

Kadidjiny Park Hall

Information for Venue Users

This booklet contains information to assist you in your use of the Hall.

Please refer to this booklet **and** to the Terms and Conditions of Use, for information about your responsibilities when using the Hall.

Please make yourself and others in your group aware of the safety information provided.

We hope you enjoy your time at Kadidjiny Park Hall.

The staff managing the Kadidjiny Park Hall are based at Willagee Community Centre.
Please contact us if you have any questions, concerns, ideas or other feedback.

Contact information

Phone:

(08) 9364 0125

Email:

Community Centre Officers

wcc.bookings@melville.wa.gov.au

Community Centre Supervisor

kelli.featherstone@melville.wa.gov.au

Street address

Willagee Community Centre
cnr Archibald and Winnacott Sts
Willagee WA 6156

Postal address

City of Melville
Locked Bag 1, Booragoon WA 6954

**Willagee Community Centre is staffed Monday to Friday
9.00am to 4.00pm**

Emergency and Important Phone Numbers

000 Fire or life-threatening emergencies only

Police 131 444

To report any criminal activity, damage to property, trespass onto the venue, or if you feel threatened.

MelSafe 131 247

Call this number if you have any difficulty with locking up the hall and if you have called the Police for any reason. The security service will assist with securing the area and with reporting any security concerns.

Emergency Evacuation Procedure

Users are required to inform participants about locations of Emergency Exits and Evacuation Procedures.

If you detect or smell smoke

- ➔ Stay calm
- ➔ Stop what you are doing
- ➔ Ensure your group members are aware
- ➔ **EVACUATE IMMEDIATELY** via the nearest safe **EXIT**
- ➔ If safe to do so, assist others and check no one has been left behind.
- ➔ Move calmly to the Emergency Assembly Point outside the building.
- ➔ Do not re-enter the building until the Fire Officer gives the all-clear.

- ➔ **If after hours Call 000**

EVACUATION DIAGRAM

Kadidjiny Park Hall

70-72 Curtis Road, Melville 6156

Access off Kitchener Road



LEGEND



Fire

REMOVE people from immediate danger
ALERT people in the nearby areas and raise the alarm
CONTAIN the fire/smoke if safe to do so
EXTINGUISH the fire only if trained and safe to do so

Evacuation

- Follow the Wardens instructions as directed
- Leave the building via the closest exit
- Assist mobility impaired persons
- Proceed to the closest Assembly Area
- Remain in the Assembly Area until 'All Clear' is given by the Emergency Services Officer



WA FIRE
 TRAINING, SERVICES & EQUIPMENT
 Workplace Emergency Solutions

Safety and Security

Everyone appreciates having a clean and tidy venue for their activities.

Keeping the hall clean and tidy is also important for safety. Achieving this requires the cooperation of all users of the hall. Please leave the areas you use in the hall in a clean and tidy condition. Return all furniture, cleaning equipment and utensils to the correct location so that those following you will be able to find what they need.

Supervision of Children

Children must be supervised by a responsible adult at all times, in all parts of the venue. Children under the age of 11 are not permitted in the Hall without an adult or supervisor at any time.

This a Non-Smoking venue

Smoking is not permitted in any part of the venue by any person at any time. The venue includes all entrances to the building.

Take precautions to avoid theft

Keep valuables out of sight both in the hall or in your car in the car park. Keep doors closed/locked and be aware of strangers entering your room. Report thefts to police on **131 444** and notify the Willagee Community Centre staff when the office is next open if there is any suspicious behavior.

Report Risks and damage

For safety reasons, please report any damage that you notice on entry to the venue and any damage that occurs during your session.

First Aid

Users are required to provide their own first aid kit to suit the needs of their group while at the Hall. There is a kit in the marked cupboard in the Kitchen for emergencies but it is not regularly stocked.

Fire Extinguishers

There is one fire extinguisher located in the kitchen and one located to the right of the Entry, near the toilets. There is also a fire blanket located in the kitchen.

User's responsibilities

- The User must ensure that they have their own Public Liability insurance for a limit of no less than \$10,000,000 covering their liability in respect of:
 - i. loss of, damage to, or loss of use of, any real property; and
 - ii. the bodily injury of or illness to, or death of, any person arising out of or in connection with the Hirer's activity. The City may request a copy of the Hirer's Certificate of Currency as part of the application.

"The hirer agrees to indemnify and hold harmless the City of Melville against any loss, liability, damage, claims or demand arising from or in connection with the booking application and/or use of the facilities."

- **Additional hire time** - Users may only use and access the centre at the times specified in their booking. If additional time is required, please contact us and we will try to accommodate requests where possible.
- **Return of keys** - Users who have short-term or one-off bookings are asked to return their access keys to the keybox as soon as possible after the completion of their sessions. Users will be charged for lost keys.
- **Cleaning – Access to the cleaning cupboard is with the main key used for the front door.**
Users must clean the space including ensuring floors are clean, sinks are wiped down, dishes are washed and put away. Failure to leave the space in a clean state may result in additional fees. Tidying and cleaning must be done within the period booked. If the hall is not in a clean state when you arrive, please notify the staff at Willagee Community Centre via email or call between 9am and 4pm Monday to Friday.

- Please bring your own tea towels if you require any.
- Please be courteous to residents when onsite and extend this instruction to your group. Be mindful of your noise, especially early mornings and in the evenings.
- Users are responsible for ensuring the safe evacuation of all persons in the hall.
- Please ensure that you and your group are familiar with the **Fire Exit and Emergency Evacuation Procedure**.
- The maximum number of people permitted in the booked hall must not be exceeded.
- **Maximum number of people permitted: 100**
- Users are responsible for ensuring the safe evacuation of all persons from the hall.
- Please ensure that you and your group are familiar with the **Fire Exits. The Emergency Evacuation diagram is located on the wall near the toilets**.
- Please ensure that you close the main door and return the key to the lock box.
- It is recommended that Users keep a record of the number of people attending their session so that all persons can be accounted for in case of evacuation.
- The User will notify Willagee Community Centre Management at the earliest opportunity if any incident, injury or fire alarm activation occurs during their session.

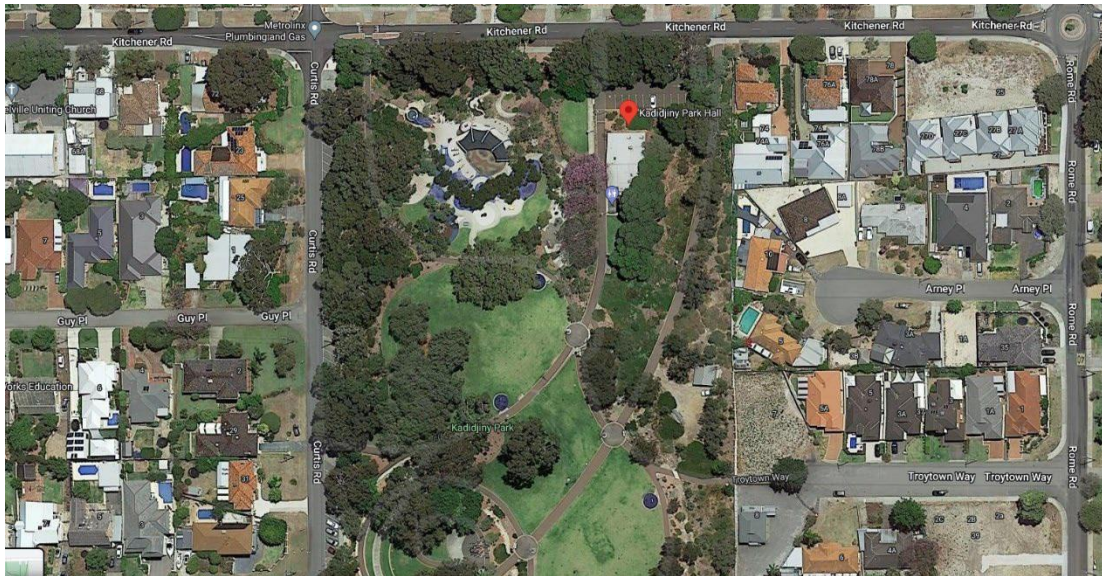
Changes to bookings or contact details

- Booking cancellations can be made via SpacetoCo, up to 72 hours prior to a set booking. Any cancellations made after this may attract a charge. Please contact Willagee Community Centre in this case.
- If you need to change any details of your booking, please notify us before your session.
- Please cancel bookings NOT required (e.g. school holidays, public holidays, Christmas/New Year) via SpacetoCo. Bookings not required will still be charged unless they are cancelled.
- Please update **any change to your contact** details on SpacetoCo as well as any changes to your payment method.

Payment

- For casual bookings, the whole amount is deducted from the nominated account once the booking is approved.
- For regular bookings, a statement of hours used will be emailed via SpacetoCo on the 1st of each month. You will receive an email with your invoice on 7th of the month whereby you can sort any changes if need be. Payment for hire is automatically taken from your debit card on the 10th of the month or on the 14th of every month for credit cards.

Kadidjiny Park Hall



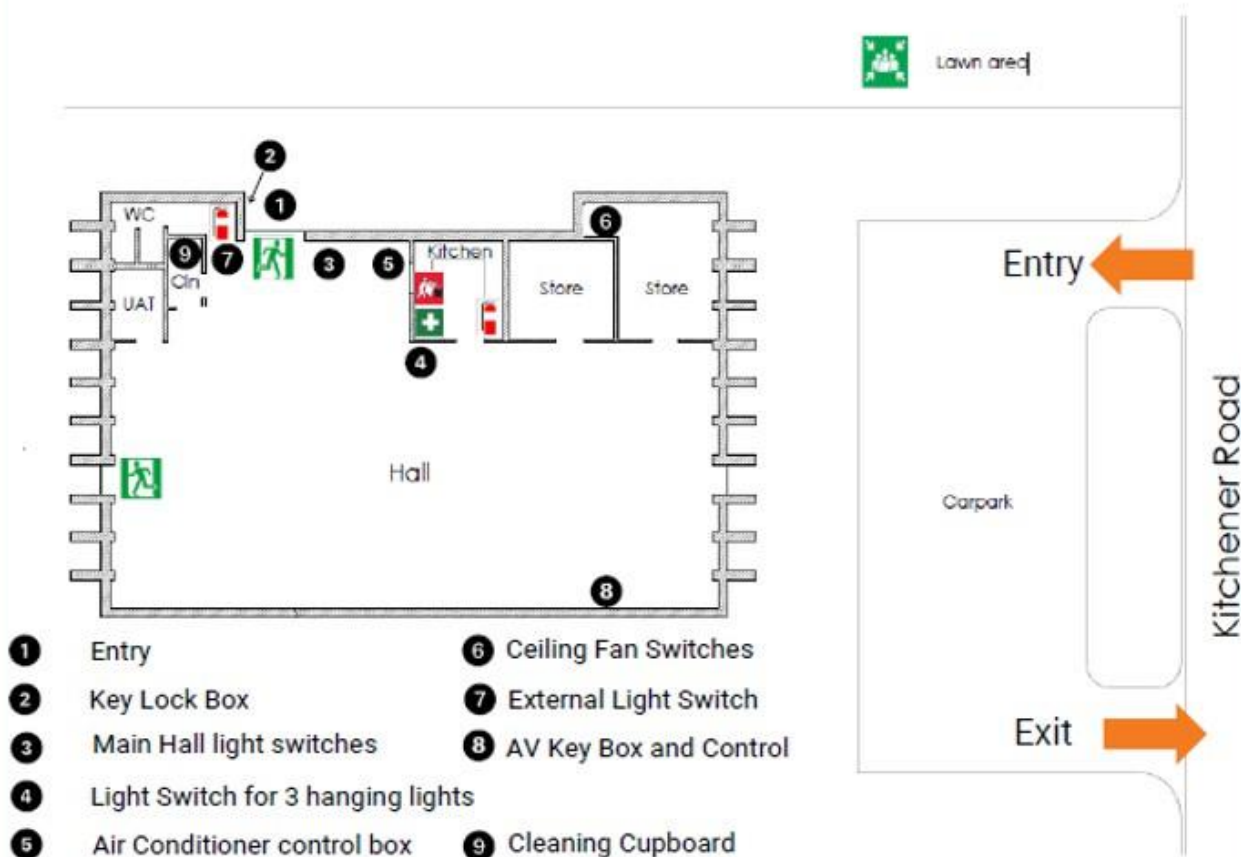
The main entrance and carpark for the building is located off Kitchener Road, Melville.

There is additional parking on the side of Curtis Road, located on the other side of the playground at Kadidjiny Park.

Kadidjiny Park Hall

70-72 Curtis Road, Melville 6156

Access off Kitchener Road



Lights, Air Conditioner and Ceiling Fans

Lights -

- ☐ The fluorescent light switches are located to the left of the main door
- ☐ The switch for the three large hanging lights is located at the kitchen kiosk window. These lights take some time to brighten.
- ☐ The kitchen and storeroom have sensor lights.

Ceiling Fans – The switches for the air conditioners are in the back, left hand corner of the main storeroom where the tables and chairs are kept.

Air Conditioner – The air conditioner switch is located to the left of the main door, just outside the kitchen serving window. The temperature is already set.

Toilets

Toilets are located at the back of the hall, to the right of the main door. There is an accessible toilet around the corner to the right. Please ensure that the toilets are left clean and tidy for the next group. If you find the toilet in an unsatisfactory condition, please report to the office staff.

Kitchen

The fridge is available for groups to use for the duration of their session. Please remove your group's items before leaving the venue.

Please provide your own tea towels for use and take with you when you leave.

Rubbish bins

Larger amounts can be disposed of in the bins outside.

Items that Users are required to supply

Users are required to provide: Dishwashing liquid, cloths and tea towels, and any other consumables that you need for your session, e.g. whiteboard markers, eraser, pens etc.

Locking up the Centre

Before leaving the Hall please check that:

- ☐ There is no one in the building (check toilets)
- ☐ All lights, air-conditioners and ceiling fans and stove are turned off
- ☐ Furniture is returned to the correct storage area. Please ensure chairs are stacked safely.
- ☐ The space is clean and brooms etc. are returned to their correct location
- ☐ Check the kitchen is tidy if used, and rubbish is put in bins
- ☐ Lock all exit doors and return the key to the key lock box, ensuring it is closed correctly

If you have any issues outside of business hours, you can contact **MelSafe on 131 247**