

Williams Reserve Community Room



Induction Manual

520 Victoria Street, Richmond (facing Williams Reserve)

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

03 9205 5577

Williams Reserve Community Room

520 Victoria st, Richmond – **facing Williams Reserve**

Ground floor of the apartment complex facing Williams Reserve, near corner Victoria and Burnley Streets

Quick Access Guide

Key collection	The key/swipe to your venue will be available for collection three business days prior to your booking. 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
Access doors	ENTRY: The Community room has it's own entrance door on the ground level, facing the park, where there is a swipe reader. See photos on page 10 EXIT at end of booking: Please make sure door is securely closed behind you
Where to find switches	Lights: Light switches are located inside the room on the front of the pillar. See photos on Page 10 Heating and cooling: There is one remote and two air conditioning units
What is supplied (See equipment chart on page 7 for more details)	<ul style="list-style-type: none">• Small kitchenette: sink, microwave, dishwasher and refrigerator• (No boiling water)• 20 Chairs• 6 tables• Basic cleaning equipment Toilet paper and paper hand towel• Whiteboard
What is NOT supplied	No crockery, cutlery, sponges, dishwashing liquid, internet, whiteboard markers or erasers.
What to bring	Bring a sponge, liquid cleaner, tea-towels and paper towel First Aid kit
Contact details	Enquiries - Business hours - venuesandevents@yarracity.vic.gov.au 03 9205 5577 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
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 20 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. This venue is for community meetings only, no social gatherings, parties or private events

Access, transport and parking

- **Wheel chair accessible**
- **Disabled parking on opposite side of Victoria street, near 617 Victoria Street**

There is very limited, timed parking in the surrounding streets, we suggest your guests use public transport where possible. Alternatively paid parking can be found at Victoria Gardens shopping complex nearby

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 (8:30am to 5pm).
- **ENTRY** – The Community room is underneath the apartment block facing Williams Reserve. Enter at the main door where there is a swipe card reader. See photos
- **EXIT** at end of booking – please make sure the door is securely closed behind you
- **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.
- **Hirers must not use door into apartment complex (near the fire hose) A silent alarm will activate and you may get locked in the corridor.** You will forfeit your bond if you activate this alarm by entering the corridor. The toilet is behind the kitchen and is clearly marked.

Heating and cooling

There are two air-conditioning units, operated by the same remote. Please make sure you turn it off before leaving

Noise

- This venue is in a residential area and noise must not be heard beyond the room.
- We may retain your bond for unresolved noise complaints
- This venue is not to be used for social functions – we will not accept parties, private events or events with loud music. 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

This venue is not available for parties and social functions so there should be no alcohol served

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. (e.g. fire extinguishers) see Evacuation map inside venue

Emergency

In the event of emergency evacuation the Hirer will be responsible for coordinating the emergency 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.

The hirer must:

- Identify exact nature and location of the emergency
- Contact emergency services by dialling 000
- In case of Fire - Call Fire Brigade (by dialling 000) before attempting to fight any fire
- Only attempt to fight a fire with the equipment provided and if it is safe to do
- 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 the assembly point is the Williams Reserve park

The safety of the hirer, Community Hall and guests is the Hirers responsibility. The hirer must 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.

The venue is not equipped with emergency first aid kits. It is the responsibility of the hirer to have first aid supplies available at all times.

All incidents, accidents and near misses must be reported by the hirer by calling the after-hours emergency contact number 9205 5555 and follow the prompts.

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 (paper towel supplied is for hand washing only)
- No boiling water
- No cleaning liquids
- No internet
- No AV equipment

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

There is a unisex, accessible toilet including baby change table

Cleaning

See [End of event checklist](#)

Maintenance

URGENT

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

NON-URGENT

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
- We 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, General and Glass Recycling

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](#).



Recycling Options

Equipment List

Equipment		Notes
Chairs	20	stacking - maximum 10 high
Tables	6 rectangle trestle tables	Seating 4-6 150 x 75cm and 72cm H
Kitchen	Kitchenette	<ul style="list-style-type: none">• Refrigerator• Microwave• Dishwasher• no boiling water
Whiteboard		<ul style="list-style-type: none">• BYO erasers and markers
Floor space		Carpeted floor
Cleaning	basic cleaning equipment	broom , mop, dustpan



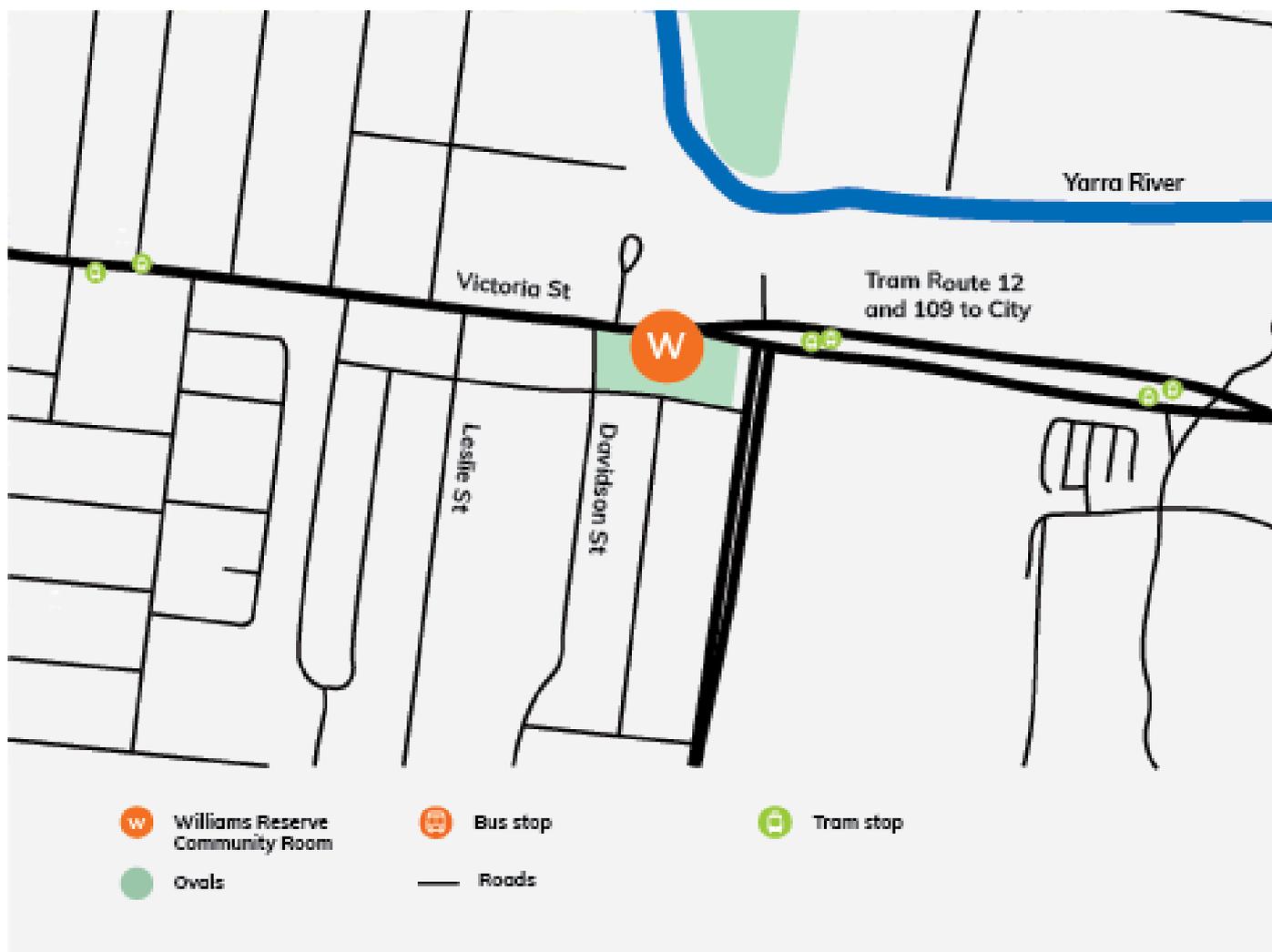
Location and Transport

There is limited, timed parking nearby. Please be aware a clearway operates on Victoria Street. There is paid parking at the Victoria Gardens shopping Centre nearby

Transport options:

- Tram stop 24 is the corner of Burnley and Victoria Street, 2 minute walk
- Tram Route 12 originates on Victoria Street at Superstop #24 and runs to St Kilda
- Tram route 109, Port Melbourne to Box Hill, Superstop #24 on Victoria Street

Venue transport map



Pictures

Kitchen



Light Switches



Bathroom Door



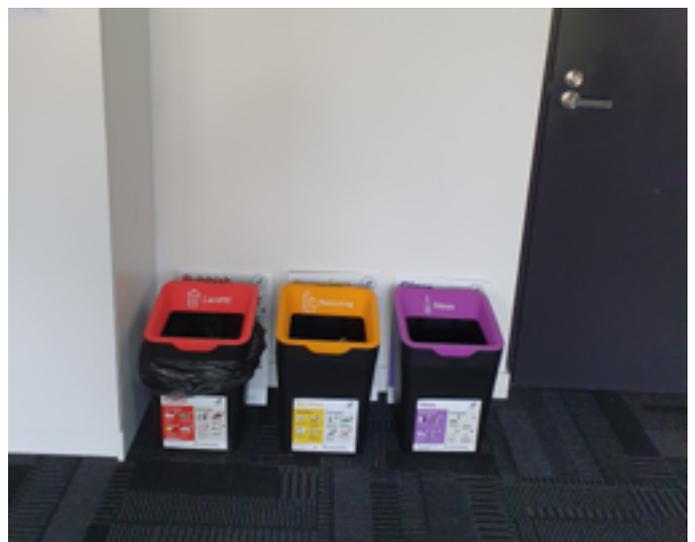
Outside Entrance



Microwave



Bins



Pictures

Room empty



Room set-up



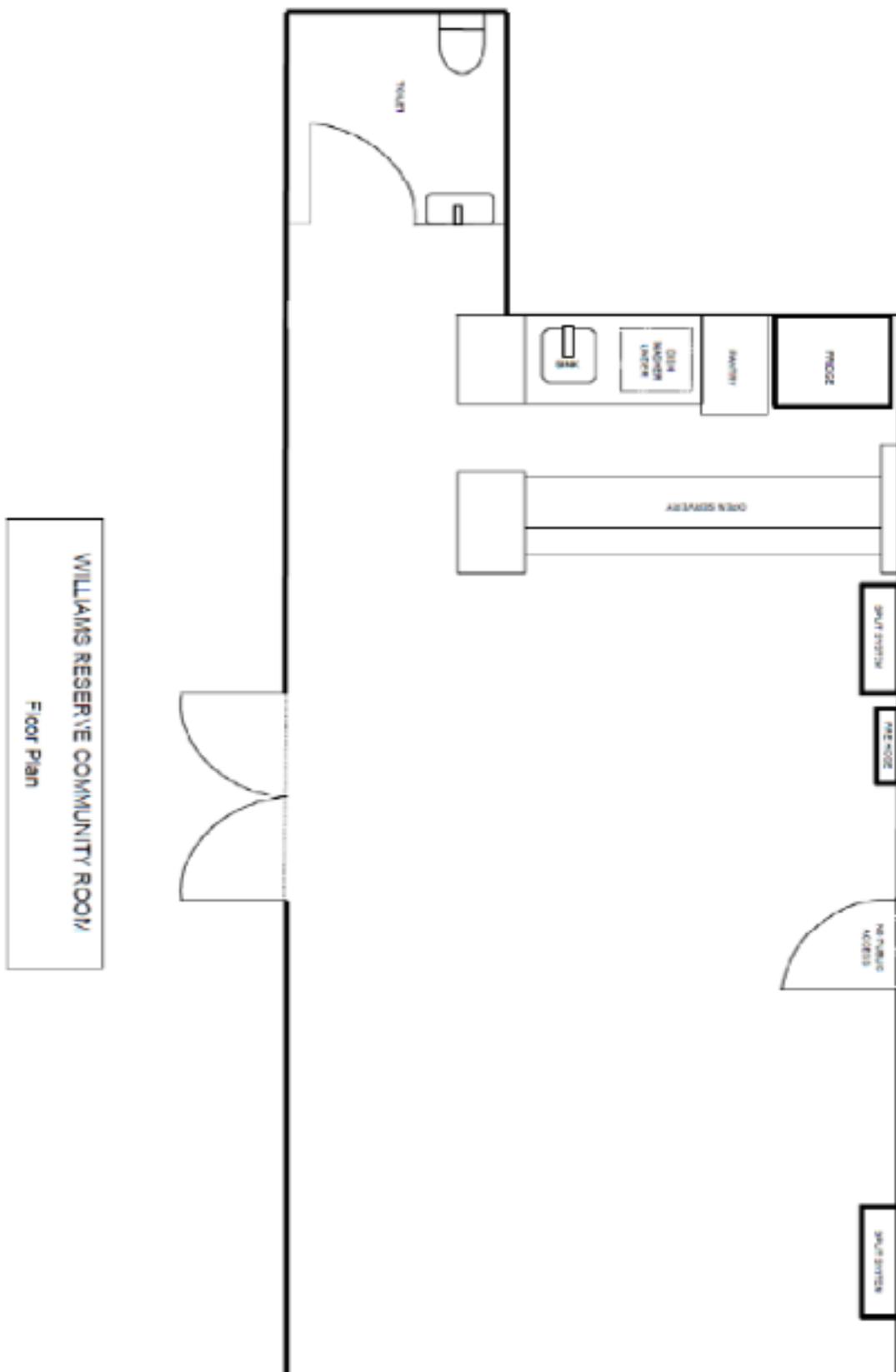
Swipe Location



Table Packed Away



Floor Plan



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 within three days of booking. Reception hours 8.30am-5pm Monday to Friday	
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:	