

Dinner Plain Community Centre

USER GUIDE

Contact

Community & Recreation Officer

Alpine Shire Council

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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

Collect keys from Dinner Plain Accommodation, 4 Big Muster Drive, Dinner Plain. Please check their opening hours prior to collecting keys – 03 5178 3088

The keys allow access to the main hall area and the kitchen.

Please drop the keys back to Dinner Plain Accommodation once your booking is completed.

Opening and Closing the Building

The hirer will be responsible for opening and closing the building and reporting any damages to the Community and Recreation Officer - bookings@alpineshire.vic.gov.au

It is the responsibility of the hirer to ensure that all lights, fans, heaters and kitchen appliances have all been turned off and that the building has been securely locked after your booking.

General Information

Location: Horseshoe Circle, Dinner Plain

Capacity: 150

Building Features and Facilities

Kitchen	Includes a freestanding fridge, microwave, benchtop oven/ warmer, kettle and urn. Some crockery, cutlery and basic glassware is provided but additional items may need to be hired. 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.
Hall Furniture	5 Tables 20 Chairs
Bathrooms	The bathrooms are located through the rear door of the hallway on the left hand side of the main hall area.
Lights	Lights are automatic throughout the facility.
Heating	Electric heaters are located throughout the facilities and controlled by switches on each individual unit. Please ensure these are switched off before exiting the hall.

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 near main bathrooms 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. A vacuum cleaner, brooms and mops are in the accessible toilet. - You must provide your own cleaning supplies for the cleaning of hand basins and washing floors. - 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 are wiped out. Sweeping and mopping of floors is mandatory due to Health Regulations.	
Waste Management	
General waste and recycling bins are located the front of the facility 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 Community & Recreation 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.