



Brooklyn Community Hall

Venue Information Guide

Acknowledgment of Country

Council acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners of these municipal lands and waterways, and pay our respects to Elders past and present.

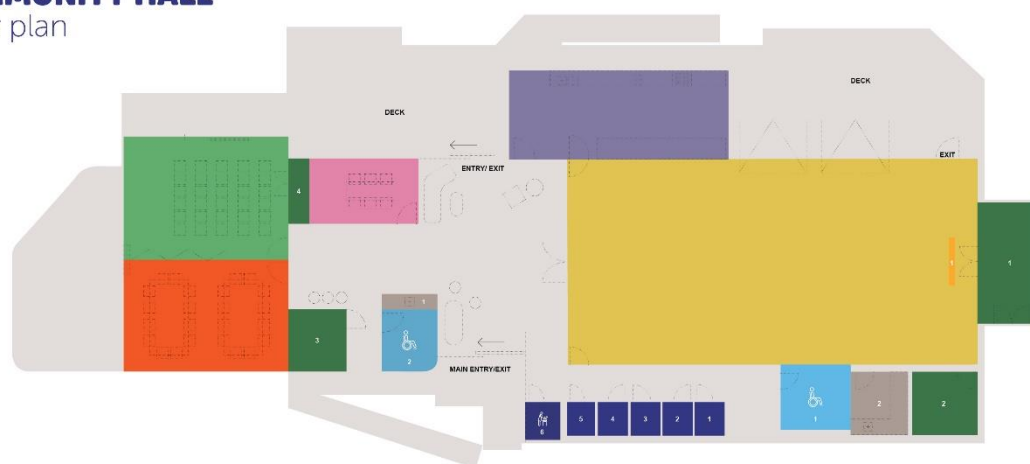
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BROOKLYN COMMUNITY HALL

Floor plan



MAIN HALL

- Timber floor
- Data projector
- Air-conditioning
- Access to kitchenette and outdoor deck.
- Seating up to 80 at tables or 100 seated theatre-style or 120 standing

PROJECTOR SCREEN

MULTIPURPOSE ROOM 1

- Carpeted floor
- Data projector
- Air-conditioning
- Access to a kitchenette
- 8 x folding tables that seat up to 24, or 30 seated theatre-style without tables

MULTIPURPOSE ROOM 2

- Carpeted floor
- Data projector
- Air-conditioning
- Seats up to 30 theatre-style
- Access to a kitchenette

STORAGE

MULTIPURPOSE ROOMS 1 & 2

- Can be combined by opening the concertina doors to feature a larger carpeted space with dual data projection and can seat up to 60 theatre-style.

BATHROOMS

ACCESSIBLE BATHROOMS

MEETING POD

- A smaller carpeted meeting space
- Large communal table seating up to 6
- Air-conditioning
- Access to a kitchenette

KITCHENETTES

COMMUNITY KITCHEN

- A commercial grade kitchen
- Large oven with 6 burners
- Large fridge and separate freezer
- Microwaves
- Commercial dishwasher
- A limited amount of crockery and cutlery.

1.0 Introduction

Welcome to the Brooklyn Community Hall venue information guide. This guide is prepared for hirers of the facility and contains information relevant to external contractors. This guide forms your induction to the Brooklyn Community Hall.

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

Brooklyn Community Hall is a newly remodeled and refurbished hall, meeting rooms and community kitchen located in the heart of Brooklyn approximately 10km from Melbourne's CBD.

The facility offers a large hall (120 standing), 2 x carpeted meeting rooms that are separated by a dividing wall (each seat approx. 30) and a commercial kitchen.

4.1 Fees and Charges

Hire fees are outlined in Hire fees & Charges document. Fees for the Brooklyn Community Hall provide access to the space for the booked time period. Setup and pack down 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

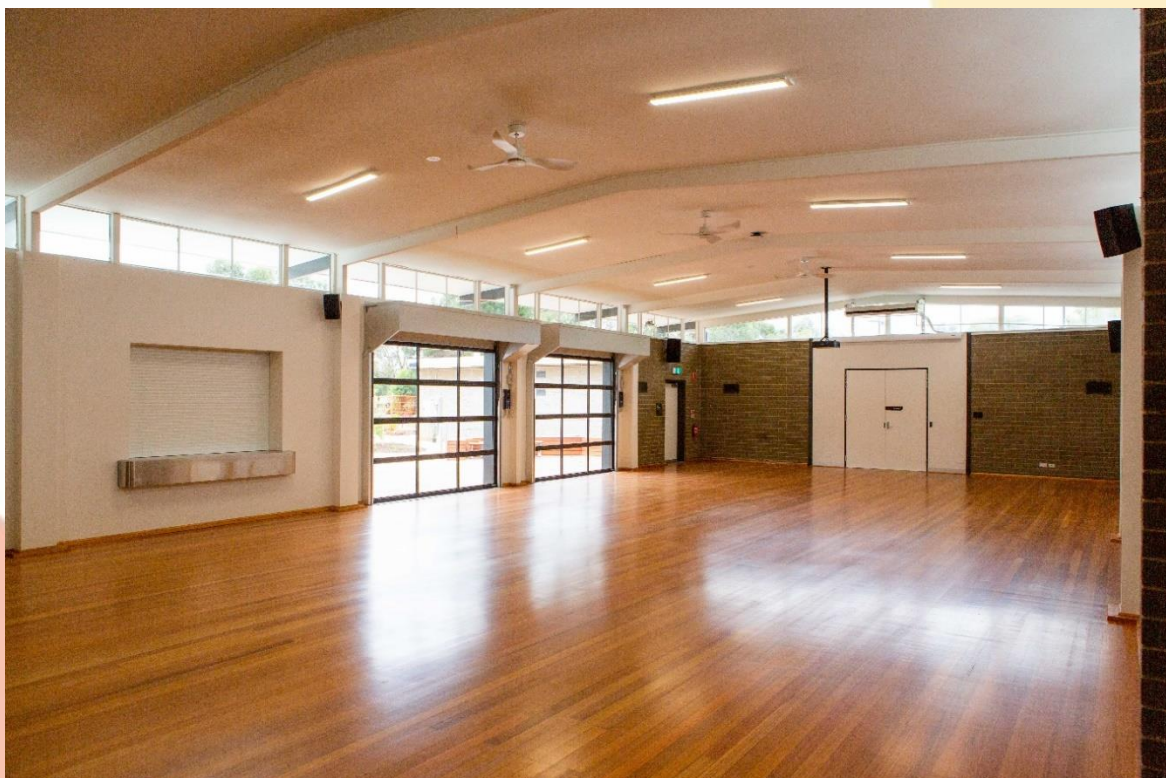
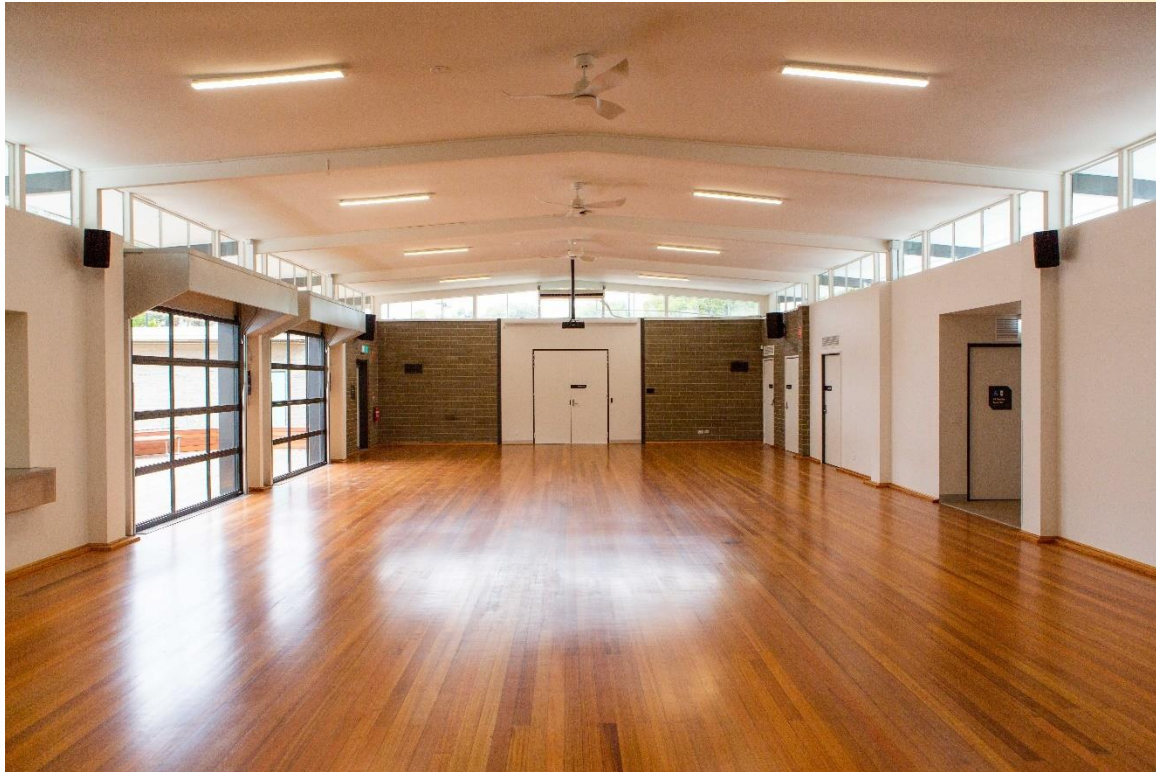
Brooklyn Community Hall has a spacious foyer that is great for small informal meetings and gatherings and included access to a kitchenette.

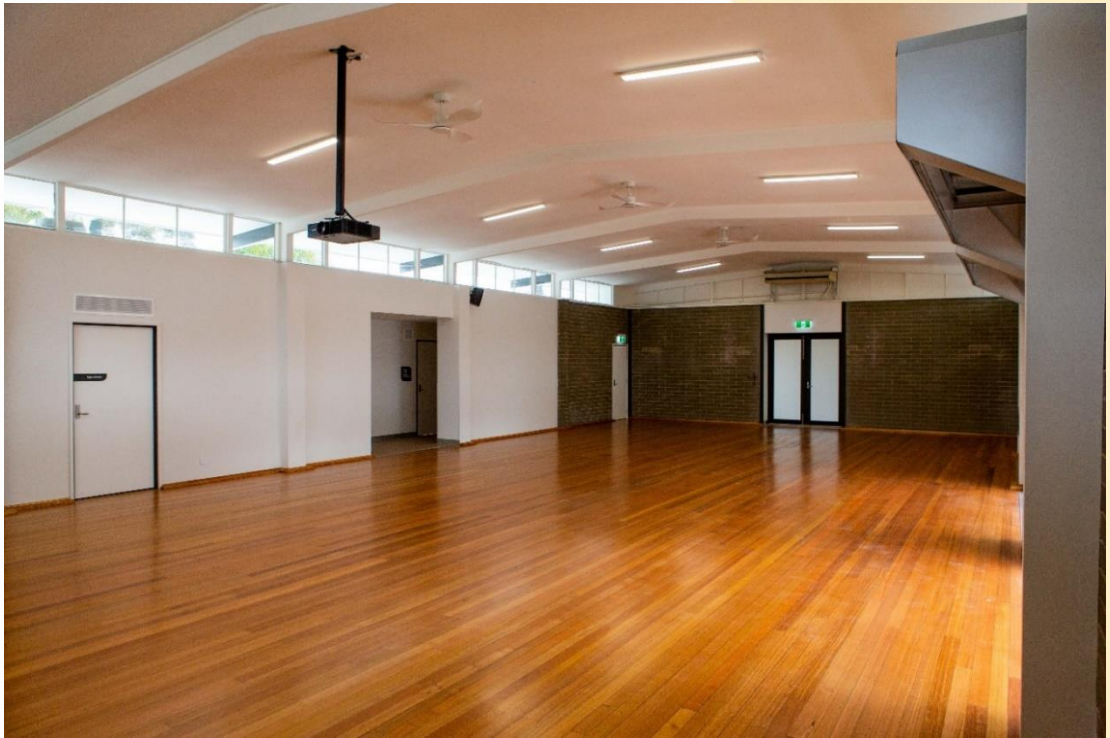
Foyer:



6.1 Main Hall

The main hall includes polished timber flooring, data projector and screen, large storage cupboard, air-conditioning, access to kitchenette and outdoor deck. Seating up to 80 at tables, 100 seated theatre-style or 120 standing.





AV Equipment - Hall

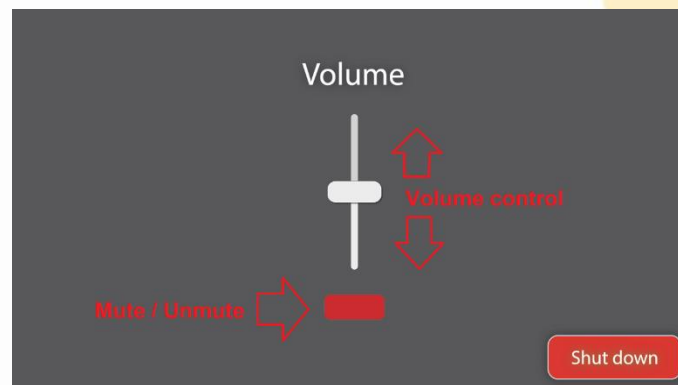
- There is a lectern in the main hall chair storeroom that comes with a microphone and a HDMI cable to connect to your laptop.
- The HDMI cable for your laptop is located on the top right-hand side of the lectern as you face it.
- Plug the DMI cable at the base of the lectern into the HDMI wall socket and the audio cable into the audio wall socket.
- Use the wall panel to turn on the projector, there is a 30 second delay as the projectors warm up.



Touch to start

Please wait

- Use the wall panel to adjust the volume of the lectern microphone and or the volume of the sound coming from your laptop. Use the buttons at the bottom of the lectern or HDMI volume control to mute.



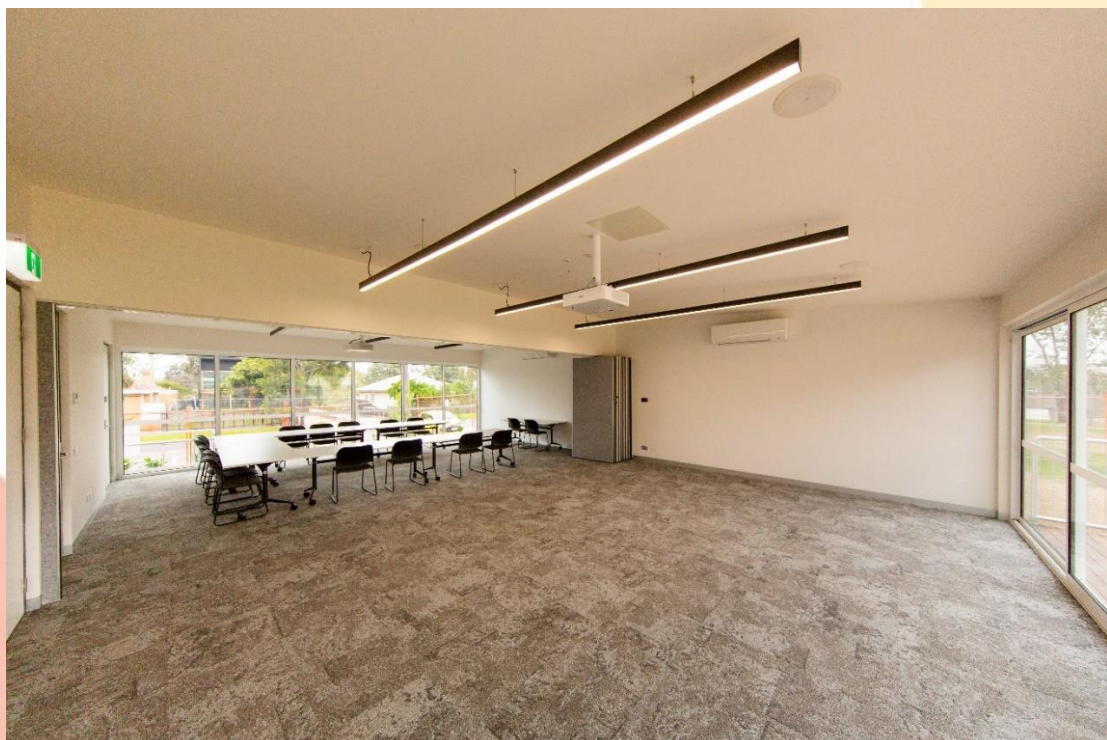
- Use the shutdown button to turn off the projector and raise the screen.
- Remove the HDMI and audio connection from the wall plates and store the lectern back in the chair storeroom. Note there is metal button on the top of the audio plug wall mount. Gently press this to release the mic.



6.2 Multipurpose Rooms 1 & 2

Can be combined by opening the concertina doors to feature a larger carpeted space with dual data projection and can seat up to 60 theatre-style.

- Multipurpose room 1 – featuring carpeted floor, data projector, air-conditioning, 8 x folding tables that seat up to 24, or 30 seated theatre-style without tables, and access to a kitchenette.
- Multipurpose room 2 – featuring carpeted floor, data projector, air-conditioning, seats up to 30 theatre-style and access to a kitchenette.

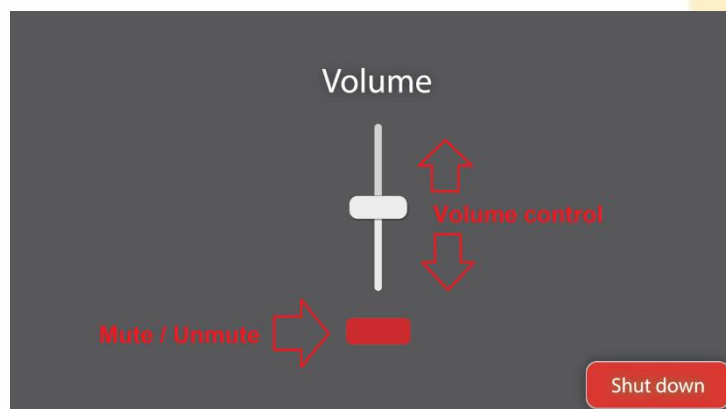


AV Equipment – Multipurpose rooms

- Each room has a ceiling mounted projector that community members can use to display content on the western wall.
- The projectors are managed by the wall panels on the west end of the building. There is no remote control.
- Under each control panel is a HDMI wall socket. Use your HDMI cable to connect your laptop to the projector so you can display your content.
- Touch the wall panel to turn on the projector. Note: there is a 30 second warm up period when the touch panel will display “Please wait”.



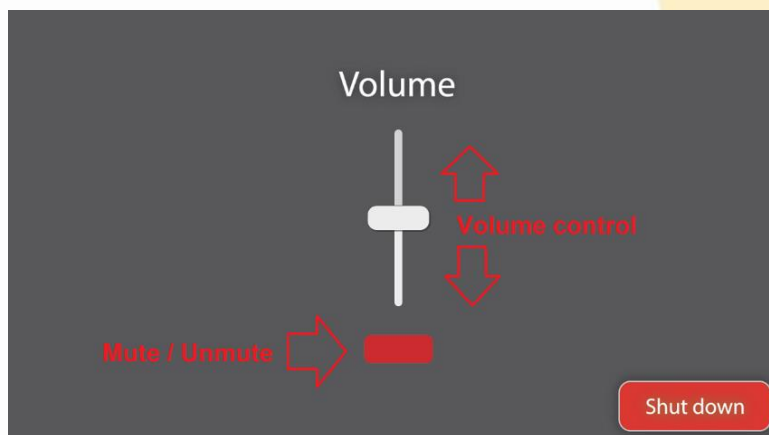
- When the projector is active use the red button to mute and unmute and the slider to increase or decrease the volume



- Multipurpose rooms 1 and 2 can work independently of each other, or you can combine them and use both rooms in unison. If using both rooms the projectors are managed by the Multipurpose 2 wall panel. Select the “Room Combine” option on the Multipurpose Room 2 wall panel. The panel will confirm that the rooms are combined. When these two rooms are connected the wall panel in Multipurpose 1 is inactive.

Rooms are currently combined

- Use your HDMI cable to connect your laptop and plug it into the HDMI wall socket
- At the end of your session select the shutdown button to turn off the projectors.



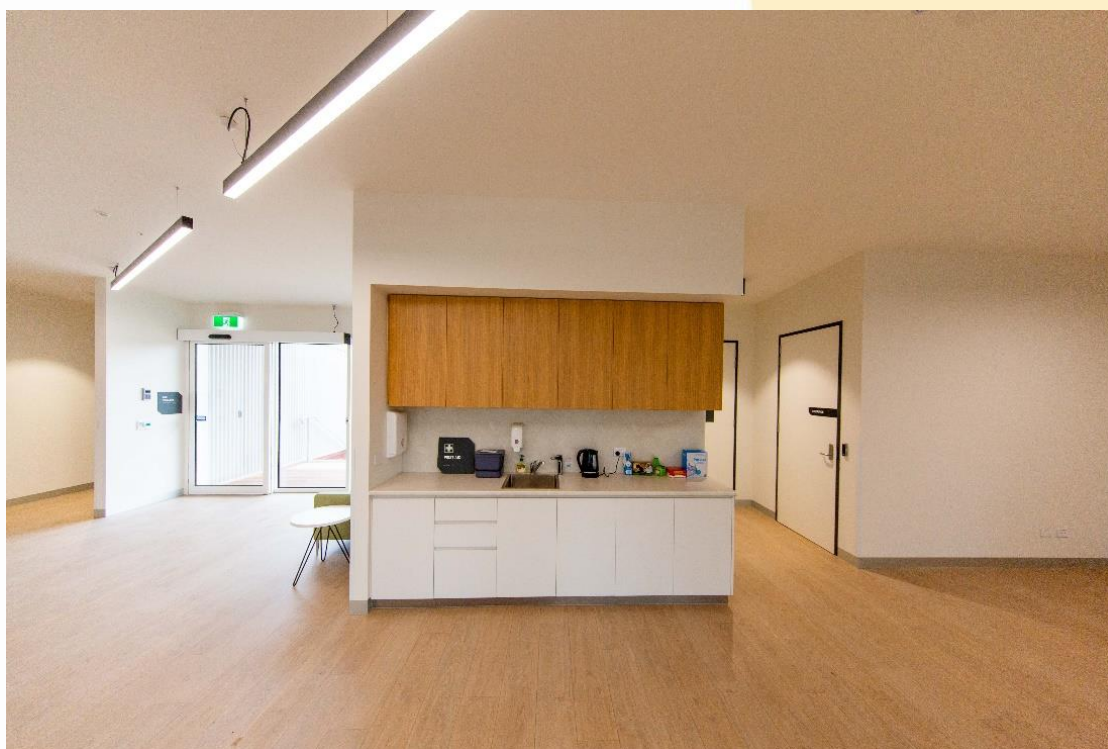
6.3 Kitchen

A commercial grade kitchen comprising of large oven with 6 burners, large fridge and separate freezer, microwave, commercial dishwasher and a limited amount of crockery, cutlery and cooking equipment.

Community Kitchen:



Foyer Kitchenette:



7.0 Access: Entry & Exit

Brooklyn Community Hall requires swipe access that is provided by Council when hiring the venue.

7.1 Entry requirements

To enter the building tap black swipe panel, using provided swipe pass, displayed next to main entrance door facing Cypress Avenue.

7.3 Exit requirements

When you're prepared to leave the Brooklyn Community Hall, kindly ensure that all doors are securely closed and locked. Make your exit through the main entrance, which is the automatic sliding door oriented towards Cypress Avenue. As you leave, hold onto the access swipe card provided. It should be used to activate the door closure mechanism. Here's the process:

1. Exit via the main entrance, facing Cypress Avenue.
2. Swipe the access card three times, ensuring to pause briefly and remove the card from the panel between each swipe. Please note that the door might start to close during this process.
3. The interior security panel will emit a confirming beep, accompanied by a flashing red light.
4. Doors will then close and lock.

Following these steps ensures that the door is properly closed and locked for security purposes. Thank you for your cooperation.

8.0 Amenities

8.1 Accessibility Information

Accessible entrance with a ramp is at the front of the building. There is also an accessible entrance with ramp at the rear of the building. 2 x accessible toilets are located in the building.

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.

8.2 Toilets

Inside the building, are two all gendered accessible toilets. 5 all gendered toilets and 1 children's toilet.

8.3 Cleaning & Cleaning Supplies

Hirers are to provide adequate staffing or volunteers to ensure that the venue always remains in a tidy state. 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 storeroom – off the foyer. 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.

8.4 Internet Access

Internet access available.

9.0 Emergency Management

The venue is equipped with fire extinguishers in the hall, foyer and kitchen. Up-to-date evacuation diagrams are provided in each hire space and the evacuation map is included in this document.

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.

9.1 Emergency Exit Points

There are 3 emergency exits which are located at the main entry and exits points off the foyer and off the rear of the hall. Evacuation should be made through the emergency exit nearest to you, depending on the location and nature of the incident.

The fire evacuation maps & plan can be found on the walls around the building,

9.2 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 guest's belongings must not be placed in a way that obstructs access to doorways or walkways, including the non-accessible doorway.

9.3 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 **1300 179 944**.

9.4 Evacuation Assembly Points

The emergency evacuation assembly point located on the lawn on the west side of the building on the corner of Cypress and Nolan Avenues.

9.5 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 centerpiece, 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.

9.6 First Aid

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

9.7 Emergency Contact Information

Emergency Services	000	
Altona Police	9392 3111	1 Galvin Street, Altona
Footscray Hospital	8345 6666	Emergency Operating Open 24 hours 160 Gordon street, Footscray
FRV Fire Station 45	1300 367 617	29 Millers Road, Brooklyn
Altona North Medical Group	9393 3900	6/230 Blackshaws Rd, Altona North

Any urgent maintenance issues should be immediately directed to the Hall Keeper. Hobsons Bay City Council After-Hours Emergency Service is **1300 179 944**.

10.0 Equipment

10.1 Furniture

- **Tables:** 8 folding tables are available exclusively in the multipurpose rooms. If you're renting the Hall and need tables, it's necessary to arrange for their rental. We suggest considering Westgate Party Hire.
- **Seating:** The venue offers seating options in different areas, including chairs for the main hall, multipurpose rooms, and meeting pod.
- The main hall can seat up to 80 individuals at tables, 100 in a theatre-style setup, or 120 standing.
- The multipurpose rooms accommodate different seating arrangements, with options for theatre-style seating and tables.
- **Outdoor Deck:** The main hall provides access to an outdoor deck, providing an additional space for relaxation and gatherings.

10.2 Venue

- **Data Projectors:** The facility is equipped with data projectors in the main hall and multipurpose rooms. These projectors are useful for presentations, visual displays, and educational purposes.
- **Air-Conditioning:** The entire facility is air-conditioned, ensuring a comfortable environment for all your activities regardless of the weather outside.
- **Kitchenette:** Each multipurpose room and the meeting pod have access to a kitchenette. These kitchenettes offer a convenient space for preparing refreshments and snacks during events.
- **Community Kitchen:** The community kitchen is fully equipped with commercial-grade appliances. This includes a large oven with 6 burners, a spacious fridge, a separate freezer, microwave, and a commercial dishwasher.
- **Dual Data Projection (Combined Multipurpose Rooms 1 & 2):** The concertina doors between multipurpose rooms 1 and 2 can be opened to create a larger space. This combined area features dual data projection capabilities, enhancing visual presentations for larger groups.
- **Disabled Amenities and Access**
- **WiFi:** The facility offers WiFi across all areas, ensuring a dependable internet connection for presentations, research, and online activities during events. This network can accommodate multiple users simultaneously and is secured with modern encryption.
- **Parking:** The facility provides parking conveniently located near the entrance, catering to the needs of visitors and event attendees. Accessible parking spaces are also. Please ensure all attendees of your event do not obstruct any driveways of the surrounding residential properties and only park in allocated parking spaces.

12.0 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 its employees, agents, contractors and patrons.

13.0 Local Laws and Venue Specific Policies

13.1 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.

13.2 Alcohol and Other Drugs

Brooklyn Community Hall 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.

Where alcohol is served on the premises, the hirer should observe their obligations pertaining to the Responsible Service of Alcohol (RSA). All serving staff must have current RSA certification. Evidence of this must be provided to the designated Council Officer at least seven days prior to the event. BYO alcohol may be consumed on premises. Opened alcohol must not be taken off the premises. Reusable non breakable glassware is preferred. Glassware is not supplied, and all recycling must be left in the yellow bins provided or taken with the hirer.

Alcohol is not to be consumed outside the Brooklyn Community Hall 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.

13.3 Amplified Music and Noise

Brooklyn Community Hall 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.

13.4 Neighbourhood - Noise & Parking

Brooklyn is a residential neighbourhood with the hall located in its centre. Please respect the neighbours regarding noise levels and be aware there is limited parking onsite. Please ensure that no event organisers or guests park across driveways or block residential access.

13.5 Children

Children must be always kept under adult supervision under 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.

13.6 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 and hirers must comply with the Victorian Government's Single Use Plastic Ban, see the [Victorian Government website](#) and section 15.0 for more information.

13.7 Food and Food Vans

No roasting spits are allowed in the venue or any outdoor areas on the Brooklyn Community Hall premises. Catering is permitted within the venue however **food vans are not permitted**.

13.8 Booking Suitability

Brooklyn Community Hall is a 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.

14.0 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.

15.0 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.

16.0 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 complying with the [Victorian Government's single use plastic ban](#) and avoiding single use plastics altogether where practical. Caterers are encouraged to use re-usable crockery, cutlery and drinkware. Where this is not possible, organic, non-bio-plastic alternatives should be used, and the venue can recommend suppliers. Guests to your event should be informed to bring reusable fillable water bottles with them.

Where possible, bathroom and office supplies used at the Brooklyn Community Hall 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.

17.0 Personnel

Private events at the Brooklyn Community Hall require venue officers to be on site at an additional cost to the hirer.

Repeat community bookings and workshops may be able to operate unstaffed, please get in touch to discuss your requirements.

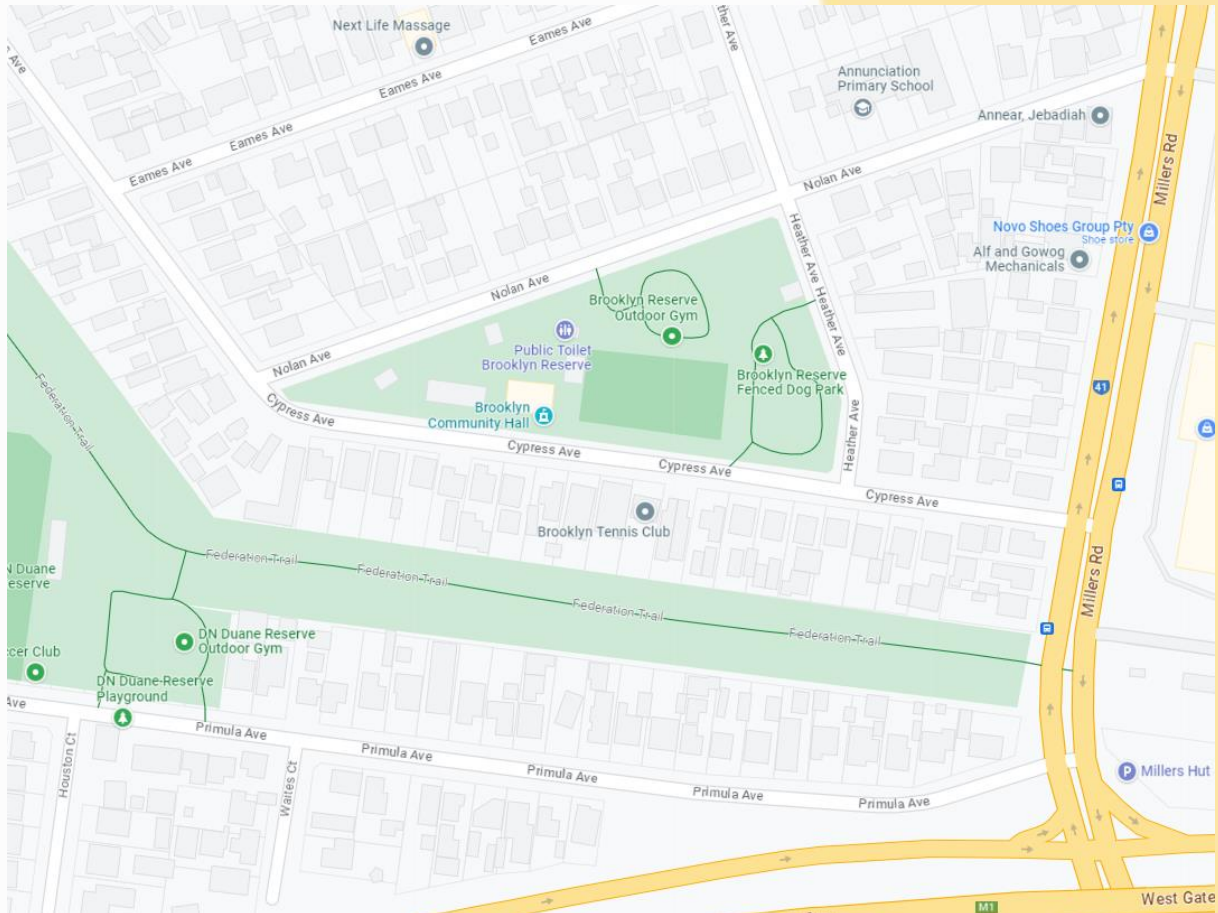
External audio-visual contractors may be engaged by the hirer but must contact the venue operations officer to discuss plans and requirements. External catering companies may be engaged by the hirer, or you can self-cater.

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

18.0 Getting to Brooklyn Community Hall

From Altona Station you can catch the 903 Bus and get off at Cypress Avenue/ Millers Road stop. Brooklyn Community Hall is 5-minute walk from the bus stop.

Address: Brooklyn Community Hall is located Cypress Avenue, Brooklyn 3012.



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.