

Old Laverton School

Venue Information Guide

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Managed by Hobsons Bay Venues Unit



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1.0 Introduction

Welcome to the Old Laverton School venue information guide. This guide is prepared for hirers of the facility and also contains information relevant to external contractors. This guide forms your induction to the Old Laverton School.

2.0 Purpose

The purpose of this guide is to provide hirers and patrons with information about the facility's features and to communicate venue-specific work, health and safety information. It is an important component of Hobsons Bay City Council's occupational health and safety procedures. The hirer is required to read this document and relay this information to all staff or volunteers at their event.

At the completion of the Venue Booking Form, you will acknowledge that you have read the venue information guide prior to your booking and will comply with the relevant terms and conditions of hire and use. Any queries on any matter from this guide should be raised with the venues unit prior to your event.

3.0 Definitions

Hirer: The individual or organisation who books the venue and is liable for all fees and charges.

Hall Keeper: The duty officers, who are present where booked for an event that also maintain the venue weekly and, where required, between hires.

Person in Charge: This may be the hirer, or a person designated by the hirer, who is responsible for the event and will remain on-site and contactable for the duration of the hire. The person in charge should also be the direct contact and main liaison during the event.

Venue Services Officer: The main point of contact through the booking process.

Venue Operations Officer: The primary contact for operational matters.

4.0 General Information

Old Laverton School is a small, heritage events facility located at 43 Kiora St, Altona Meadows, approximately thirty minutes from Melbourne's CBD.

Built in 1888, this beautiful single room school house is the last of its kind in the Melbourne metropolitan area. Fast forward almost 125 years, and the Old Laverton School is again full of life as a community and arts facility available for hire to casual and long term tenants.

The facility offers a rare combination of warmth and heritage character, a quiet neighbourhood, huge windows providing natural light and on-site amenities. Whether you are looking for a classy rehearsal space for a drama read-through, or a quiet dedicated meeting room, Old Laverton School could be the perfect venue for you.

Section 20.2 of this guide outlines the booking process for the space. Please refer to this when planning your event timeline.

4.1 Fees and Charges

Hire fees are included in the appendix. Fees for the Old Laverton School provide access to the space for the booked time period. Setup and packdown must be accounted for in your hire time and use outside the booked hours will result in additional charges. The hire cost does not include cleaning,

and the venue must be left clean and tidy at the end of each hire time and furniture returned to the furniture storage area.

Charges will apply for staff, cleaning, waste disposal, damage, overtime, or any other fees deemed to be necessary at the discretion of Council officers. If belongings are left after the end of your hire time, these will be taken off site and a removal and storage fee will be charged. These fees and charges must be paid prior to the return of the bond and failure to pay may result in the forfeiture of your bond.

5.0 Use of Building

The hirer or person in charge, must remain present and contactable for the duration of their access hours. Prior to your booking, you will be provided with a temporary swipe card which must be returned at the completion of your hire.

6.0 Venue Spaces

The Old Laverton School has a spacious classroom which will suit small meetings and gatherings. It has a small storage room and a self-sufficient kitchen.

6.1 Old Classroom

The Old Classroom can accommodate small meetings and AGMs, for approximately 40 people (seated) and up to 50 people (standing). It has polished wooden flooring, which is ideal for yoga and dancing. The space measures 11m x 6.1m and has two ceiling fans.

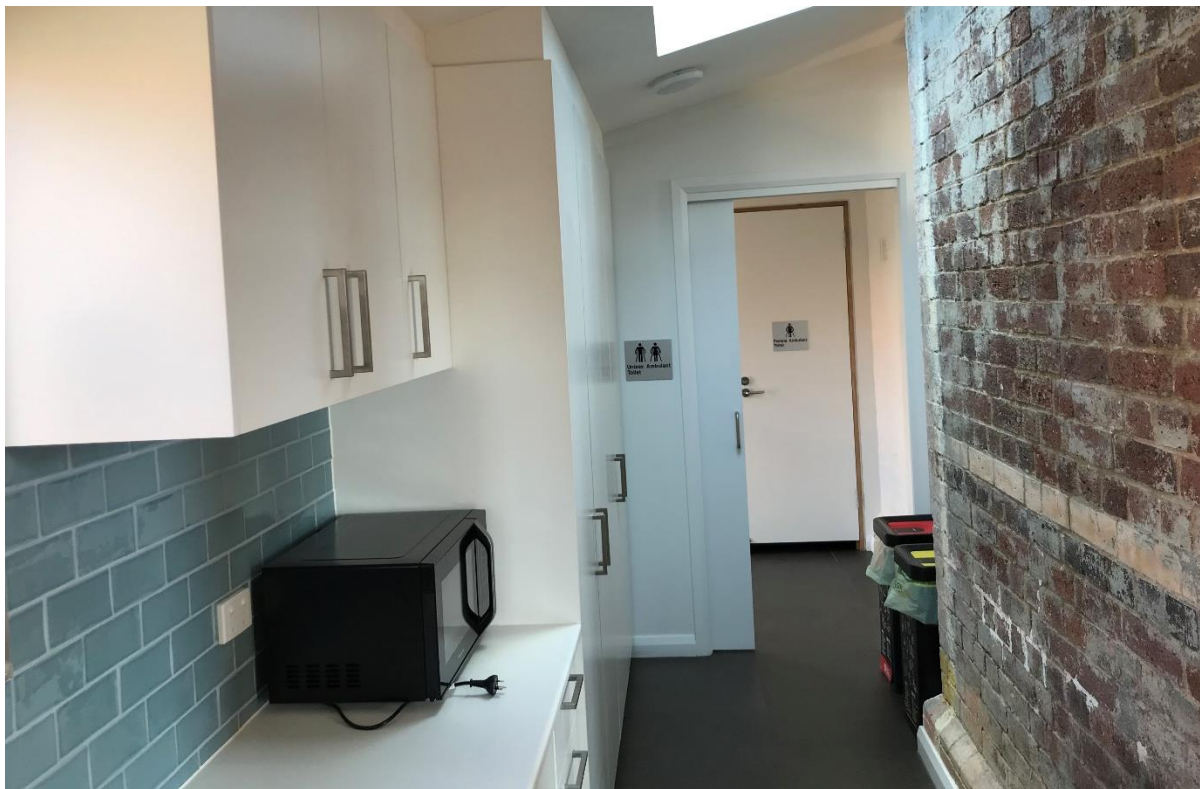


6.2 Storage room

There is a storage room with extra chairs and has space for keeping things out of the way.

6.3 Kitchen

The kitchen has a fridge, microwave and hot water system. There are only a few cups available, so the hirer should bring their own cutlery.



6.4 Vestibule / emergency exit

The vestibule is located at the back of the Old Classroom, which is the emergency exit, so it should never be blocked off.

7.0 Amenities

7.1 Accessibility Information

The closest accessible entrance with a ramp is on the side of the building. There is an accessible toilet opposite the entrance door.

If you think you may require hearing loop facilities for your event, please contact us as early as possible and we will endeavor to assist with your request.

7.2 Toilets

Inside the building, next to the kitchen, are two ambulant toilets, one male and one female. At the entrance of the building there is an accessible toilet.

7.3 Cleaning & Cleaning Supplies

Hirers are to provide adequate staffing or volunteers to ensure that the venue remains in a tidy state at all times. At the end of the hire, the venue should be left tidy, free of rubbish and with any spills spot-mopped. For spills that occur during your event, use the cleaning supplies available in the kitchen cupboard. No hirer shall return to clean the next day. The person in charge will be required to conduct a site inspection prior to leaving to ensure the venue is in a tidy state at the end of the hire. Failure to do so may result in additional charges.

7.4 Internet Access

No internet access available.

8.0 Emergency Management

The venue is equipped with smoke detectors and fire extinguishers in the kitchen and old classroom. Up-to-date evacuation diagrams are provided in each hire space and are included with this pack.

Any risk and emergency management plans requested by funding bodies or insurance companies are event specific and must be developed by the hirer. The hirer maintains responsibility and liability for their own risk management. Hobsons Bay City Council Venues will not provide, assume liability for or sign-off on risk management plans for hirers.

8.1 Emergency Exit Points

The emergency exit is located at the back of the Old Classroom, through the Vestibule, out onto the front lawn. Evacuation can be through the front door or the emergency exit, depending on the location and nature of the incident.

The fire plan can be found on the wall of the Old Classroom and the kitchen.

8.2 Obstructions

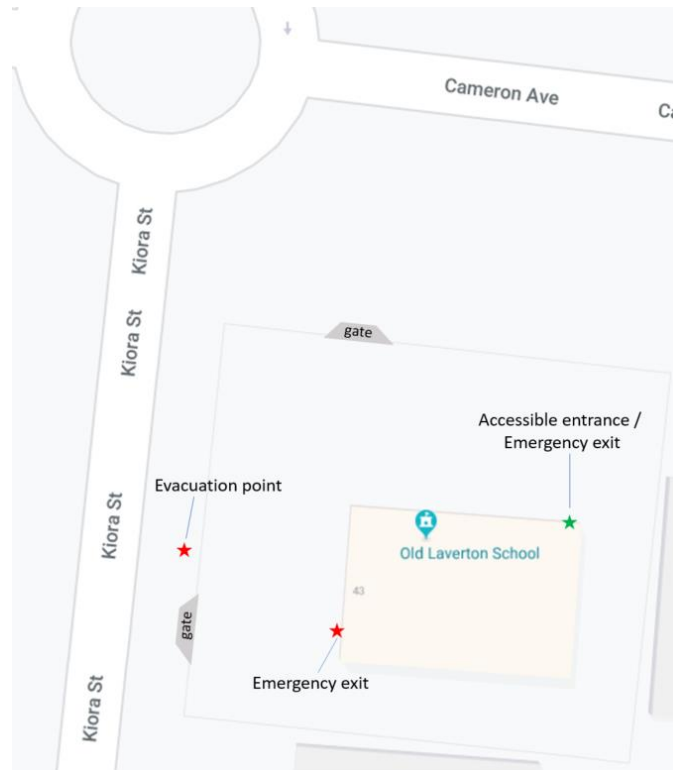
During setup, your function and pack down, it is imperative that doorways are left clear, with minimum two meters egress around all doors. Your equipment and guests belongings must not be placed in a way that obstructs access to doorways or walkways, including the non-accessible doorway.

8.3 Emergency Evacuation

In the event of an evacuation, please clear the space and proceed to the emergency evacuation points and call the relevant emergency management service and notify council when safe to do so via the Hobsons Bay City Council After-Hours Emergency Service on **9947 4685**.

8.4 Evacuation Assembly Points

The emergency evacuation assembly point is in the front lawn, shown with red stars.



8.5 Fire, Open Flame and Smoke Machines

No fires or open flames are to be used inside the venue or in the venue precinct. Use of candles and incense is not allowed in the venue, including when used in a table centrepiece, candelabras and ceremonial holders. No smoke or fog machines are allowed.

Any callouts and fees from fire or emergency services relating to use of fire, open flames or any visual effects are the sole responsibility of the hirer.

8.6 First Aid

There is a first aid kit in the kitchenette. Please notify us if this is used during your booking so that we may replenish supplies for the next hirer.

8.7 Emergency Contact Information

Emergency Services	000	
Laverton Police	9369 2122	<i>Maier Road, Laverton</i>
Laverton Medical Centre	9369 5711	Mon – Fri 9:00am - 6:00pm Sat 9:00am – 12:00pm <i>3/8 Neville Avenue, Laverton</i>
Point Cook Medical Centre	9395 3400	Mon – Fri 8:00am – 8:00pm Sat & Sun 9:00 – 5:00pm <i>1-11 Dunnings Road, Point Cook</i>

Werribee Mercy Hospital	8754 3000	Emergency Operating Open 24 hours <i>300-310 Princes Hwy, Werribee</i>
Western Hospital	9319 6666	Emergency Operating 24 Hours <i>Eleanor St, Footscray</i>

Any urgent maintenance issues should be immediately directed to the Hall Keeper. Hobsons Bay City Council After-Hours Emergency Service is **9947 4685**.

9.0 Access for load in/out

To access the Old Laverton School, walk to the left side of the building, on Cameron Avenue. The entrance will have a ramp for accessibility.

The hirer must permit access to the venue during the hire period if required to do so by the venue services officer or any other officer that Council deems appropriate to have such access.

10.0 Equipment

10.1 Furniture

The Old Laverton School has forty chairs and six trestle tables (1800mm x 750mm rectangular) available for the hirer.

If linen is required, the hirer should bring their own.

As this is an un-serviced space, tables and chairs are made available for our hirers with the expectation that they will set up, pack down and return the items to the furniture storage room located off the kitchen.

10.2 Venue Equipment

The following are available:

- 1x 45" TV on a trolley
- 1x Whiteboard/flipchart
- 6x trestles
- 45x chairs
- 1x Fridge
- 1x Microwave
- Hot water zip tap

11.0 Code of Conduct

We expect all hirers, clients and contractors to cooperate and relate in a friendly and polite manner with all patrons and staff. Discrimination on any grounds, including but not limited to age, sex, race, sexuality and disability will not be tolerated. The hirer is responsible for the conduct and behaviour, including compliance with the Terms and Conditions, of all of its employees, agents, contractors and patrons.

12.0 Local Laws and Venue Specific Policies

12.1 Smoking

Smoking, including electronic cigarettes, is prohibited inside the venue. Smoking is prohibited within five meters of the entrance and exits. A portion of your bond may be withheld if cigarette butts are found on the premises, including the outside lawn area.

12.2 Alcohol and Other Drugs

The Old Laverton School is not a licensed venue. Hirers organising social events or events where alcohol will be provided free of charge must register their function with the Victorian Police Partysafe scheme. Registration forms can be obtained from the venue services officer, via www.police.vic.gov.au or by contacting your local police station.

Hirers selling alcohol or providing alcohol included within the price of admission are required to have a liquor license for their event and staff with current copies of their valid Responsible Service of Alcohol certificates on-site during the event. The venue provides general waste bins. Empty bottles must not remain on tables and should be cleared as soon as practical. Hirer staff and volunteer levels must take clearing and removal of glasses and bottles during your event into account. In rare cases, service of alcohol may be suspended at the duty hall keeper's discretion to ensure patron and venue safety.

Alcohol is not to be consumed outside within the Old Laverton School precinct. Illicit drugs are not accepted at the venue, anyone found under the influence will be asked to leave the venue immediately and/or be reported to police.

12.3 Amplified Music and Noise

Old Laverton School is based in a residential neighbourhood and operates in compliance with EPA and Victorian government policies and recommendations. Any additional sound equipment brought into the venue must be approved by the venue operations officer prior to your event. Non-compliance will be considered a breach of the Terms and Conditions and may result in the early termination of your event and loss of bond.

12.4 Children

Children must be kept under adult supervision at all times. If you are planning an event where children are the main audience, please get in touch to discuss how we can best accommodate your needs.

12.5 Sustainability and Waste Management

No confetti, stickers, throwing rice, polystyrene or straw bales are allowed in the venue. The use of any of these in the venue will not be approved and will incur a forfeiture of bond.

Under no circumstances are balloons allowed in the venue or lawns.

Single use plastics should be avoided where possible, see section 15.0 for more information.

12.6 Food and Food Vans

No roasting spits are allowed in the venue or any outdoor areas on the Old Laverton School premises. Food vans are not permitted.

12.7 Booking Suitability

Old Laverton School is a historic building suited to events and bookings that support the social, community and cultural life of the city. Due to the nature and setting of the building, some types of bookings are not supported.

These include:

- Gambling, no games of chance at which money is passed either directly or indirectly as a prize. Raffles must have gained appropriate permits in order to be an approved activity in a Council venue.
- Parties and informal private celebrations, including, but not limited to, schoolies, 18th and 21st birthday parties, hen's nights and buck's nights.
- New Year's Eve bookings.
- Combat sports including, but not limited to, boxing, kickboxing, mixed martial arts (MMA) and Muay Thai.

13.0 Occupational Health and Safety

All external electrical equipment brought into the venue must have up-to-date 'Test and Tag' stickers with power cables in good condition. Equipment without tags or with unsafe cabling should not be brought into the venue. Equipment or power leads without valid tags found in the venue will be immediately removed from use and must be taken off-site. Failure to do so will be considered a breach of the Terms and Conditions and may result in the early termination of your event. The safety and operation of the hirer's equipment while on council property is the responsibility of the hirer.

14.0 Schedule of Hire

Hire and access times will be arranged during the booking process, these must include adequate time for bump in and bump out. This schedule will be discussed and confirmed at the time of booking. Use of the venue outside of scheduled booking times, including bookings that go overtime, may affect your insurance and will result in additional facility hire charges and/ or forfeiture of bond.

15.0 Waste and Environmental Management

Hobsons Bay City Council supports responsible environmental and waste management practices. Where possible, efforts should be made to reduce waste. Waste management is the responsibility of the hirer and waste must remain separated into general waste and commingle recycling.

The venue is transitioning to no single use plastics and their use should be avoided where practical. Hirers are encouraged to use re-usable crockery, cutlery and drinkware. Where this is not possible, bio-degradable alternatives should be used.

Where possible, bathroom and office supplies used at the Old Laverton School are from recycled and sustainable sources. Cleaning supplies used comply with Hobsons Bay City Council's environmental

standards policy and are available for hirer use. These are stored along with Safety Data Sheets in the kitchen cupboards.

16.0 Heritage Management

As the Old Laverton School is a heritage-listed building, some restrictions must be placed on its use. Restricted activities include, but are not limited to, the use of fire and open flames, smoke machines, water and steam. Activities that pose potential risk in any sense must be approved by with the venue services officer during the booking procedure. Absolutely no tape or blu-tack or 3M hooks is to be affixed to wooden, painted or tiles walls. No gaffer or electrical tape is to be used on any walls or floors. Non-marking painter's tape may be used on the floor with the venue operations officer's approval. Any residue left on any surface from tape (approved or unapproved), paints, stains, etc., will be removed by Council and the hirer may be charged associated costs.

The earlier your requirements and plans are provided, the easier it will be for us to accommodate your requirements and address heritage and OH&S concerns.

17.0 Personnel

The Old Laverton School is an unstaffed site. If required, hall keepers may be booked at additional cost to the hirer to support your event.

External audio-visual contractors may be engaged by the hirer but must contact the venue operations officer to discuss plans and requirements. External catering companies may be engaged by the hirer or you can self-cater.

All external contractors' details must be provided to the Venue Services Officer in advance of the event date.

18.0 Getting to Old Laverton School

The Old Laverton School is located at 43 Kiora St, Altona Meadows. While limited parking is available on the streets, we encourage patrons to consider using public transport, especially since it is in the middle of residences.

18.1 Public Transport

By Train and Bus

Catch a Werribee train and get off at Laverton Station, walk to the Laverton Station Bus Interchange and catch the Bus Route 411, 412 or 498. Consult ptv.vic.gov.au for more information.

Alternatively, the Old Laverton School is a 15-minute, 1100 metre walk via Fitzroy St and Cameron St.

18.2 Driving

Old Laverton School can be found in the Melways, page 53 Reference E11.

The venue is located in a residential area with largely unrestricted parking. While you may park according to the signed restrictions, please consider the residents and advise your guests to car-share or catch public transport where possible.

19.0 General Reminders

- **Please be mindful that we are situated in a residential area. Our neighbours matter to us.**
- **Please ensure that your patrons leave your event/function quietly and respectfully.**
- **We ask that you encourage your patrons to leave the area at the close of the event and discourage post function gatherings in the car park and surrounding areas.**
- **Please note that alcohol is not permitted to be taken outside of the venue at any time.**
- **Please observe local laws in relation to local streets and limited access, and note car parking limitations. Parking inspectors enforce these laws and we are unable to support any disputes in relation to fines.**