

Saint John's Community Hall

Client Manual



Saint John's Community Hall

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Saint John's is a smoke free environment

Hall Set-up and Operation

Keys

Please advise the Hall Manager of the names and telephone numbers of the person responsible for the collection and return of Hall keys.

Supervision

Only adults are permitted to cook on the oven and hot plate. Care should be taken to supervise children close to naked flames.

Parking

Two-hour parking is available close to the Hall in Finch and Clarence Streets. Off-road parking is available for two cars adjacent to the Church and to the Hall via Clarence street. Parking is not permitted beyond the steps on the Southern side of the Church building.

Access

Access at all times for emergency vehicles must be maintained from Finch Street. No parking is permitted in the driveway.

Caterers

If using outside caterers, please advise the Hall Manager of the names and telephone numbers of relevant contact persons.

Fire Precautions

A fire-blanket is located in the kitchen on right-side bench. Please check the position of the fire extinguishers and the fire blanket. Please be aware of the danger of flammable material and extinguish flames immediately. The fire extinguisher must be on hand if using the kitchen stove or range top.

Noise

Noise levels must comply with local regulations and Hirer's must comply with a request to turn-down sound-levels from authorized Officers. Recorded and live-music must cease by 11.00pm, 10.00pm on Sundays, unless otherwise stated in the Hiring Agreement. Information on compliance with local government and EPA regulations regarding noise can be obtained from the Stonnington Council website.

Chairs

Hall chairs are delivered in stacks of twelve. To prevent damage to the floor surface, only the burgundy-coloured chairs supplied may be used in the Hall, unless agreed by the Hall Manager. On completion of hire, chairs are to be stacked twelve-high, and returned to the chair storage room adjacent to the kitchen, backs facing towards the door.

Tables

Rectangular tables are stored under the stage on movable trolleys. Tables need to be 'locked' in position before erection. Round table tops must be carried and not rolled along the floor so as to avoid damage to the surface. Round table tops have a square recess that fits snugly onto the table stands.

Neighbours

Please treat neighbours' complaints with respect and comply with reasonable requests. Neighbours are not permitted to enter the Hall during private functions. Please advise the Hall Manager of neighbours' complaints on the completion of the hiring agreement.

Public Address System

A public address system may be provided as part of your rental agreement. The system consists of a standard microphone, radio microphone, CD Player and a 10 channel input unit. Instructions for the operation of the system will be provided by the Hall Manager. Please ensure that noise levels comply with local regulations. Information on compliance with local government and EPA regulations regarding noise can be obtained from the Stonnington Council website.

Under-stage area

The area under the stage is not included as part of the hire agreement, unless stipulated. Young people are to be prevented from accessing the area. If the area is used it must be left clean and tidy. No items stored under the stage are to be tampered with.

Stage Lights

The stage lights are not included as part of the hire agreement. An additional charge will be incurred for use of the lights.

Table Tennis table

The table tennis table is not included as part of the hire agreement. An additional charge will be incurred for use of the table tennis table.

Stage Curtains

The stage curtains are left fully open during hall rentals and are to remain closed AND ARE NOT TO BE USED, MOVED OR TAMPERED WITH, in any form, without the written permission of the hirers. Interference with the stage curtains may result in an immediate forfeiture of the entire rental bond and preclude future rental of the premises.

Kitchen Equipment and Operation

Supervision

Only adults are permitted to cook on the oven and hot plate. Care should be taken to supervise children close to naked flames.

Fire Precautions

A fire-blanket is located in the kitchen on right-side bench. Please check the position of the fire extinguishers and the fire blanket. Please be aware of the danger of flammable material and extinguish flames immediately. The fire extinguisher must be on hand if using the kitchen stove or range top.

Gas Stove

The gas to the stove will need to be turned on before use. Please note that the gas tap to the left of the oven must be turned to the vertical position for the stove to light. The pilot light for the ovens and hot-plate must be alight before ignition will occur. The pilot light for each oven is located on the exterior of the stove, beneath the middle of ovens. The pilot button must be depressed while the pilot light is ignited at the base of each oven. The gas tap must be turned to the horizontal position on completion of the Hiring Agreement. The ovens, cook-top and hot-plate must be wiped clean before leaving.

Bench Tops

Please do not cut items directly on the bench tops. The benches must be left clear of all items and wiped clean before leaving.

Refrigerator

The kitchen includes both an industrial quality refrigerator (left) and freezer (right). The switch for the refrigerator is located on the adjacent left wall adjacent and the freezer switch on the adjacent right wall. Both the refrigerator and freezer must be turned off on completion of the Hiring Agreement and all food stuffs removed. The doors must also be left ajar. The refrigerator and freezer must be wiped clean before leaving.

Dishwasher

The kitchen includes an industrial quality dishwasher. Instructions for its use will be provided by the Hall Manager. Please note that the grey outlet pipe for the washer must be in place before the machine is turned on and then removed on completion of the Hiring Agreement. All food scraps must be removed and the dishwasher must be wiped clean before leaving.

Operation of Dishwasher

Dishwasher

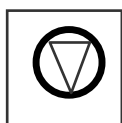
The kitchen includes an industrial quality dishwasher. Instructions for its use will be provided by the Hall Manager.

Before Using

Raise the hood and insert the grey outlet pipe into the required position. Place ONE MEASURE of detergent in tub. One measure does ten washes. Detergent is provided up and to the right of the dishwasher.

Turn on Machine

Turn the rotary switch to the right as directed on the machine.



The AMBER light will appear. The machine is ready when the GREEN light appears. Set the machine to the desired setting – 90 seconds for glasses and 180 seconds for dishes.

Cleaning Items

Place items to be cleaned on to the plastic utensil holders provided. Rinse dirty items with spray hose over sink before placing in washer. Glasses are cleaned first. Lower the hood. Washing starts automatically. The lower amber light ON shows that machine is working. When the lower amber light goes out raise the hood. Remove the plastic utensil holders and continue.

Continuous Use

After the tenth wash return to ✱. Place ONE MEASURE of detergent in the tub. Return the rotary switch to ✱ and continue for a further 10 cycles until wash is complete.

Glasses

Glasses should be placed upside down in the plastic utensil holders provided. Glasses can be rinsed first over the sink if needed.

Cutlery

Place Knives, forks and spoons in the small yellow basket HANDLES DOWN. Mix spoons, knives and forks. Place yellow baskets in a grey large basket that has no 'spikes'.

Plates and Cups

Rinse plates with spray hose over sink before placing in washer. Plates should be stacked on 'spiked' baskets.

On Completion

Turn the rotary switch to the 'O' position. Raise the hood and remove the grey outlet pipe. Rinse and place horizontally in the interior of the machine. Remove all food scraps and wipe the machine clean. Close the hood.

Cleaning and Departure

Cleaning Appliances

The gas stove must be turned off and gas tap to the left of the oven turned to the horizontal position. The refrigerator and freezer must be turned off at the wall switches and the doors left ajar. The dishwasher must be turned off and the grey outlet pipe removed. All appliances are to be left clean and surfaces wiped-down before departure. All foodstuffs must be removed from the kitchen and the benches left clear. A failure to leave the Hall clean will result in the loss of all or part of the hiring deposit.

Floors

The main Hall and kitchen floors must be swept and washed clean before departure. Brooms, mops, buckets and cleaning products are located in the store-room at the base of the stairs at the end of the passage way. A failure to leave the floor surfaces clean will result in the loss of all or part of the hiring deposit.

Bench Tops

Please do not cut items directly on the bench tops. The benches must be left clear of all items and wiped clean before leaving.

Dish Washer

The kitchen includes an industrial quality dish-washer. Instructions for its use will be provided by the Hall Manager. Please note that the grey outlet pipe for the washer must be in place before the machine is turned on and then removed on completion of the Hiring Agreement. All food scraps must be removed and the dish-washer must be wiped clean before leaving.

Chairs

Chairs should be stacked twelve-high and returned to the chair storage room adjacent to the kitchen, backs facing the door.

Rubbish Bins

Rubbish bins should be emptied before departure and placed in the Council bins located near the entrance ramp on the South side of the Hall. Replacement garbage bags must be replaced with the bags provided. Recycled material is to be placed directly into the Blue top bins. NO plastic bags or fast food containers should be placed in the blue bins unless stamped for recycling.

Lights

All lighting must be turned off before departure.

Cleaning and Departure

Tables

Rectangular tables are to be returned to the storage area under the stage. Please note that shorter and longer tables should be separately stacked on the movable trolleys. Round table tops must be rolled along the floor so as to avoid damage to the surface and returned to the stage. The table stands should similarly be returned to the stage.

Cutlery Plates and Glasses

If hall hire included the use of cutlery, plates and glasses, all items are to be cleaned and returned to the designated place.

Toilets

The toilets should be left clean and with no taps running. Used paper towels should be disposed of into the exterior rubbish bins.

Fire Extinguishers

The fire extinguishers and blanket should be in their original positions when exiting the Hall.

Doors and Windows

Doors and windows should all be shut and locked.

Keys

All keys should be returned to the Hall Manager asap after the hiring of the Hall, or as arranged to the Parish Office.

Emergency Contacts

Fire and Ambulance	000
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Yarra Valley Water	13 2762
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Origin Electricity	13 24 12
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Fire extinguishers located in kitchen and Hall entrances

Fire blanket located in the kitchen on right-side bench

Electricity Switch box located right-side near main door.

Electricity Fuses located to the right in the entrance to the Hall.

Layout of Saint John's Community Hall

