

Bright Community Centre

USER GUIDE

Contact

Community Facilities Officer

Alpine Shire Council

Ph: 03 5755 0555

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 Alpine Visitor Information Centre (open 7 days per week 9am-5pm)

Keys must be returned to the Alpine Visitor Information Centre no later than the following working day after the hall hire.

For after-hours key drop off, there is a key return box located at the back entry at the Alpine Shire Council Offices in Churchill Avenue.

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

Capacity: 400 people seated without tables or 200 people with tables and chairs.

Building Features and Facilities

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| Kitchen (If included in your hire) | <p>There is a full commercial kitchen which has 3 x gas stoves and 3 x ovens plus 1 x 6 tier commercial steamer oven with cooking trays, deep fryer and dishwasher.</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>14 rectangular tables with each seating 8 adults</p> <p>15 round tables that seat 8 adults</p> <p>140 turquoise chairs</p> <p>180 beige chairs</p> |

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| Sound and Projection System (If included in your hire) | <p>The controls for the sound and projection system are in a locked Perspex ICT cupboard located at the bottom right of stage.</p> <p>Instructions on how to use this system is located above the cupboard.</p> <p>It is suggested that a trial be undertaken before the event to ensure that the hirer can use the system correctly. Contact the facilities officer to arrange by email bookings@alpineshire.vic.gov.au</p> |
| Stage Lighting | <p>Stage lighting and curtain controls are located right of stage, behind the curtains at stage level.</p> |
| Bathrooms | <p>There are two sets of bathrooms, main toilets are adjacent the kitchen and a secondary set adjacent the stage area.</p> |
| Performers Change Room | <p>There is a performer change room available on the lower level, with stage right/left access.</p> <p>This room must be clean and clear of costumes and waste at the end of hire.</p> |
| Lights and Air Conditioning | <p>Hall lights and air conditioning controls are clearly marked and located at the main switchboard near the entrance from Railway Avenue, adjacent the main toilets.</p> <p>Lighting in the main toilets is automatically activated and is on a timer.</p> <p>Please ensure all hall lighting and air conditioning is switched off after use.</p> |
| Ceiling Fans | <p>The controls for the ceiling fans are located on the RHS of the door leading from the hall to the Railway Ave entrance and main toilets.</p> <p>They are remotely controlled, and you need to stand under each fan to use the remote.</p> <p>Additional batteries can be found next to the sound equipment controls on the stage.</p> |
| Heating | <p>Gas heaters are located within the hall, instructions for use are attached.</p> <p>Please ensure these are switched off before exiting the hall.</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 | |
| <p>Advertising boards and banners displayed outside the venue will require a temporary advertising permit from Council.</p> <p>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.</p> | |

Accessibility

An accessible toilet is located in the bathroom area adjacent to the stage.

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 cupboard in the entrance near the main toilets (Railway Ave entrance).

- 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 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 at the rear of the kitchen.

If access is not possible through the kitchen you can access the area from the laneway between Burke Street and Railway Ave.

Please ensure all recycling is carried out 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-Tack".

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 – Upper Level Layout

Attachment B – Lower Level Layout

