

Mt Beauty Stadium

USER GUIDE

Contact

Community Facilities Officer

Alpine Shire Council

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www.alpineshire.vic.gov.au

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Condition of Hire

The Schedule of Conditions of Hire is to be read in conjunction with this User Guide.

Both the User Guide and the Schedule of Conditions of Hire are to be retained by the hirer.

Keys

Keys are to be collected from the Mt Beauty Visitor Information Centre (open 7 days per week – Mon-Thurs 10am-4pm Friday 10am-5pm Saturday 9am-5pm Sunday 9am – 4pm)

Keys must be returned to the Mt Beauty Visitor Information Centre no later than the following working day after the hall hire.

For after-hours key drop off, keys can be deposited in a key lock box located outside the Mt Beauty Visitor Information Centre by arrangement only.

Opening and Closing the Building

The hirer will be responsible for opening and closing the building and reporting any damages to the Community Facilities Officer.

It is the responsibility of the hirer to ensure that the lights and fans have been turned off and that the building has been securely locked after the event has finished.

General Information

Multi-purpose indoor gym / sports stadium facility with a mezzanine 80 seat spectator grand stand

This facility forms part of the Mt Beauty Sports Centre/Swimming pool complex

Building Features and Facilities

| | |
|------------------------|--|
| Defibrillator | A Defibrillator is located on the RHS wall as you enter the main foyer to the complex |
| Bathrooms | Bathroom facilities are situated to the LHS of the main entry into the Sports Centre |
| Lights and Fans | The lighting and fan controls are situated on the RHS wall inside the stadium, in a green electrical cabinet. Please ensure all lights and fans are switched off after use. |
| Fire Exits | All fire exits are signed with illuminated signs and are to remain unobstructed at all times. Please ensure doors are unlocked during use. |

Signage

Advertising boards and banners displayed outside the venue will require a temporary advertising permit from Council.

Signs, banners, and similar promotional materials are not to be nailed, stapled, hung or attached to any surface inside the venue unless otherwise agreed in writing by Council.

Accessibility

An accessible toilet and shower are located in the bathroom facility corridor LHS of main entry.

An accessibility ramp is available at the front entrance.

There is no "Hearing Loop" available.

Cleaning

Hirers are required to clean the premises after use.

Brooms for sweeping the stadium floor are in a cupboard in the main hall.

- The toilets must be left clean with all rubbish removed.
- The stadium must be left in the same condition as found at the commencement of your hire

If cleaning is not carried out a cleaning fee will be levied and deducted from the bond.

Consumption of Food and Drink

No food or drinks (other than water) are to be consumed inside the sports hall.

Waste Management

A 70-litre rubbish bin is located outside the double doors into the sports stadium and a second 70-litre rubbish bin in the entryway near the drink fountain.

Please ensure all recycling is undertaken correctly and no general waste is placed in the recycling bins.

Remember to check outside the premises for litter and cigarette butts and place these items in the bins provided.

Decorations

No adhesive tape, nails or tacks are to be applied to the floor, walls or ceiling.

Decorations may be hung with the use of "blu-tac".

Prohibited Items

The following list of items are strictly prohibited at the venue, unless agreed in writing by Council prior to the event for specific purposes:

- Illicit substances,
- LP Gas cylinders,
- Candles and naked flames,
- Pyrotechnics and fireworks,
- Weapons and firearms,

- Dangerous goods,
- Explosive materials,
- Any other item with the potential to cause harm

Electrical Equipment

All portable electrical equipment brought to the venue must comply with current Work Health and Safety guidelines.

Please note:

- Electrical equipment and leads must have a current test and tag,
- Electrical equipment must be Australian Standard compliant,
- Damaged or faulty equipment will not be permitted,
- Use of double adaptors is not permitted.

Incidents

All incidents including accidents, injury or security must be reported to the Communities Facilities Officer as soon as practical in line with the opening hours of Council.

Smoking

All venues are strictly no smoking.

Under the *Tobacco Act 1987* smoking is also not permitted within 4 metres of any building entrance.

Unclaimed Goods

Alpine Shire Council accepts no responsibility for any goods or materials left on the premises after the end for the hire agreement.

Attachment A – Evacuation Plan

Insert evacuation plan here