

Myrtleford Memorial Hall

USER GUIDE

Contact

Facilities Officer

Alpine Shire Council

Ph: 03 5755 0555

www.alpineshire.vic.gov.au

Version 1

Issued October 2025

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.

Electronic Access

The electronic fob is to be collected from the Myrtleford Visitor Information Centre (open 7 days per week 9am-3pm) collection outside of these hours can be arranged through Council Facilities Officer (03) 5755 0555.

The electronic access control fob is used to lock/ unlock and arm/ disarm the alarm systems with the Hall.

The access fob must be returned to the Myrtleford Visitor Information Centre no later than the following working day after the hall hire.

Using the fob

This facility uses a keyless entry system that allows authorised users to access the hall using an electronic fob, instead of a traditional key.

Entering:

1. Hold the fob close to the card reader located at the righthand side of the hall door.
2. When the reader detects your fob:
 - The red light will disappear and a green light appear, indicating access is granted. This will also disarm the alarm.
 - The door will unlock, and you can enter by pulling the door.
3. If the red light remains on this means the alarm is still armed. Please scan again until a green light is visible.

Exiting:

1. Close the door and make sure the handle is locked.
2. Swipe the fob on the card reader 3 times, it must beep 3 times. You will then hear the door click, indicating the door is locked.
3. The red light will appear on the card reader indicating the alarm has been armed. Please ensure the red light is visible before leaving.

Opening and Closing the Building

The hirer will be responsible for opening and closing the building and reporting any damages to the Facilities Officer.

It is the responsibility of the hirer to ensure that the lights, audio visual and kitchen appliances have been turned off and that the building has been securely locked after the function has finished.

Please ensure the audio-visual control room is locked.

General Information

The hall has the capacity to accommodate up to 80 guests.

The Hall includes a stage, two separate dressing rooms at the rear of the stage, bathrooms and kitchen facilities (shared with the Visitor Information Centre).

Please note: The Myrtleford Visitor Information Centre occupies the front of this facility and is open 7 days per week 9am – 3pm.

Building Features and Facilities

Hall	80 Chairs 20 Rectangle Trestles Tables. Furniture is stored in the storeroom located at the back of the hall.
Kitchen (If included in your hire)	The kitchen has a domestic oven/stovetop, microwave, dishwasher and glassware dishwasher. Kitchen equipment is not to be removed from the hall Limited cold storage with a domestic fridge/freezer. A portable urn is available 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. Crocery and cutlery are provided No glassware is provided
Bathrooms	Bathroom facilities are in the hallway between the Visitor Information Centre and Hall. These facilities are shared between both facilities.
Lights	Hall lights are controlled by switches located at the back of the hall. Bathroom and kitchen lights are automatic and controlled by sensors. Please ensure hall lights are switched off after use, including stage lighting
Climate Control	Ceiling fans are controlled by wall switch located on the back wall of the hall.

Projector and Screen	Projector and screen are available for use with hire of the hall. Audio-Visual key is available from the Myrtleford Visitor Information Centre.
Stage Equipment and Lighting	Stage lighting and curtain controls are located left of stage, behind the column at stage level. Stage lights can also be controlled from panel in audio-visual control room. 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 accessible toilet is in the hallway between the hall and visitor information centre. 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 in the cleaning storage cupboard in the hallway. - 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. <i>If cleaning is not carried out a cleaning fee will be levied and deducted from the bond.</i>	
Waste Management	
At the end of the hire agreement, the hirer must ensure all waste (other than the sanitary waste bins in the female and accessible toilets) is transferred to the appropriate bins in the bin storage area located at the rear of the hall	

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" only.

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 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

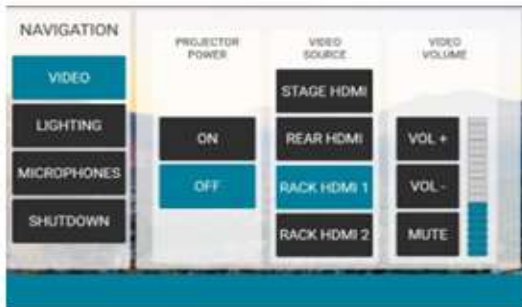
Alpine Shire Council accepts no responsibility for any goods or materials left on the premises after the end for the hire agreement.

Attachment B – Audio-Visual Control



TOUCH TO START

Touch anywhere on the touch panel to begin operation



NAVIGATION: VIDEO

PROJECTOR POWER

Toggle projector power on or off, selecting ON will turn the projector on while simultaneously lowering the projector screen. Selecting OFF will turn the projector off and retract the projector screen.

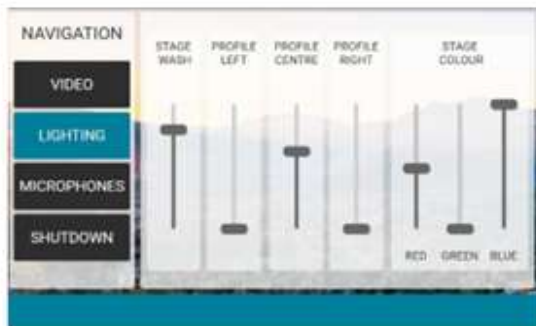
To connect a device to the projector, use a HDMI cable and connect to one of the four available input locations

STAGE HDMI: Right hand side under touch panel

REAR HDMI: Under kitchen window

RACK HDMI 1: Located in rack

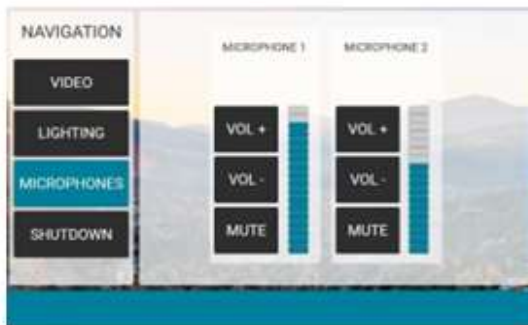
RACK HDMI 2: Located in the rack



NAVIGATION: LIGHTING

The lights on the lighting bar can be adjusted via the touch panel.

Colour and intensity of the lights are changed by using the toggles to increase or decrease the selection



NAVIGATION: MICROPHONES

Microphone control is managed from the touch panel. Both microphones are ON by default, however you need to UNMUTE the chosen microphone and increase or decrease the volume as required.

MICROPHONES are located in their charging cradle beside the audio desk



NAVIGATION: SHUTDOWN

To SHUTDOWN the system, use the touch panel to select SHUTDOWN and CONFIRM.

The inhouse audio mixer can be used by external AV companies. The Allen & Heath QU16 gives you 16 mic/line input channels and 2 stereo inputs. Additionally, there is a stage drop box that extends these inputs to be taken from the stage end. This allows for bands and alike to setup on stage and the audio to be sent to the audio desk in the bio-box.



EVACUATION SIGN

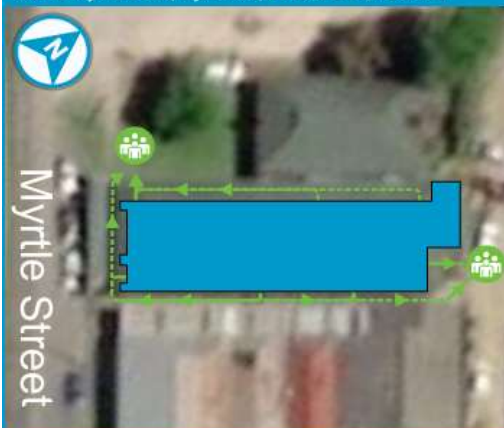
EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the "All-Clear".
- If any injuries are sustained, notify a Warden.

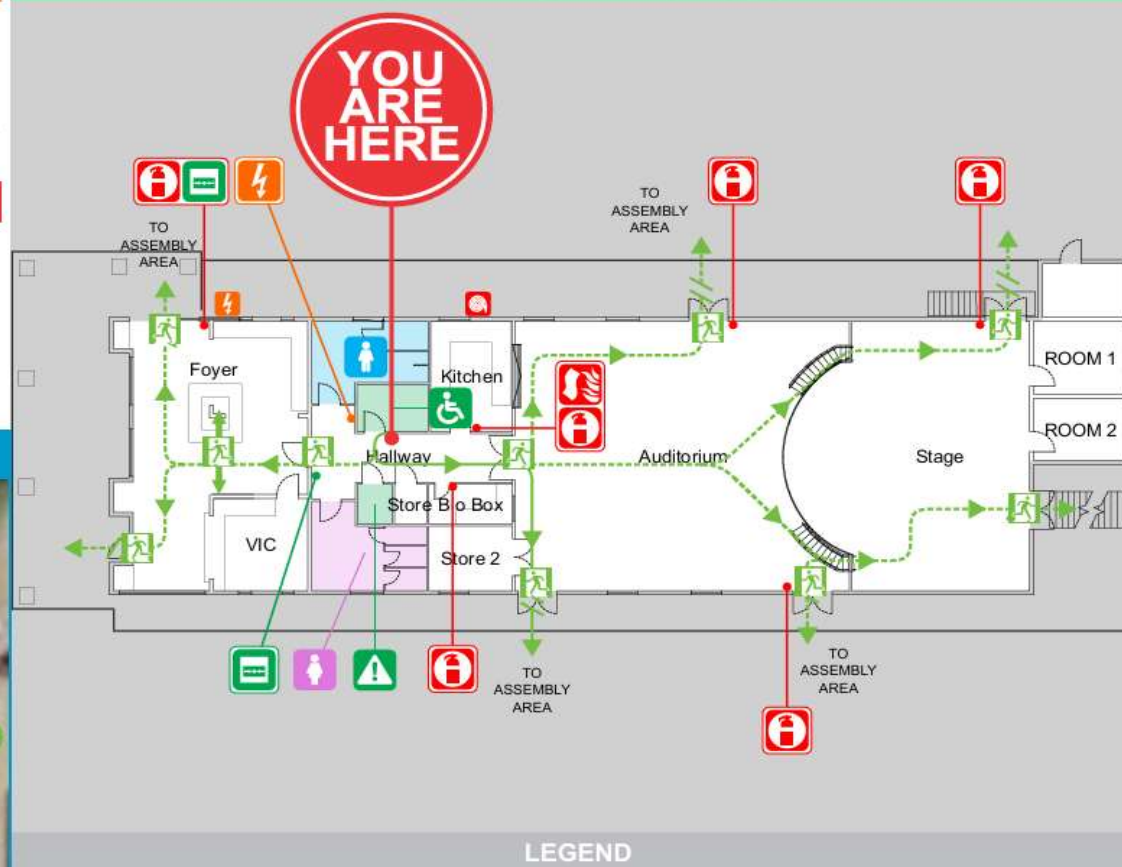
IN THE EVENT OF FIRE

- R**emove persons from immediate danger area.
- A**lert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable).
- C**onfine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- E**xtinguish and control the fire (if safe to do so).

Alpine Shire Council
154-156 Myrtle Street, Myrtleford, Victoria 3737, Australia



EVACUATION DIAGRAM - NOT TO SCALE



LEGEND

Amenities Disabled	Amenities Female	Amenities Male	Chemical Store	Emergency Door Release	Dry Chemical Powder
Fire Blanket	Hose Reel	Switchboard	Exit Sign	Alternate Evacuation Path	Evacuation Path
Issue Date: 10/2025			Review Date: 10/2030		

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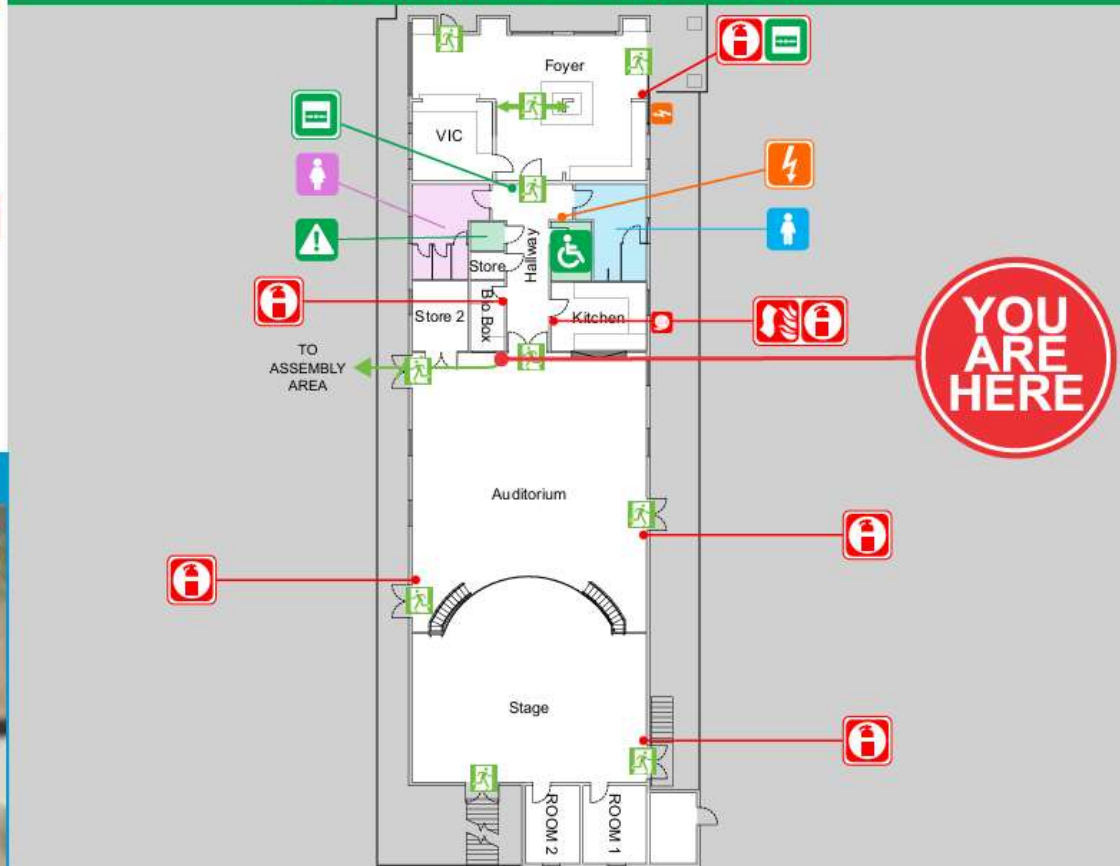
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EVACUATION DIAGRAM - NOT TO SCALE



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Amenities Disabled	Amenities Female	Amenities Male	Chemical Store	Emergency Door Release	Dry Chemical Powder
Fire Blanket	Hose Reel	Switchboard	Exit Sign	Evacuation Path	Assembly Area

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Review Date: 10/2030

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Fire Blanket	Hose Reel	Switchboard	Exit Sign	Evacuation Path	Assembly Area

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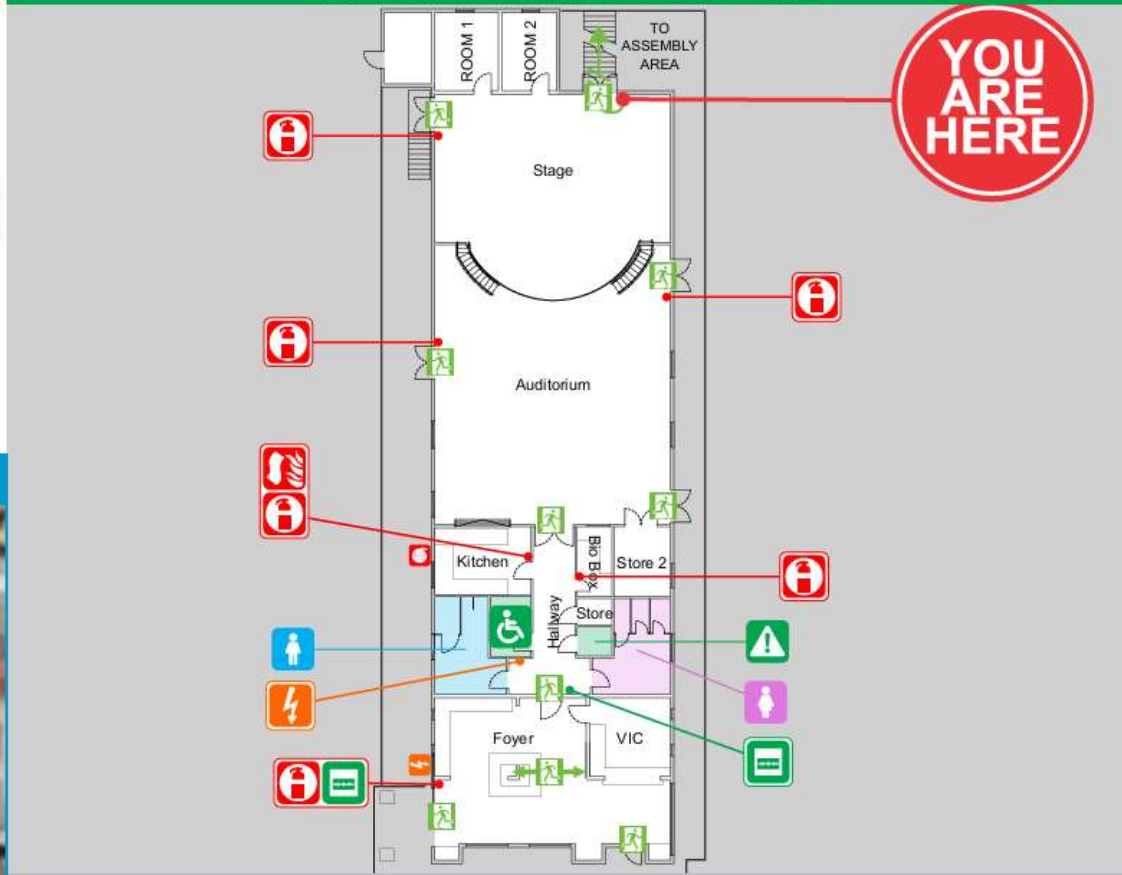
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Revision Record			
Version #	Date	Revision description	Approved by