

# Tawonga Memorial Hall

## USER GUIDE

### **Contact**

Community Facilities Officer

Alpine Shire Council

Ph: 03 5755 0555

[www.alpineshire.vic.gov.au](http://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

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.

## 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

440 square metre Community Hall and stage with kitchen/catering facility.

## Building Features and Facilities

<b>Kitchen</b>	<p>Includes a freestanding oven, microwave, Bain Marie, dishwasher and a domestic refrigerator and freezer.</p> <p>There is an inbuilt urn facility as well as two portable urns.</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, cutlery and basic glassware is provided</p>
<b>Hall Furniture</b>	<p>4 large rectangular tables on wheels</p> <p>10 rectangular trestle tables</p> <p>100 chairs (approx.)</p>

<b>Bathrooms</b>	The bathrooms are located on the RHS of the foyer as you enter the building.
<b>Lights</b>	<p>Foyer light controls are situated on the RHS wall of the foyer.</p> <p>Hall light switch is situated on the RHS wall as you enter the hall.</p> <p>Please ensure all hall/kitchen/toilet lighting and is switched off after use.</p>
<b>Stage Lighting</b>	<p>Stage lighting and curtain controls are located right of stage, behind the curtains at stage level.</p> <p>Stage access is from the foyer.</p>
<b>Air Conditioning</b>	<p>Split system air conditioning units are installed, and the controls are mounted below.</p> <p>Please ensure all air conditioning is switched off after use.</p>
<b>Fire Exits</b>	<p>All fire exits are signed with illuminated signs and are to remain unobstructed at all times.</p> <p>Please ensure doors are unlocked during use.</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

An accessible toilet is located on the LHS of the foyer as you enter the building.

There is no "Hearing Loop" available.

#### Cleaning

Hirers are required to clean the premises after use.

Cleaning equipment is located in the cupboard in the foyer on LHS of main entrance.

- 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

General waste and recycling bins are located in the foyer.

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