

Mt Beauty Community Centre

USER GUIDE

Contact

Community Facilities Officer

Alpine Shire Council

Ph: 03 5755 0555

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.

Keys

Keys are to be collected from the Mt Beauty Visitor Information Centre (open 7 days per week 10am-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.

Visitor Information Details –

31 Bogong High Plains Road, Mount Beauty VIC 3699

03 5755 0584

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

General Information

Event hall 20m x 12m with performing arts stage and two meeting rooms

Building Features and Facilities

Kitchen (If included in your hire)	<p>There is a full commercial kitchen with a gas stove and oven, microwave, urn, bain marie, dishwasher and a domestic fridge/freezer.</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>Some crockery, cutlery and basic glassware is provided but additional items may need to be hired if attendees exceed 100 people.</p>
Hall Furniture	<p>16 rectangular tables with each seating 8 adults</p>

	150 stackable chairs 4 fold-out tables
Stage Lighting	Stage lighting and curtain controls are located LHS of stage, behind the curtains at stage level.
Bathrooms	The bathrooms are situated on the LHS of the foyer as you enter the main entry.
Performers Change Room	There is a performer change room available at ground level, with stage right access via an accessibility ramp. This room can also be used as a separate meeting room. This room must be clean and clear of costumes and waste at the end of hire.
Lights	Controls for the main hall fluorescent lights and overhead stage lighting are located LHS of stage behind the curtains. There is a three-phase electricity outlet available if additional stage lighting is required. Controls for the Oyster wall lights are located in the electrical cabinet on the LHS wall of the foyer. Please ensure all lighting is switched off after use.
Air Conditioning	The controls for the heating and cooling are located in the smaller electrical cupboard on the LHS wall of the foyer. Please ensure all air conditioning is switched off after use.
Meeting Room	There is a second meeting/break out room available and this includes a domestic sink
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 is located on the LHS of the foyer

An accessibility ramp is available at the front entrance and for access to the stage.

There is no "Hearing Loop" available.

Waste Management

General waste and recycling bins are located to the right of the front 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.

Cleaning

Hirers are required to clean the premises after use.

Cleaning equipment is located in the cupboard on the LHS as you enter the 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.

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