

Mt Beauty Auditorium@informationcentre

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

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

General Information

Conference/meeting room facility with a low-level dais TBC

This facility also has a permanent tenant in the back-office area.

Building Features and Facilities

Hall Furniture	<p>3 rectangular board room tables</p> <p>60 chairs</p> <p>Urn - available upon request from the Mt Beauty Visitor Information Centre</p>
Bathrooms	<p>There is a unisex toilet available at the rear of the main auditorium</p>
Lighting	<p>Lighting controls are located on the LHS of the back wall of the auditorium</p> <p>Please ensure all lighting is switched off after use</p>
Air Conditioning	<p>Air conditioning controls are located on the LHS wall of the auditorium next to the second last window.</p> <p>Please ensure all air conditioning is switched off after use</p>
Fire Exits	<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 next to the unisex toilet at the rear of the main auditorium.

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.

Cleaning equipment is available in the black metal cupboard in the back room adjacent to the toilets.

- The toilets must be left clean with all rubbish removed. If necessary, floors must be mopped.
- Any cigarette butts left outside the auditorium must be removed and disposed of appropriately.
- Stack away any chairs and tables used, **DO NOT** cover any firefighting equipment or exits.

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 at the northern end of the front balcony.

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