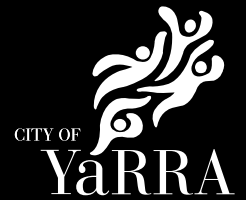


Edinburgh Gardens Community Room



Induction Manual

Brunswick Street, North Fitzroy

Managed by: **Venues and Events**
venuesandevents@yarracity.vic.gov.au

03 9205 5577

Edinburgh Gardens Community Room

Brunswick Street , North Fitzroy – **access off Brunswick St**
at the boom gates opposite tram stop. South of Bowling club building.
The Community Room is adjacent to the grandstand

Quick Access Guide

Key collection	<p>The key/swipe to your venue will be available for collection three business days prior to your booking.</p> <p>Key collect - You will need to collect the key from the Collingwood Town Hall Reception during business hours Mon - Fri 8.30-5pm). If you do not collect it, you will not be able to access the venue</p> <p>Key return - is to Collingwood Town Hall Reception in person, the next business day after your booking.</p>
Access doors	<p>ENTRY - Hirer must enter at door next to tennis club (north side) where there is a swipe card reader. Hirer must swipe card against swipe reader.</p> <p>EXIT at end of booking - Please make sure all external doors are locked before leaving via the main door - check this has locked behind you.</p>
Where to find switches	<p>Lights - Switches are located inside the hall next to the switchboard, located near the kitchen servery.</p> <p>Heating/Cooling - The controls on the reverse cycle unit are in the main room next to the kitchen servery and switchboard. See instructions on page 4.</p>
What is supplied (See equipment chart on page 7 for more details)	<ul style="list-style-type: none">• Commercial kitchen• 13 tables• 100 chairs• Basic cleaning equipment• Toilet paper and paper hand towel
What is NOT supplied	No crockery, cutlery, sponges, cleaning liquid, bin liners, AV or internet.
What to bring	Bring a sponge, liquid cleaner, tea-towels, paper towel, extra bin liners if required and a first aid kit.
Contact details	<p>Enquiries - Business hours - venuesandevents@yarracity.vic.gov.au 03 9205 5577</p> <p>Emergency - Call 000 Fire/Police/Ambulance after you have called Emergency and it is safe to do so, call Yarra Council after hours 03 9205 5555 to report the Emergency. See page 5 for more details</p>
Hours	You must set up and pack up within your booked hours Please see page 4 for more information on noise restrictions
Capacity	The venue has a maximum capacity of 100 people

End of event checklist - Please see the checklist on page 13 for how to close up the venue



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Agreement

It is part of the contract agreement that the person responsible for accepting the conditions of hire/making the booking is present at all times. This includes set up and pack up. They must also ensure their guests abide by the [Conditions of Hire](#) and this Induction document.

Another person (over 18 years of age), may be nominated as Person in Charge and their name and phone number must be provided to the Venues and Events Team before event date.

The Person in Charge must read and understand this induction document and be familiar with the **emergency evacuation** procedures.

Hire of the Community Room does not include any areas of the park. If you wish to book outside spaces please contact 03 9205 5205. eventapplications@yarracity.vic.gov.au

Access, transport and parking

- **Wheel chair accessible**
- **Accessible and disabled parking**

Accessible and disabled parking - two spaces located near entrance to venue. There is limited and timed parking in the surrounding streets. As this is a very popular park, we suggest your guests use [public transport](#) where possible.

Doors

- **Access to building:** Hirer to collect swipe card from Collingwood Town Hall Reception – up to three business days prior to booking **only** during business hours.
- **Entry:** The main door on the north side of the building, using the swipe card reader.
- **Exit:** At end of booking, ensure the door is secure.
- **Catering:** Catering can be delivered to the side door (next to bin cage).
- **Entrance to Toilet Air Space:** If door closed use the access swipe card on swipe reader.
- **Return of swipe card:** Swipe card **MUST** be returned to Collingwood Town Hall reception the next business day. Failure to return swipe may incur an additional fee for swipe replacement.

Heating and cooling

There are 5 split system units. The controls on the reverse cycle unit are located in the main room next to the kitchen servery and switchboard. The unit operates for 2 hour cycle and then switches off automatically. The ON button on the controls must be pressed again for the unit to continue to heat or cool for further 2 hours. This process must be repeated throughout your event for optimal heating or cooling. The temperature control button is on the unit and can be adjusted to desired temperature at your discretion.

Noise

Although this venue is within a park, it is in a residential area. Noise must not be heard beyond the park boundary.

We may retain your bond for unresolved noise complaints. If the nearby residents contact the police or Yarra staff about excessive noise from your function, we will try to contact you to resolve the issue. Please make sure the event organiser has their phone nearby.

Please be respectful when leaving the venue at night and make sure that your guests understand the above.

Alcohol

- If you are **selling** or serving alcohol as part of an **inclusive charge** you will need to apply for a **Liquor Licence** and provide a copy to venuesandevents@yarracity.vic.gov.au (at least a week before your event)

OR

- If you are providing alcohol **free** to your guests, please apply online for a **PartySafe** registration from Victoria Police. Email your Partysafe registration number to venuesandevents@yarracity.vic.gov.au

No alcohol consumption outside of building without a separate Liquor Licence.

Council may require you to hire Security for some high-risk events.

Building

The hirer must:

- Know where all safe exits and exit paths and assembly points are.
- Keep all exits and paths clear during use of the Community Hall.
- Know where emergency equipment is located (such as fire extinguishers). See emergency map in venue for more details.

Emergency

In the event of emergency, the hirer will be responsible for coordinating the evacuation of the venue and all patrons. The hirer must make themselves familiar with the evacuation diagram, location of fire extinguishers and exits. Evacuation plans are located within the building. See the map inside the venue.

The hirer must:

- Identify exact nature and location of the emergency.
- Contact emergency services by dialling 000.
- In case of fire, call the Metropolitan Fire Brigade, by dialling 000, immediately.
- Only attempt to fight a fire with the equipment provided and if it is safe to do. You should only do this after calling 000.
- Do not continue to fight the fire beyond the first 30 seconds. Evacuation is necessary for any fire.
- All fires need to be inspected by the fire brigade.
- Remain calm and leave in an orderly manner.
- Search all areas of the Community Hall, only if safe to do so.
- Meet and report to emergency services on arrival.
- Only re-enter the venue once fire brigade has attended and certified the building safe.
- **After** you have called emergency services, once it is safe to do so, contact Council's emergency out-of-hours number: 9205 5555.

Evacuation Assembly Points

In the event of an emergency evacuation there are two assembly points:

- Primary area is located on **W.T. Peterson Oval, south of the venue.**
- Secondary area is located **near Bocce rink, north of the venue.**

The safety of the hirer, Community Hall and guests is the hirers' responsibility.

The hirer should inform all attendees of the evacuation procedures and assembly points.

First Aid

- It is the hirer's responsibility to administer first aid and/or contact emergency services if the need arises. Venue is **not** equipped with emergency first aid kits.
- It is the responsibility of the hirer to have first aid always supplies available.
- All incidents, accidents and near misses must be reported by the hirer by calling the after-hours emergency contact number 9205 5555.

Equipment

Equipment provided:

- See [Equipment list](#) and Instructions regarding specifications and set up

Equipment not provided:

- No crockery, cutlery or kitchen equipment.
- No sound equipment.
- No sponges or kitchen towel (paper towel supplied is for hand washing only).
- No cleaning liquids (except for detergent supplied for the commercial dishwasher).
- No wifi/internet

Your equipment:

- Hirers own or externally hired equipment must comply with relevant OH&S and any other relevant legislation.
- Hirers are responsible for the equipment they bring into venue.
- Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags.
- No equipment to be left in venue after end of hire period

Toilets

Toilets including an ambulant toilet and baby change table are available.

Cleaning

See [End of event checklist](#)

Maintenance

For any urgent maintenance issues relating to the venue during the booked period, including utilities not working, contact Yarra Council's after-hour's number on 9205 5555.

For non-urgent maintenance issues, please email venuesandevents@yarracity.vic.gov.au

Bond

Your bond will be returned in full provided there is no damage to the venue, unresolved **sound** complaints, no **waste** contamination and the venue is only accessed within your booking **hours**.

Leaving the Venue

See [End of event check list](#).

Other business

- Please ensure you have read and understood the [Conditions of Hire](#) and are not bringing in any prohibited items
- Council will carry out repairs from any damage at the full expense of the hirer. This includes internal/external and environmental damage

Rubbish

The rubbish and recycling system at Yarra has recently changed. What is accepted in each bin is very different from before. Please follow the signage at each venue.

Please use the correct bin for your waste to ensure you receive your full bond refund.

We provide bins for Rubbish, Recycling, Glass and Green waste.

You must remove all rubbish from inside the venue, to the outside bins.

A padlocked bin cage located outside north of the building houses wheelie bins. The key to the padlock is hanging on the inside of the back door.

Any excess rubbish from site must be disposed of by the hirer in a responsible manner.

Yarra Council is working towards a ban on single use plastics by 2021. Please support this initiative by using recyclable or reusable materials.

For more details on what goes in each bin please check [here](#).



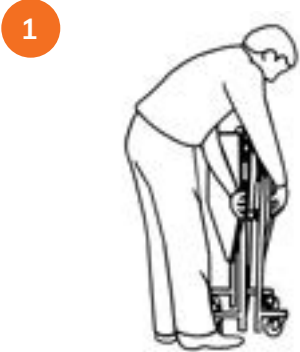
Bin Cage

Equipment List

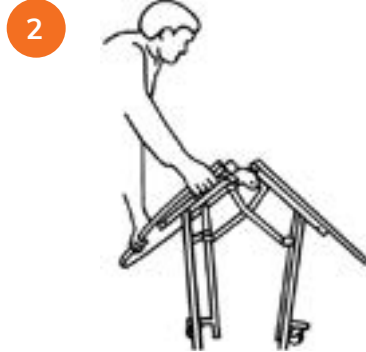
Equipment		Notes	Measurements
Chairs	100	stacking - maximum 10 high	
Tables	3 rectangular	See instructions attached for set up. Seats 10	244x76cm (96"x30")
	10 oval	seats 8-10	152x183cm (72"x60")
Kitchen	small commercial kitchen	<ul style="list-style-type: none"> • Fan-forced electric oven • Induction stove • Microwave • Pie warmer • Wall mounted hot water unit • Large refrigerator • Freezer • Commercial dishwasher (and detergent for dishwasher – NOT for hand washing dishes) 	
Floor space			15 x 9 m
Pinboards	2		
Cleaning	basic cleaning equipment	Broom, dustpan, mop and bucket	
Toilet paper and hand towel		There is paper towel provided for hand washing, please bring your own for any other uses.	

Furniture

TO OPEN:



Grasp both tops at a low position and pull the tops apart slowly until lock bar engages.



To fully open the table, lift the lock bar towards the table top.



Lower the table top to open position.

WARNING

Keep fingers away from top centre edge!

TO FOLD:



Locate the centre lock arm with one hand and other hand near the end of the table.



Raise lock toward the table top. Lift the table at the centre and push down at edge from centre.

TO MOVE:



Always move the table from the end, to avoid tipping.

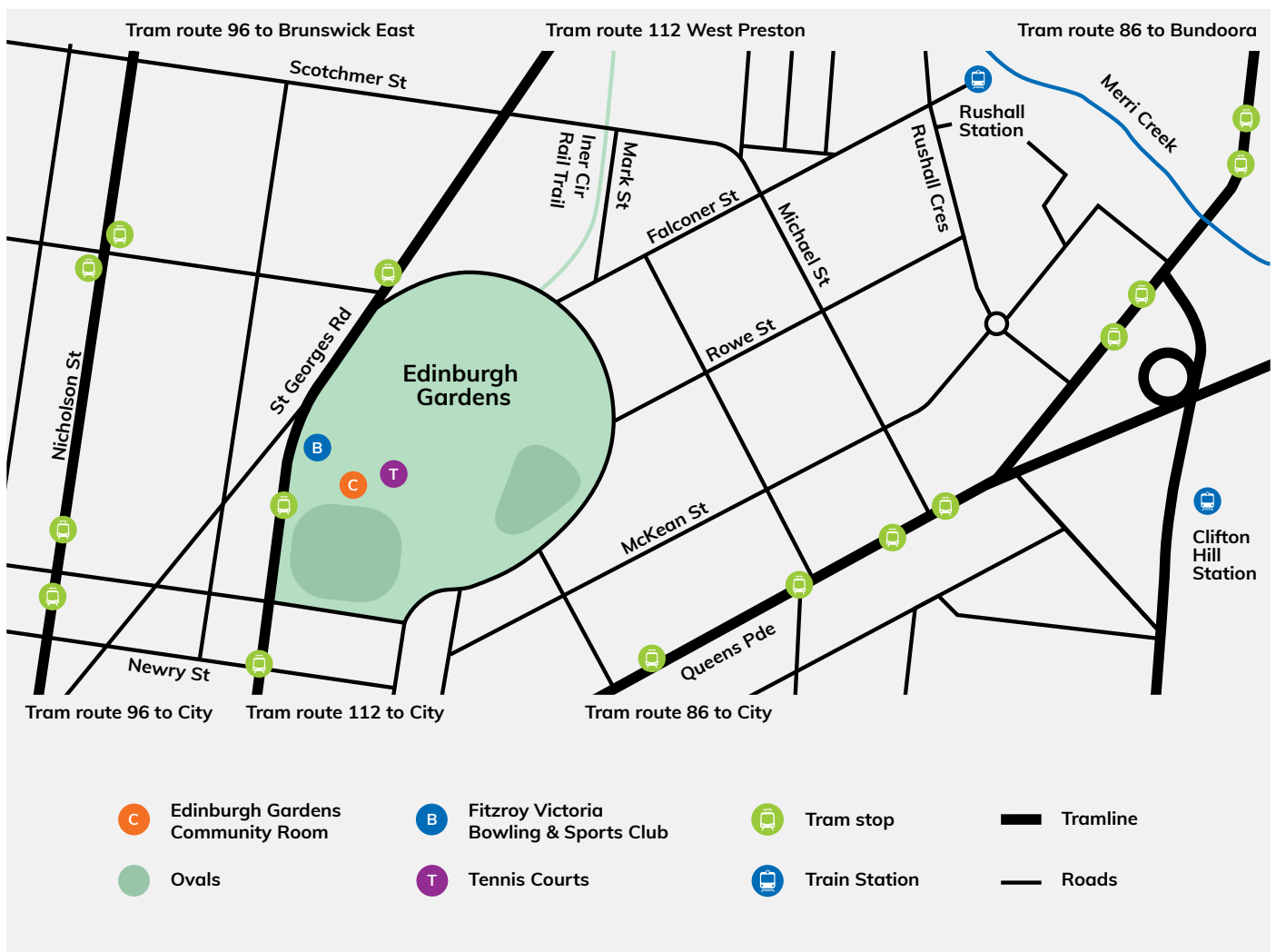
Location and Transport

The Edinburgh Community Room is situated in Edinburgh Gardens. The easiest access point is from Brunswick Street/St Georges Rd opposite Tram Route 11, Stop 20

Transport options:

- Tram Route 11 Brunswick Street, Stop 20
- Tram Route 96 Nicholson Street, Stop 18
- Clifton Hill station (Mernda/Hurstbridge line) 20 minute walk
- Rushall Station (Mernda line) 15 minute walk
- There is limited, timed free parking in the surrounding streets. Check parking signs
- There are two disabled car parks located outside the venue

Venue transport map



Pictures

Kitchen



Dishwasher



Stove



Oven



Bins



Pictures

Room empty



Room set-up



Air Conditioner Panel



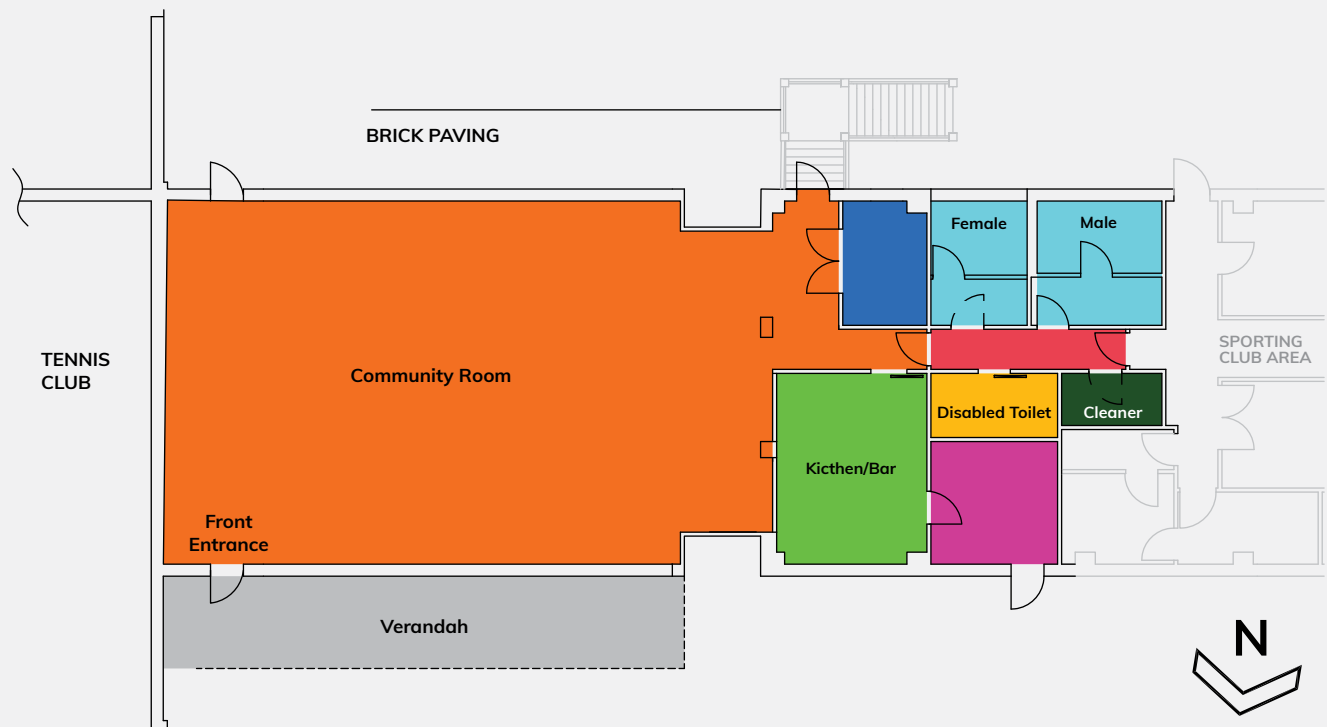
Tables Packed Away



Floor Plan

Edinburgh Gardens Community Rooms Room Number Plan

PETERSON OVAL



End of Event Checklist	Yes
Kitchen appliances switched off	
Kitchen appliances wiped down	
Kitchen benches wiped down	
Air conditioning, fans and heating will automatically turn off at the end of its cycle.	
All Windows and doors secured and locked	
Tables wiped down and stacked and returned to original location	
Chairs stacked and returned to original location	
Decorations signs and banners removed (including blu tack and tape if used)	
Rubbish removed and placed in correct bins provided	
Wheelie Bins returned to original location and locked away	
Check you have all your belongings	
Lights switched off	
Ensure all external doors are closed and cannot be opened from outside	
Report any damage and feedback to venuesandevents@yarracity.vic.gov.au	
Charges may apply for equipment damaged or not cleaned	

After event	Yes
Return venue keys/swipe to Collingwood Town hall the next business day after your booking. Reception hours Monday to Friday 8.30am to 5pm	
Council will process a bond refund based on return of swipe card and good condition of the venue	
Bond is refunded by EFT transfer and may take up to 30 days after hire date. If you haven't already supplied your bank details, please send the following to venuesandevents@yarracity.vic.gov.au Bank Name: Bank Account Name: BSB: Account:	