

Alpine Event Centre The Pavilion

USER GUIDE

Contact

Community Facilities Officer

Alpine Shire Council

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www.alpineshire.vic.gov.au

Version 1

Issued April 2021

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.

Electronic Access

The electronic access card is to be collected from the Alpine Visitor Information Centre (open 7 days per week 9am-5pm)

The electronic access control card is used to lock/unlock all doors and arm/disarm the alarm systems within the Pavilion. **See Attachment A – Electronic access instructions**

The access card must be returned to the Alpine Visitor Information Centre no later than the following working day after the hall hire.

For afterhours drop off, there is a return box located at the back entry at the Alpine Shire Council Offices in Churchill Avenue.

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, air conditioners, and kitchen appliances have been turned off and that the building has been securely locked after the function has finished.

General Information

The Pavilion has the capacity to accommodate up to 200 guests

The Function Room only is 12m x 9m with the capacity to seat up to 150 guests

The Bar Area only is 7.3m x 9m and has the capacity to seat up to 50 guests

The Kitchen area has the capacity to accommodate 10 people.

The Meeting Room is 5m x 6m with a board room table seating 12 guests.

Building Features and Facilities

Function Room Furniture	25 Round Tables 200 Chairs
Meeting Room Furniture	1 Board room table 12 Chairs
Kitchen (If included in your hire)	There is a full commercial kitchen, including oven, stovetop, microwave, gas fryer, hot food bar and dishwasher. Refer to User Guide - Instructions for Kitchen Appliances

	<p>Limited cold storage is available, including fridges and freezers.</p> <p>Kitchen equipment is not to be removed from the hall.</p> <p>When caterers use this facility and bring their own cooking utensils, please ensure that no items belonging to the centre are mistakenly removed from the premises.</p> <p>If there are any items missing, you will be required to replace them with like for like.</p> <p>An itinerary check is performed after each hire.</p> <p>Crockery and Cutlery is provided</p> <p>No glassware is provided</p>
Kitchenette	The meeting room has a kitchenette available with tea and coffee making facilities
Audio Visual	The Function Room – Television, Projector, HDMI and Wi-Fi Control for this system is accessed in the main storage room.
	The Meeting Room – Television, Projector, HDMI and Wi-Fi
Internet and Wireless Services	<p>A free wireless service is available within the venue.</p> <p>Bandwidth will be influenced by the number and density of concurrent users.</p> <p>Users are required to subscribe (free of charge) to the service via a login page agreeing to a set of Terms and Conditions.</p> <p>Passwords will be provided for the duration of the hire agreement.</p>
Bathrooms	The Function Room – Toilets adjacent to the bar area
	The Meeting Room – Toilet adjacent to the kitchenette
Lights	<p>Light controls are situated on the RHS wall in the foyer and there are secondary controls at the northern end of the function room.</p> <p>Please ensure all lighting is switched off after use.</p>
Air Conditioners	<p>There two air conditioning control hubs available, one on RHS wall next to the bar and one at the northern end of the function room.</p> <p>Please ensure air conditioning is switched off after use.</p>
Electronic Windows	Controls to operate the elevated electronic windows are located on the LHS wall next to the bar.
Fire Exits	<p>In accordance with Fire Safety Regulations, it is illegal to obstruct emergency exits or pathways to emergency exits.</p> <p>All fire-fighting appliances including hose reels, hydrants and extinguishers must always remain unobstructed and accessible.</p> <p>No object shall be placed within 1m of any fire appliances, or 2m from an emergency exit.</p> <p>Emergency exit signs must remain visible.</p>

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

Accessibility toilets are located in both the meeting room and function room bathrooms.

An accessibility ramp is available at the southern entrance.

There is no "Hearing Loop" available.

Cleaning

Hirers are required to clean the premises after use.

Cleaning equipment is provided and stored in the secure storage area in the main foyer

- The toilets must be left clean with all rubbish removed. If necessary, floors must be mopped.
- Any cigarette butts left outside the hall must be removed and disposed of appropriately.
- Stack away any chairs and tables used, **DO NOT** cover any firefighting equipment or exits.
- The kitchen must be left clean with all benches, microwaves, fridges and ovens wiped out. Sweeping and mopping of floors is mandatory due to Health Regulations.

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

Waste Management

At the end of the hire agreement, the hirer must ensure all waste (other than the sanitary waste bins in the female toilets) is transferred to the appropriate bins in the bin storage area located near the main entrance.

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 – Electronic Access Control

Unlocking the Southern Automatic Doors and disarm Alarm

Tap the access card on the "SALTO" white square panel RHS of the door – this will allow doors to open once.

Move inside, then tap the access card on the "SALTO" white square panel above the alarm keypad on RHS of door. This will turn off the alarm, the "armed" light will turn off. (do not touch the alarm key pad)

Use the key to operate the auto doors to select appropriate option (Open, Auto, Exit, Lock)

To open the second auto door, tap the access card on the white square panel RHS of door. Use the key to operate the auto doors to select appropriate options (Open, Auto, Exit, Lock)

Locking the Southern Automatic Doors and arm Alarm

To lock in the internal auto doors, turn the key to Lock and push green button to exit.

To lock the main external auto door and set the alarm, switch the key to Lock, tap the access card on the alarm white square panel changing the alarm pad to "Armed" then push the green button to exit the building. The alarm will commence to beep and allows 1 minute to exit.

Unlocking the North Entry Door and disarm Alarm

Tap the access card on the black panel above the door handle, the lock will beep and flash green.

Move inside, tap the access card on the white square panel next to the alarm keypad on the LHS of door. This will disarm the alarm (do not touch the alarm keypad)

Locking the North Entry Door and arm the Alarm

Tap the access card on the white square pane next to the alarm keypad, which will beep once armed. Exit through the North Entry door, tap the access card on the black panel above the door handle. The lock will beep and flash red when locked.

Unlocking/Locking other doors

There are two different electronic access control types, see image below:

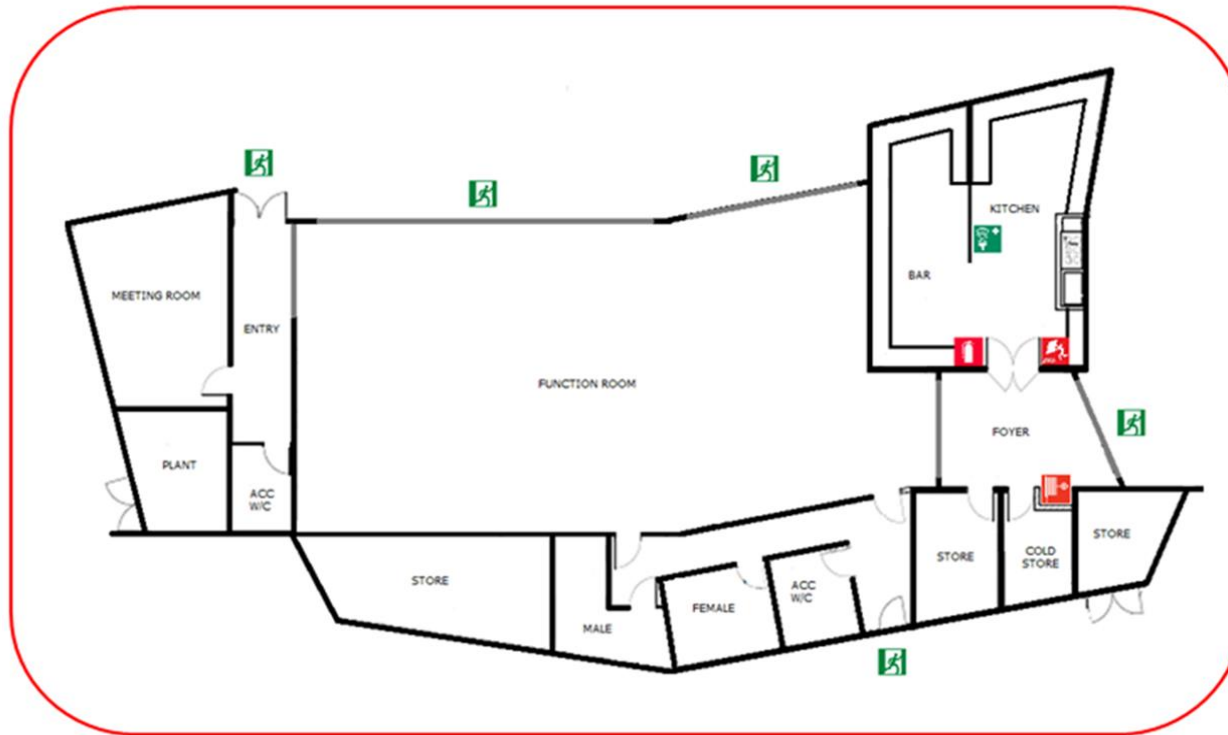


Tap the access card just above the handle
Green to open/Red to lock



Tap the access card on the black SALTO disc
Green to open/Red to lock

EMERGENCY EVACUATION PLAN



LEGEND:



Exit



Eye Wash



Fire Extinguisher



Fire Blanket



Fire Hose Reel



ALPINE
SHIRE COUNCIL

Alpine Events Park (Pioneer Park)
Coronation Avenue
Bright VIC 3741

Telephone: (03) 57550555

IN CASE OF EMERGENCY

REMOVE PEOPLE IN IMMEDIATE DANGER

ALERT OTHERS

CONFINE FIRE & SMOKE – CLOSE WINDOWS & DOORS (IF SAFE)

EVACUATE TO ASSEMBLY POINT – REMAIN AT ASSEMBLY POINT (IF SAFE)

IN AN EMERGENCY

DIAL 000

