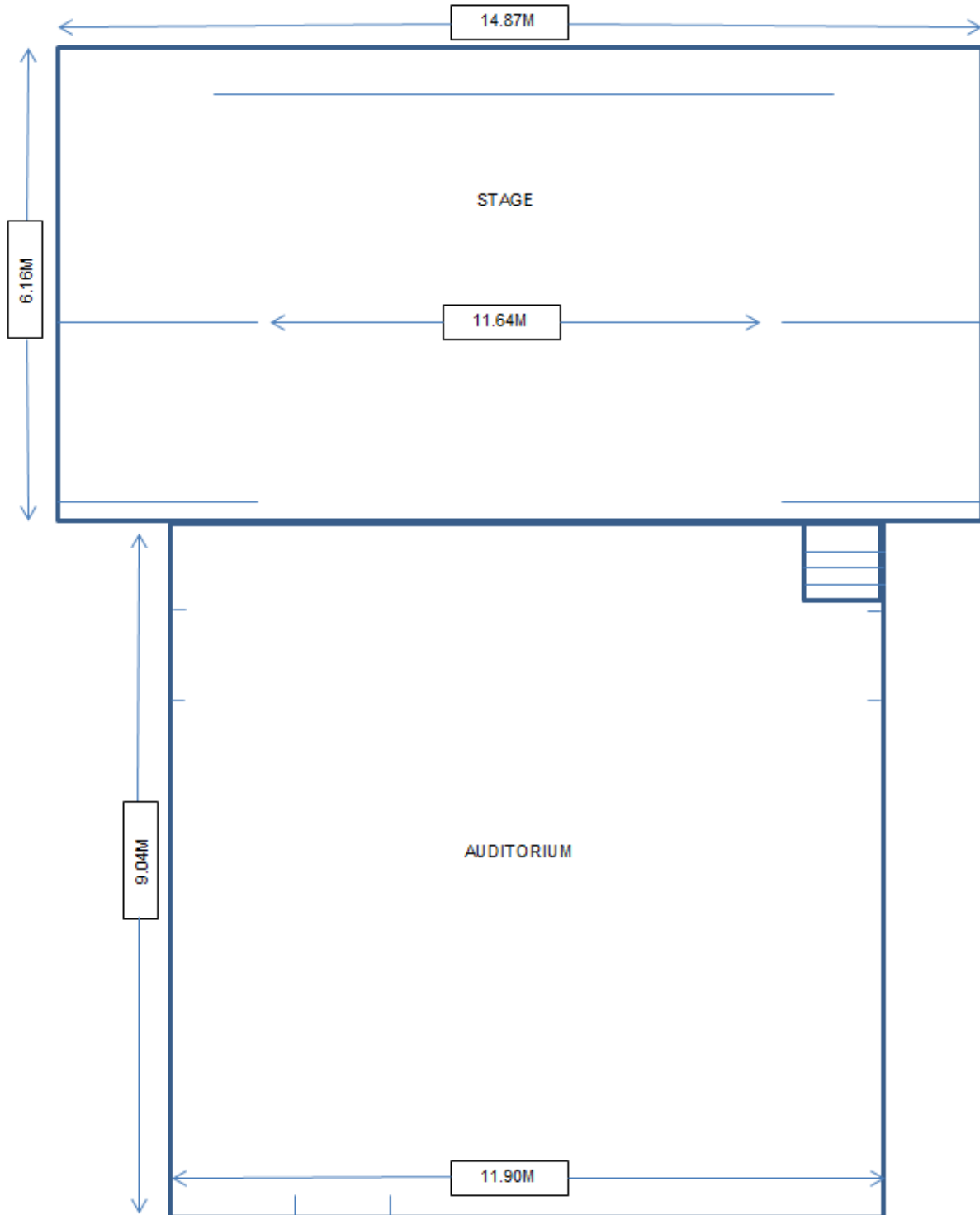
## **22. Conclusion**

Thank you for taking the time to read through this induction. The document is not exhaustive and there are many supportive systems policies and procedures to make a safe and successful event.

We encourage you to consult with the Venues and Events Unit 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.

## Appendix: Floorplan



**Please see below the post event checklist. This checklist will be completed by a City of Yarra Venues and Events staff member at the end of the event (if onsite), or in the following days, before bond can be refunded.**

***Event Briefing Checklist for Richmond Theatrette  
To be completed post-function***

***Title of Function:***

***Date of Function:***

<b>Finish</b>			<b>NOTES</b>
<b>HIRER HAS</b>	<b>Yes</b>	<b>No</b>	
<i>Left bins and bin area clean?</i>			
<i>Cleaned recycling bins?</i>			
<i>Disposed of waste and recycling correctly?</i>			
<i>Cleaned all areas acceptably?</i>			
<i>Returned cleaning products?</i>			
<i>Switched off lights?</i>			
<i>Switched off sound equipment?</i>			
<i>Switched off kitchen fixtures and cleaned them?</i>			
<i>Used any adhesives? Any damage list in notes</i>			
<i>Confirmed all doors are locked</i>			
<i>Set alarm?</i>			
<i>Acknowledged any damage to assets? List damage in notes.</i>			
<i>Bump-out of all equipment / decorations?</i>			
<i>Returned all equipment to its default position? Lights? Sound equipment?</i>			
<i>Left toilets clean-pick up waste paper?</i>			
<i>Left kitchen clean &amp; fridge empty?</i>			
<i>Kept exits clear</i>			
<i>Left green room/toilet clean?</i>			
<i>Left hall clean?</i>			
<i>Left foyers clean?</i>			
<i>Left stage / side-stage clean?</i>			
<i>Removed all rubbish?</i>			