

Jack Dyer Community Room



Venue Manual

**Citizens Park
Corner Gleadell & Highett Streets,
Richmond 3121**

Managed by: [Venues and Events](#)
venuesandevents@yarracity.vic.gov.au

03 9205 5577

Jack Dyer Community Room

Citizens Park, Corner Gleadell & Highett Sts, Richmond VIC 3121

Quick Access Guide

Access	<p>The swipe for this venue will be available for collection three business days prior to your booking.</p> <p>Swipe collect: You will need to collect the swipe 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>Swipe return: is to Collingwood Town Hall Reception in person, during business hours, the next business day after your booking.</p>
Access doors	<p>ENTRY: Entry is via the main door on Highett Street. Use your swipe card to enter</p> <p>EXIT: Please make sure the main door has locked behind you</p>
Where to find switches	<p>Lights: Lights in the ground floor foyer, corridor, toilets and stairwell are on a motion sensor.</p> <p>Community Room – step into the room and turn to left, you will see the switch just inside the corridor leading to the kitchen.</p> <p>Flick the switch to turn on/off and hold switch to control dimmer.</p> <p>Kitchen - step into the room and turn to right.</p> <p>Heating/Cooling: control panel inside the community room, to the right of door</p>
What is supplied (See equipment chart on page 7 for more details)	<ul style="list-style-type: none">• Commercial kitchen• 10 tables• 100 chairs• TV/computer monitor mounted on the wall, with speakers• Basic cleaning equipment• Toilet paper and hand dryers• Bin liners
What is NOT supplied	<p>No crockery, cutlery, sponges, dish liquid. If you are using AV, bring your own cables/connections</p>
What to bring	<p>Bring a sponge, liquid cleaner, tea-towels, paper towel, extra bin liners if required and a first aid kit.</p>
Contact details	<p>Enquiries: Business hours venuesandevents@yarracity.vic.gov.au or 03 9205 5577</p> <p>Emergency: Call 000 Fire/Police/Ambulance</p> <p>After you have called Emergency and it is safe to do so, call Yarra Council after hours 03 9205 5555 to report the Emergency.</p> <p>See page 5 for more details.</p>
Hours	<p>You must set up and pack up within your booked hours</p> <p>Please see page 4 for more information on noise restrictions</p>
Capacity	<p>100 people</p>

End of event checklist - Please see the checklist on [page 12](#) 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 the event date.

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

Hire of the Jack Dyer Pavilion does not include the use of Citizens Park. If you wish to book outdoor spaces please contact our Events Permits Team at

eventapplications@yarracity.vic.gov.au

Access, transport and parking

- **Wheel chair accessible (ramp entrance and lift to upper floor)**
- **Disabled parking spaces on Highett Street outside venue.**

There is limited and timed parking in the surrounding streets. As this is a very busy area, 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. (Mon-Fri 8:30am to 5pm).
- **Entry** - You must enter at main front door near Highett Street where there is a swipe card reader.
- Once inside you can turn the yellow key to **AUTO** to allow the front doors to open automatically, or you can stay downstairs to let people in using the green button. Do not remove the yellow key under any circumstances. You will need to use your swipe card to open the main room upstairs.
- **Exit at end of booking** - make sure doors are securely closed behind you and yellow key is set to **LOCK**.
- **Return of swipe card** - Swipe card **MUST** be returned to Collingwood Town Hall reception the next business days after your event. Failure to return swipe may incur an additional fee for swipe replacement.

Lighting

- The lighting in the entry foyer, corridor, toilets and stairwell are on a motion sensor – you do not need to turn them on or off.
- Community Room lighting – the switch is inside the room, in the corridor leading to the kitchen
- Top Switch – operates the long strip lights – hold button down to fade up/down
- Middle Switch – operates the down lights
- Bottom Switch – operates the spotlights that run along the ceiling near the kitchen
- Kitchen lighting – the switch is inside the kitchen on the right as you enter.

Heating and cooling

- The main room has ducted heating and cooling - the control panel is on the wall to the right as you come into the room. Please turn it off when you leave.

Noise

- Although this venue is within a park, it is in a residential area and 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, so 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)
- 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
- Council may require you to hire security for some high-risk events.

Building

You must:

- Know where all safe exits and exit paths and assembly points are
- Keep all exits and paths clear during use of the Community Room
- Know where emergency equipment is located. (e.g. fire extinguishers)

Emergency

In the event of emergency, you will be responsible for coordinating the evacuation of the venue and all patrons. You 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.

You 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 venue, 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 03 9205 5555.

Evacuation Assembly Points

In the event of an emergency evacuation:

Primary assembly area is on the grassed area towards Gleadell Street – on the mural side of the building, near the oval

Secondary area is on the oval behind the building.

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

First Aid

- It is your responsibility to administer first aid and/or contact emergency services if the need arises. This venue is **not** equipped with emergency first aid kits.
- It is your responsibility to have first aid supplies available.
- All incidents, accidents and near misses must be reported by calling the after-hours emergency contact number 03 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 sponges or kitchen towel
- No cleaning liquids (except for detergent supplied for the commercial dishwasher)

Your equipment:

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

Toilets

Toilets including an ambulant toilet and baby change facilities 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 03 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, no 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 information

- Please note: You will have exclusive use of the upstairs community room and kitchen. Downstairs there are sporting club rooms which may be in use on the day for sporting matches. They are accessed by separate entrances and will not impact you.
- 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
- No glitter, confetti or helium balloons
- No smoking anywhere inside or undercover

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 and glass inside the library.

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. Please support this initiative by using recyclable or reusable materials.

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



Equipment List

Equipment		Notes
Chairs	Black plastic, stackable 10 high	100 Chairs
Tables	Trestle folding, on lockable wheels	10 Tables 1.8m x 0.8m
AV	TV/computer monitor - mounted on the wall. Speakers -in ceiling. You will need to bring your own cable connections.	We do NOT supply microphones - there is a mic input available if you want to supply your own. TV monitor requires HDMI connection, Microphone requires standard 3.5mm mic input.
Blackout blinds	Installed on windows No blinds on skylight	
Cleaning	Basic cleaning equipment in kitchen Broom, mop, bucket, dustpan and brush	
Kitchen	<ul style="list-style-type: none"> • Commercial refrigerator • microwave • instant hot water tap - instructions • 5 burner Induction stovetop - instructions • Electric oven - instructions • Commercial dishwasher - instructions • Servery into room 	Dishwasher instructions below - the commercial dishwasher has an automatic supply of detergent.
Toilet paper	Supplied	
Floor space	Wooden floor	8.7m x13.5m

Equipment List

There is a small storage room next to the toilets, where excess tables and chairs may be stored when not in use.



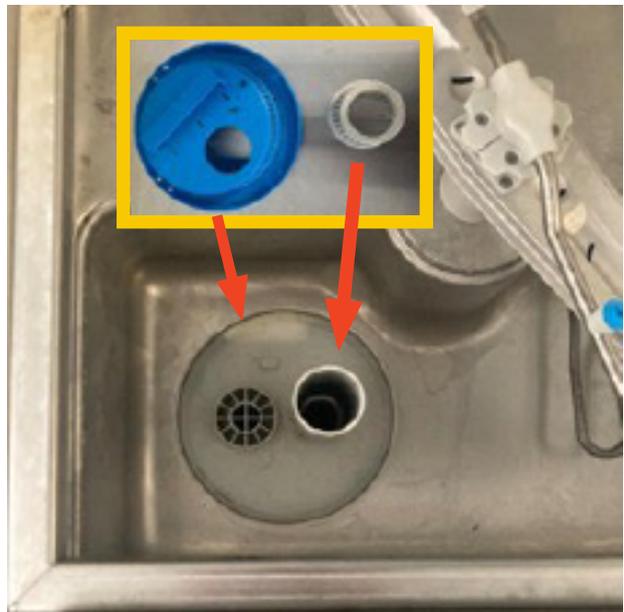
Dishwasher instructions:



1. Ensure drain filters, plug, catch trays and basket rack are in place (see below).



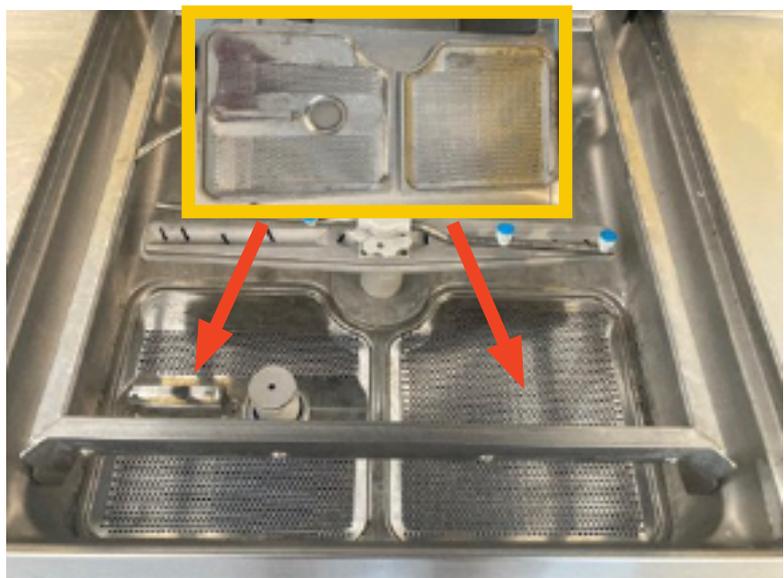
1.



2.



3.



4.

2. Ensure lid is closed before switching on.

Operation

1. Select the POWER button.

Then select Wash Cycle “II” by pressing button. The LED light will flash while the tank fills and heats to temperature. This takes approximately 20 minutes. The light will stop flashing when ready.



Operation

1. Collect basket from basket rack
2. Place dishes to be washed in basket. Use pre-rinse tap to spray dishes to remove excess food etc.
3. Slide basket into the dishwasher.
4. Close the lid. And press the “m” button to start cycle.



5. After wash cycle is complete, lift lid and slide basket out.

Draining

1. Select POWER and turn dishwasher off



2. Remove the trays, plug and filter baskets and place in sink.



3. Select then “m” button to drain. Light will flash while draining. Once light has stopped flashing, drain cycle is complete. This takes approximately 5 mins.



4. Rinse the catch trays, filter baskets and plug in sink and leave for next user.



How to connect your windows-based laptop to Jack Dyer TV screen.



Wired Connection

1. Turn on TV screen by pressing button located on panel.
2. Locate the HDMI input on wall below the TV screen.
3. Connect your HDMI cable from the output of your device to the HDMI input below screen.

Wireless Connection

1. Turn on TV screen, pressing button located on panel.
2. Press windows icon plus K icon on your laptop.  + K
3. Enter code displayed on the TV screen, (located on the bottom of screen on the left-side).
4. Press ok on your laptop to connect.

Audio

1. Audio levels through HDMI and other inputs can be controlled by pressing the  icon.

(Check levels on your device to ensure they are not muted.)

Location and Transport

Jack Dyer Community Room is located on the second level of Jack Dyer Pavilion in Citizens Park, the entry is on Highett Street near Gleadell Street.

Transport options:

- Tram route 78 along Church Street, Stop 62 corner Church and Highett Streets
- Tram route 48 or 75 along Bridge Road, Stop corner Church and Bridge Rd or Town Hall and Bridge Rd - 5 minute walk
- West Richmond station (Mernda/Hurstbridge line) - 10 minute walk west along Highett St.
- There is limited, timed free parking in the surrounding streets. Check parking signs
- There is a disabled car park located directly outside on Highett Street.

Venue transport map



Pictures

U-Shape setup



Empty room



Lift lobby



Servery



Kitchen



Kitchen



Pictures

Oven



Induction cooktop



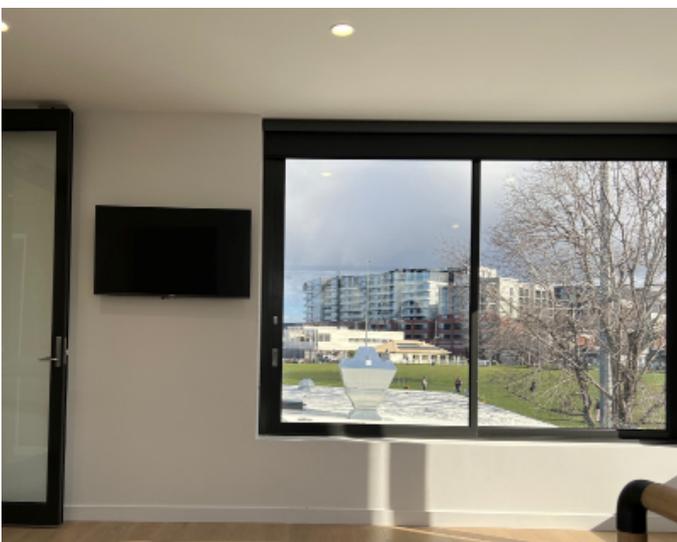
Stovetop isolation switch - turn ON to use stove top and turn OFF at end of use



Entry



TV

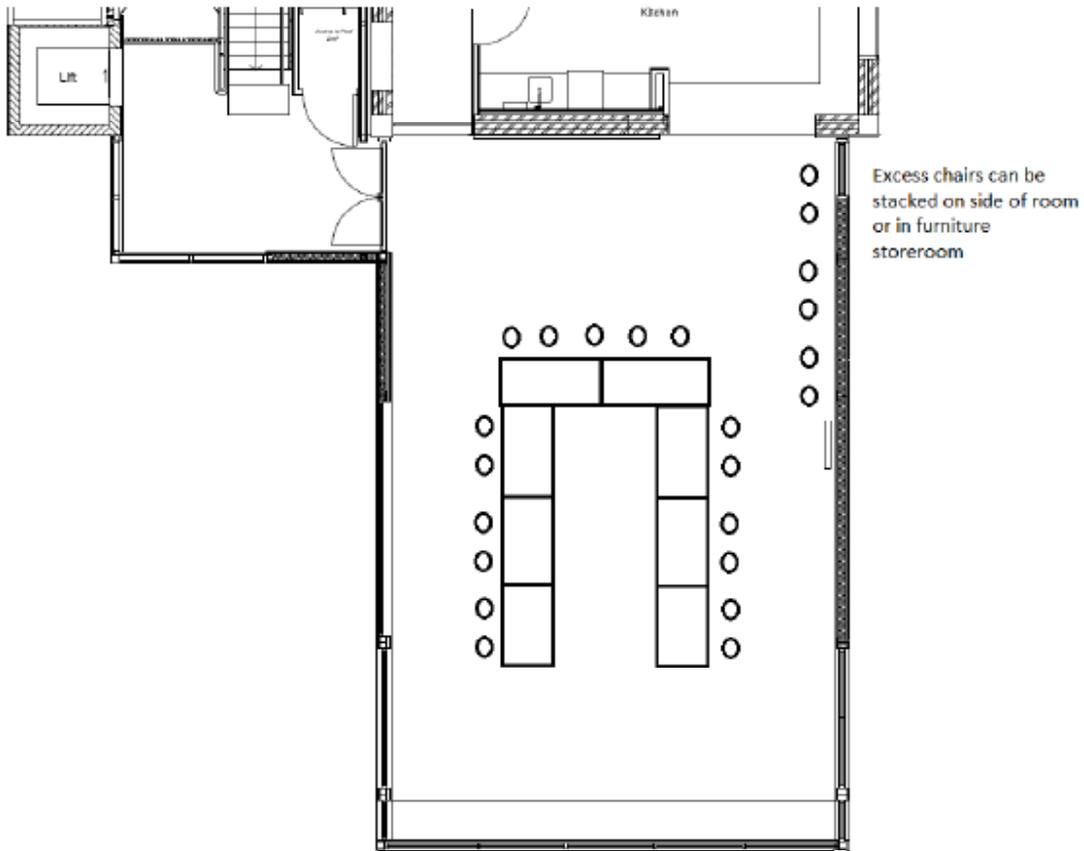


Chair

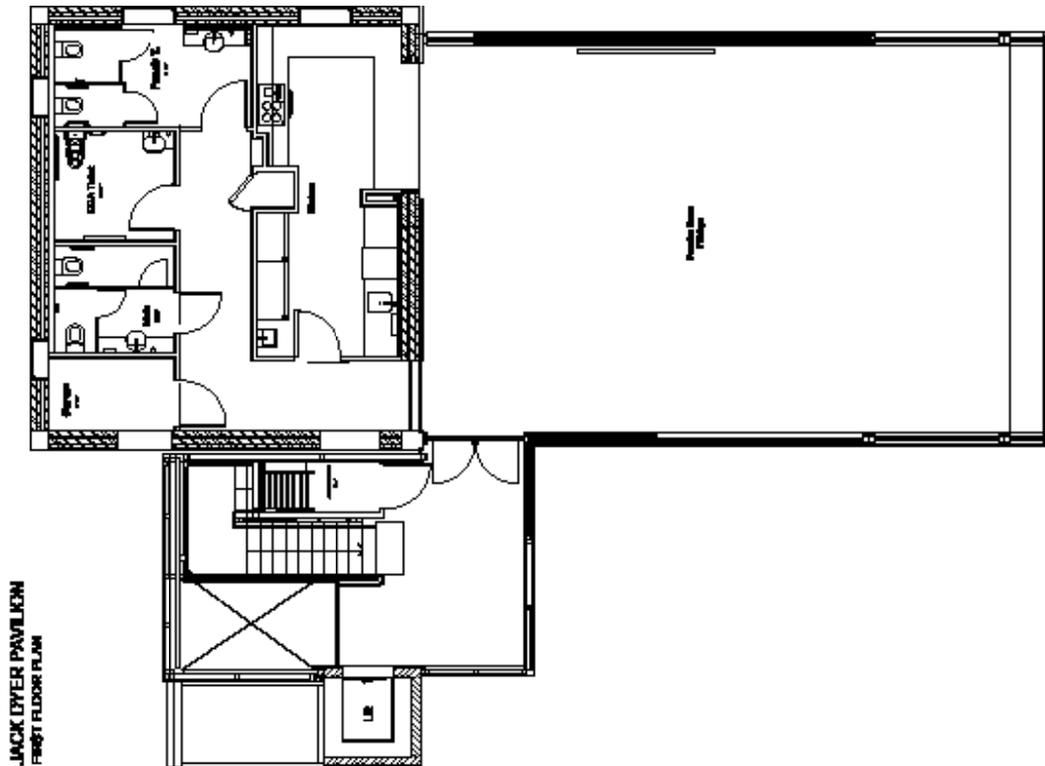


Default Furniture Setup

DEFAULT SETUP – JACK DYER



Floor Plan



End of Event Checklist	Yes
Kitchen appliances switched off (Stove, oven, rangehood, dishwasher)	
Kitchen appliances wiped down	
Kitchen benches wiped down	
Air conditioning and heating switched off	
All windows and doors secured and locked	
Tables wiped down and stacked and returned to original location	
Chairs stacked and returned to original location (no more than 10 high)	
Decorations signs and banners removed (including blu tack and tape if used)	
Rubbish removed and placed in correct bins provided	
Check you have all your belongings	
Lights switched off	
Ensure all external doors are closed and cannot be opened from outside - yellow key set to LOCK	
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 swipe to Collingwood Town hall within three days of booking. Reception hours M-F 8.30am-5pm	
Council will process a bond refund based on return of swipe card and good condition of the venue	
<p>Bond is refunded by EFT transfer and may take up to 30 days after hire date.</p> <p>If you haven't already supplied your bank details, please send the following to venuesandevents@yarracity.vic.gov.au</p> <p>Bank Name:</p> <p>Bank Account Name:</p> <p>BSB:</p> <p>Account:</p>	