Myrtleford Senior Citizens

USER GUIDE

Contact

Community Facilities Officer

Alpine Shire Council

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www.alpineshire.vic.gov.au

Version 1

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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
Key is to be collected from Myrtleford Visitor Information Centre, Open 9am-3pm daily.

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 Myrtleford Senior Citizens facility includes a Hall with small stage, two separate meeting rooms, bathroom and kitchen facilities. This facility has several regular users and one permanent tenant using the front office.

Building Features and Facilities	
Hall	10 Trestle tables 40 Chairs
Kitchen (If included in your hire)	The kitchen has a domestic oven/stovetop, microwave and dishwasher. Limited cold storage with a domestic fridge/freezer. An inbuilt Urn is available Kitchen equipment is not to be removed from the hall. 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. If there are any items missing, you will be required to replace them with like for like. An itinerary check is performed after each hire. Crockery and Cutlery is provided **No glassware is provided**

Meeting Room 1	2 rectangle board room tables 12 chairs
Meeting Room 2	3 rectangle board room tables 15 chairs
Bathrooms	Bathroom facilities are located left at the end of the entry corridor.
Lights	Foyer light controls are situated on the RHS wall as you enter the building. Hall lighting controls are located on the LHS wall as you enter the Hall. Please ensure lights are switched off after use.
Air Conditioners	There are three air conditioning split systems and the controls are found below each. Please ensure air conditioning is switched off after use.
Stage Equipment and Lighting	General stage lighting is available, and the switch is found at Stage Left. There is a tape-recording unit located on a shelf at Stage Right. Please ensure lighting is switched off after use.
Fire Exits	In accordance with Fire Safety Regulations, it is illegal to obstruct emergency exits or pathways to emergency exits. All fire-fighting appliances including hose reels, hydrants and extinguishers must always remain unobstructed and accessible. No object shall be placed within 1m of any fire appliances, or 2m from an emergency exit. Emergency exit signs must remain visible.

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 accessibility toilet is located along the RHS corridor as you enter the building.

An accessibility shower is also available adjacent to the main bathrooms.

Accessibility access is available.

There is no "Hearing Loop" available.

Cleaning

Hirers are required to clean the premises after use.

Brooms for sweeping the floors are located in the storage area RHS of the stage.

- 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 just outside the kitchen door.

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
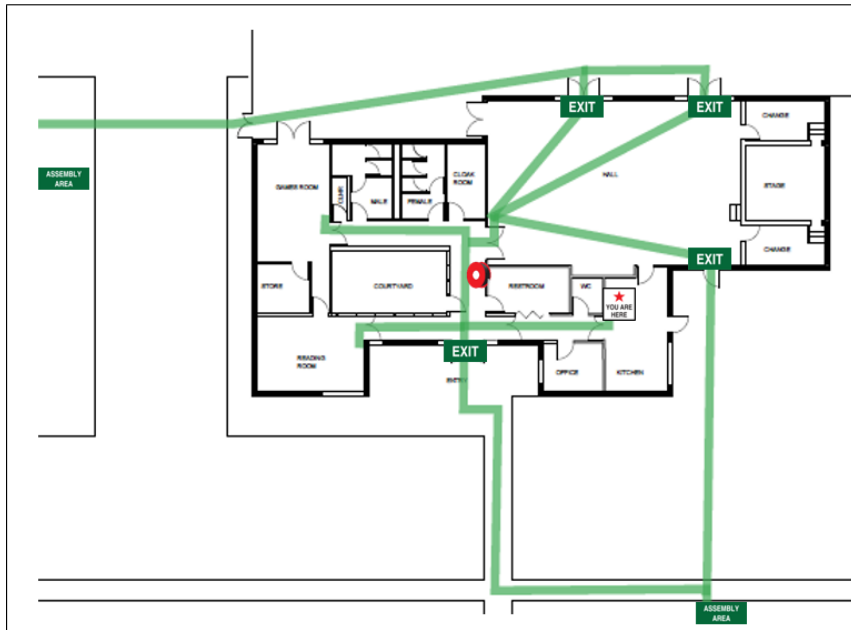
All venues are strictly no smoking.
Under the *Tobacco Act 1987,* smoking is also not permitted within 4 metres of any building entrance.

Unclaimed Goods

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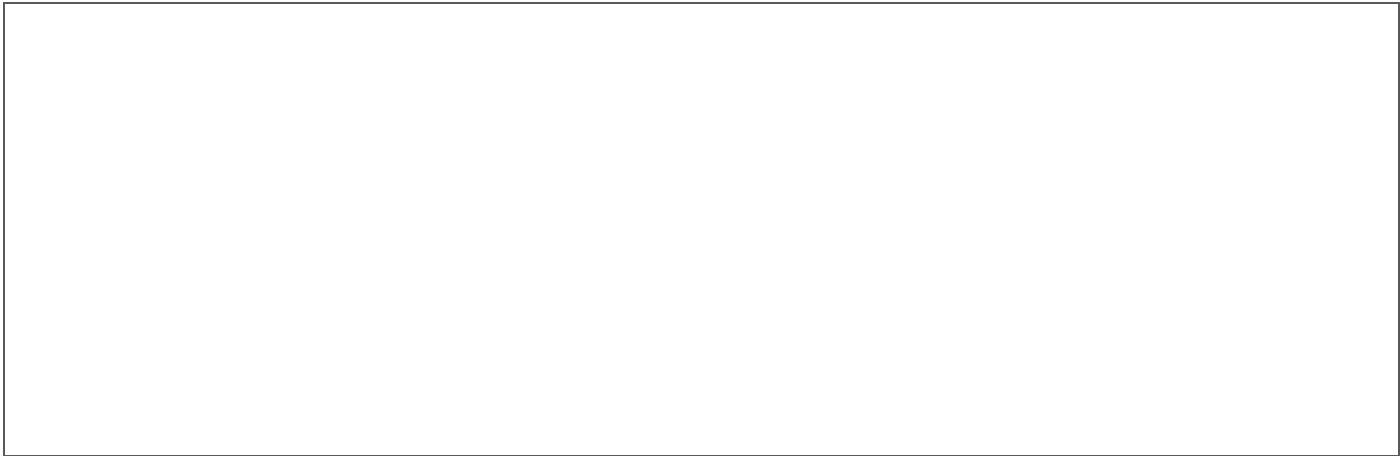
SITE EVACUATION PLAN

EVACUATION ORDERS

1. REMOVE PEOPLE FROM DANGER
- If safe to do so
- DO NOT place yourself in danger

2. ALERT OTHERS & RAISE ALARM
- If alarm system has not activated proceed to nearest break glass alarm and activate.
- Call Fire Brigade on '000' and state:
  Building Name and Location;
  Type of emergency;
  Number of people involved

3. CONTAIN
- Close doors and if possible windows to restrict spread of fire behind you

4. EVACUATE & EXTINGUISH
- If alarm sounds, all occupants move to designated external assembly area via designated exits
- If safe to do so and properly trained, you may extinguish the fire
- Meet the Fire Brigade on arrival
- Follow management/emergency personnel direction.
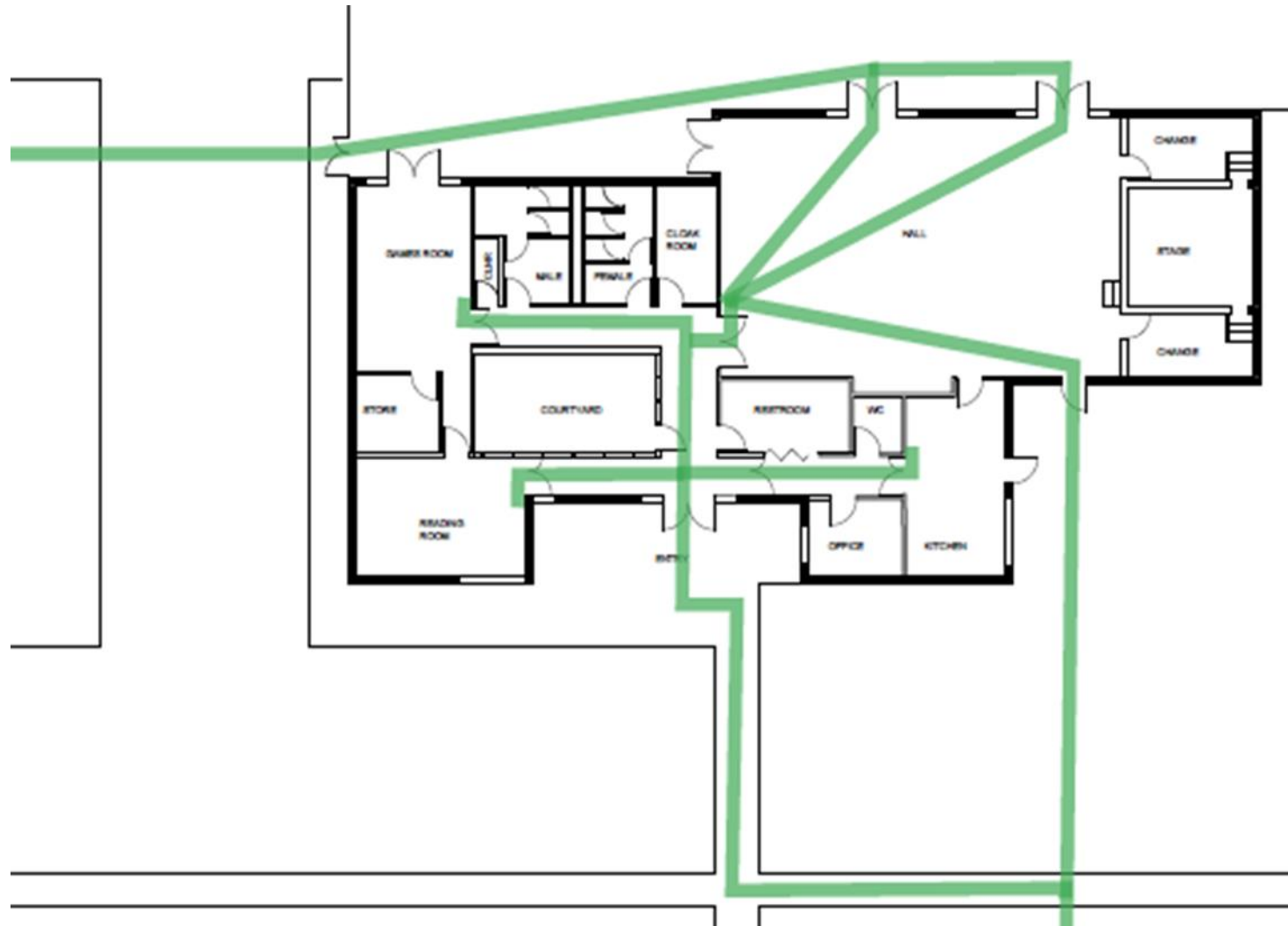- DO NOT re-enter the building until you are told it is safe to do so.

LEGEND

Symbol		Symbol		Symbol		Symbol	
	"YOU ARE HERE"		BOOSTER CONNECTION		POWDER EXTINGUISHER		FIRE HOSE REEL
	FIRE INDICATOR PANEL		HYDRANT		WATER EXTINGUISHER	EXIT	EXIT
	FIRST AID KIT		ELECTRICAL SWITCHBOARD		FOAM EXTINGUISHER		
	ASSEMBLY POINT	GAS	GAS		CO2 EXTINGUISHER		

Revision Record			
Version #	**Date**	**Revision description**	**Approved by**