

MULLUMBIMBY CIVIC HALL HIRER'S MANUAL



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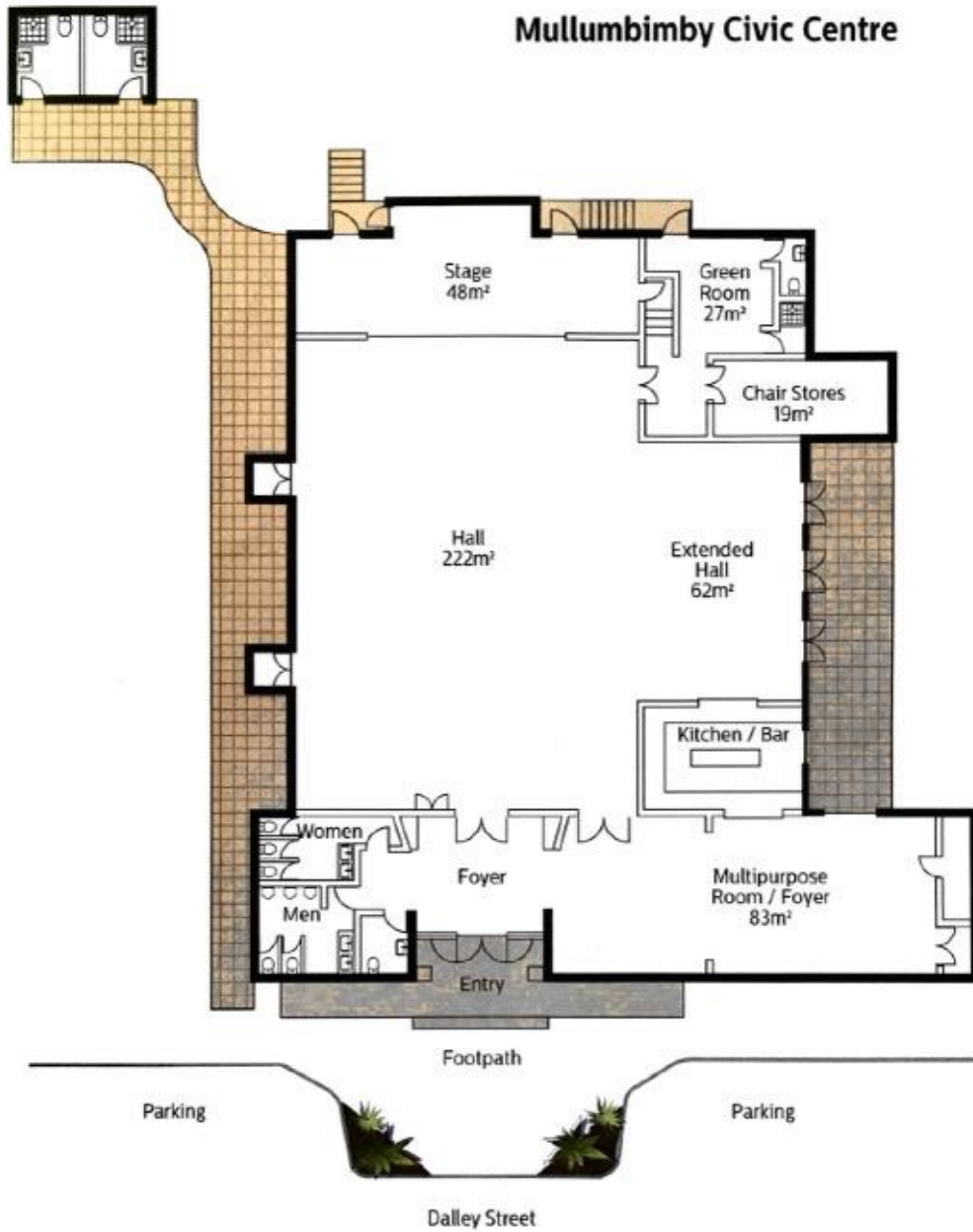
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EVACUATION DIAGRAM



FLOOR PLAN



LOCKING UP INSTRUCTIONS

Please ensure all the external doors are securely closed. Check the doors with crash bars by pressing somewhere else on the doors. *You may have to push the vertical rod up and down to secure the door.*

Check the back dressing room door has been locked with the key by trying to turn the external knob.

Turn off all the orange switches up on the stage.

Turn off the stage bar projector.

Turn off the stage lights and the lighting desk.

Turn off the fans if you have used them. No need to turn off Air Con.

Turn off the stove in the kitchen and turn the yellow lever to the horizontal position.

Ensure all lights are off.

Turn off the lights in the kitchen and lock the external roller door, if it has been opened push it all the way down.

Best practice is to close all internal doors. Not Mandatory.

Make sure all the chairs have been stacked in piles of 10 in the chair room and the risers are along the right-hand wall.

Tables behind the door. Leave one table in the foyer with black tablecloth.

Please leave these items trolley, riser steps and lectern in the front corner of the hall.

Sweep the floor of debris using a sweeper from the cleaning room.

Ensure the courtyard lights have been switched off if they were switched on. The switch is the upper one on the wall next to the cleaning room.

Arm the buildings alarm system on the panel in the front room as you leave by that door.

Replace the key in the KEYSAFE carefully, wrapping the lanyard round the key.

Take care not to jam the key safe.

Text the Hall Coordinator on 0488 609774 to confirm all well, and the key is in the safe.



ENTRY

You will receive the key safe code and the security code from the Hall Coordinator.

The Key safe is a black box on the left of the front doors on the porch.

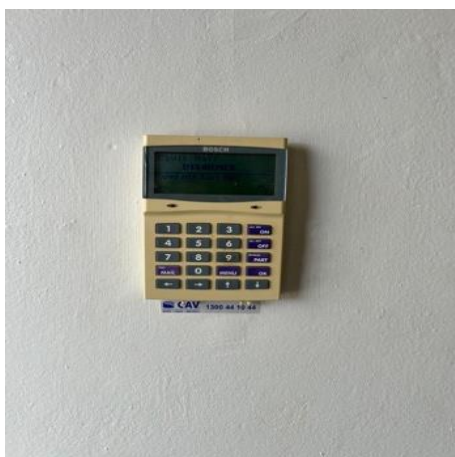
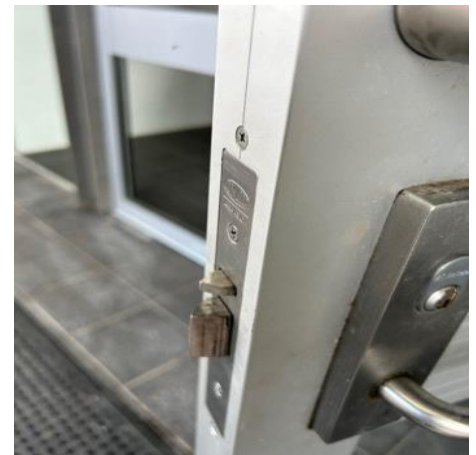
Lift the rubber cover and press the black buttons with the code. Then push down the upper latch. The door will open, and the master key is inside.

If you make an error with the code, the lower latch resets the safe and you can try again. Please enter the code again to replace the door before you go inside.



It's a good idea to turn the key and leave the latch out on the door, like this. Then, when you are setting up no one can come in and disturb you, and likewise you may want to do this once your attendees have arrived. People can still leave using the crash bar on the door.

Always replace the key in the key safe even if you are just popping out for a break as occasionally other people such as tradespeople or people collecting items will need access while you are away. The Key safe code is changed often.



Once inside, on your left you will see the security panel. Enter the code for this straight away. It will say Disarmed.

Once inside the foyer, switch on the foyer and the bathroom lights to your left: there are 4 switches.

WORK LIGHTS

The light switches for the Main Hall are on the rear wall of the auditorium in these 2 steel boxes. In the right box are 2 regular white switches. The bottom switch is the main lights.



HOUSE LIGHTS

The dimmer switch for the house lights for use in performance breaks, is also in the steel box at the rear of the hall on the right. These lights give a warm light suitable for interval and can be dimmed as required.

AIR CONDITIONING

The Air Conditioning is also on the rear wall on the other side of the timber doors. Just press the large on button.

It stays on for **3-hour periods** so keep an eye on the green light and press the on button again if it goes off. Use as long as necessary: - it's only to avoid it being left on after you've gone.

NB* If you need to change the mode from cool to heat you must also change the mode to match in the front room and in the dressing room, or the AC won't work.



FANS

The ceiling fans must first be switched on with the button inside the left steel box, next to the lighting box. Use the fan control panel to the left to turn on and adjust the speed.

It is not recommended to use fans at the same time as the air conditioning as this blows the cold air around. Best to use the fans if the doors and windows are being kept open.



KEY CABINET

This key cabinet is inside the cleaning room to your right on the wall. It has keys for: -

- 1) SKIPS – yellow x 2 & white
- 2) WINDOWS IN FRONT ROOM – yellow
- 3) CHAIR STOREROOM – orange
- 4) HAND TOWELS - green x 3
- 5) UNDER STAGE - purple x 2
- 6) PIANO – pink
- 7) TIMBER LOUVRES IN HALL – blue
- 8) NOTICE BOARDS ON STREET AND PORCH – small key is for the large boards on the street and large key is for the small board on the porch.
- 9) -red x 3 and small green x 2 plus one orange
- 10) Main power board located outside back wall to left of dressing room door – orange
- 11) Big clear plastic 3 way is for power fuse box and fire panel both in foyer
- 12) Big steel 3 way is for power and fire board and external taps. (one tap located on the north wall near the public toilet corner of the building and another can be found at the rear of the neighborhood classroom.
- 13) FIRE REEL – RED
- 14) Key for southern wall 3 phase power points and for the power box on the Cenotaph.
- 15) Key for Main Power Box at the rear of the building.



WIFI

The WIFI password is. **Wategos%!**
It is an excellent fast unlimited NBN connection.



The modem is in a server box above the kitchen hatch if you need direct ethernet connection.

CHAIRS AND TABLES

300 chairs are stored in the room through the hall. There are 2 trolleys for the chairs. The 15 1.8m trestle tables are behind the door in the chair room.'

RISERS

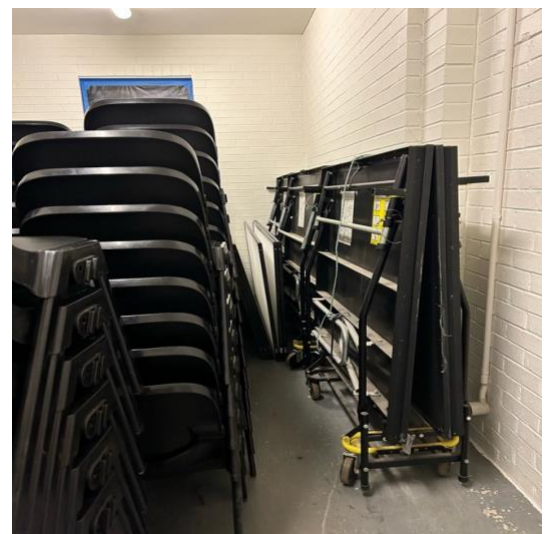
If you would like to use a riser for the speaker/s please return them along the right hand wall as found.

The risers **MUST** be packed away along the wall as above. Tables behind door and chairs in stacks of 10. Any odd chairs and partitions to go in the dressing room.

Black velvet skirts to go round the risers with Velcro are in the green tub on the shelf above the mirror in the dressing room.

The 3 portable stages are: - Dual Height 41cm or 61cm and size 122 x 244cm, so three together would be 366 x 244cm.

You will see the riser steps (for the lower height) in the corner at the front of the hall.



KITCHEN

The kitchen lights are to your right on entering next to the fridge. The 2 sets of downlights have dimmer switches to use during a performance. You can then also turn off the Fluro light in the centre.

The kitchen has
2 LARGE urns
Approx. 60 mugs
Approx. 60 plates large & small
20 bowls
a domestic dishwasher
Gas stove and
commercial size fridge.
No saucepans.
Some cutlery.
An ignitor for the stove and oven, if no ignitor there are spare ones in the cleaning room.



Most crockery is in the white cupboards; some is under the counter.

URNS

NB* Please fill the urns in the location you want them using the jugs. Do not lift with water in them.
Do not put chai in the urns. For anything other than water you must bring saucepans.



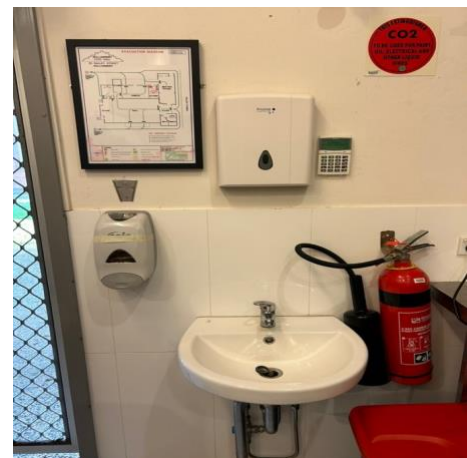
DISHWASHER

The dishwasher is only domestic and can be used for small functions. Leave going and the cleaner will empty. Dishwasher tablets are supplied.



The hand basin is for hand washing **ONLY**. Do not use for anything else or it will block!

There is a security alarm panel in the kitchen too if you wish to only enter the kitchen. It will disarm the entire venue.



DISHES BOWLS MUGS AND CUTLERY

These are all in the kitchen cupboards and under the benches in plastic drawers.



OVEN

The small white knob lights the oven.

To light the oven, remove the bottom tray to expose the V shape pilot light.

Turn white knob about

1.2cm to the left and push in and hold while you hold the ignitor on it for quite a while until the pilot is lit.

Then replace the bottom sheet and turn the knob further to light up the whole oven.



This yellow lever to the right side of the stove must be vertical for the gas to flow. Please turn to horizontal when finished cooking so that the oven pilot light goes out.



KITCHEN ROLLER DOOR LOCK

The lock to the kitchen is down near the ground. Use either the red/yellow key or the all- orange master key to open. It is a little tricky to unlock, but the keys do work. **To open turn clockwise. To lock turn anticlockwise.** Please push down when closing so that leaves don't blow inside, or vermin get in.



GAS.

The gas bottles are in this cage on the north porch, the padlocked is opened with the red kitchen key or the master key.

If you need to switch over to a fresh bottle, please send a note to the hall coordinator to let her know.

Thank You.

The gas from a new bottle can take a little time to come through.



TABLECLOTHS

The hall has black and beige tablecloths. These should be kept on the bench in the dressing room. One on the table in the front foyer. If dirty, please place in red floral bag for coordinator to launder.



ART EXHIBITION SPACE

PLINTHS

The hall has 22 plinths stored on the back of the stage in 6 stacks. They are on dollies for ease of moving round the hall. They can be used for any event, but they **MUST** be replaced back on the stage in their stacks. Please take care not to mark them. They are primarily for exhibitions for 3D art.

Please keep them clean and replace in stacks on stage after your event.



ART EXHIBITION HANGING WIRES

The Hall has acquired 40 steel hanging wires to hand 2D art from the rails in the front room. These are kept locked in the storage cupboard in the Hall.

Please ask the Hall Coordinator if you wish to use these. All artworks will require a wire or string across the back to hang from 2 hooks on 2 wires. Wires must be returned neatly coiled to the cupboard.



DRESSING ROOM /GREEN ROOM

The dressing room is located back of stage to the right. Mirrors along one wall and a counter.

The skirts for the risers are in tubs above the mirrors in the dressing room.

There is a small fridge for artist use.



THE AUDIO CURTAINS

These are along the walls to improve sound quality.

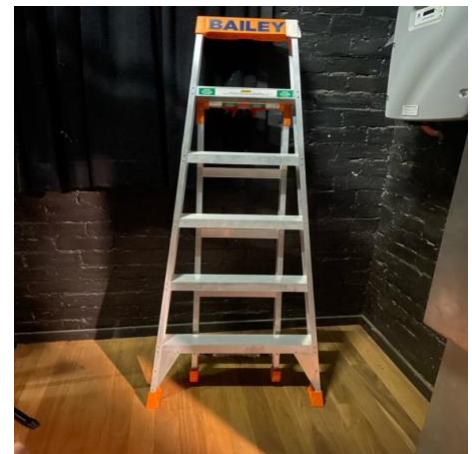
Draw the curtains stretched along the rails.



LADDER

A ladder is kept next to the back door. It is a good new safe ladder. Please return to this place after using.

If you need a taller ladder, you must hire one from Mullum Hire. As users of taller ladders must be certified the hall cannot have a taller one on site.



PARTITIONS

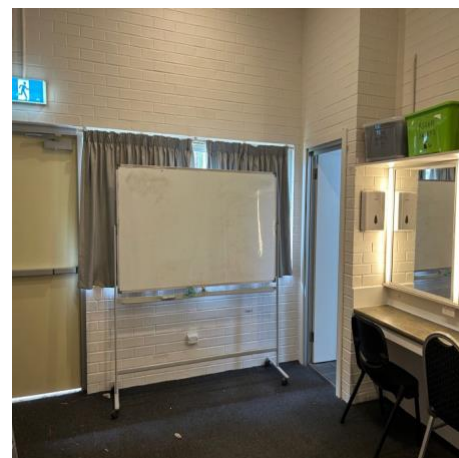


The hall has 3 bi-fold partitions which are kept in the dressing room. One black and 2 white:- you are welcome to use these to display your presentations with tape.



WHITE BOARD

The hall has a large white board also kept in the dressing room. Please unlock the wheels before moving. You must bring your own pens. Please clean after use.



TROLLEY, LECTERN AND TRIPOD STANDS



PIANO

The hall has a good upright piano on the stage right. It is covered. The Hall coordinator has the piano key if you wish to use the piano.



HAND SANITISER

If you wish to have this on hand for your patrons, there are ample supplies in a box above the dressing room mirror.

COURTYARD LIGHTING

The courtyard lighting can be switched on with the LEFT black switch which can be found on the left of the courtyard stage.

There are also 2 external power points in this location, but they must be activated from an internal switch in the Neighbourhood Centre so please ask the coordinator to **ARRANGE THIS IN ADVANCE** this if you require external power.

All safety precautions must be observed using leads across the courtyard. A risk assessment may be required to be completed.



REAR ENTRANCE OFF LANE

If you need to bump in gear, you can open the back door in the dressing room with the crash bar. Back Door of hall. If you unlock this door externally with the yellow key pls be sure to lock it again *WITH THE KEY*.



SKIPS

The 2 skips at the rear of the building can be used if your rubbish is filling up. The yellow skip is for recycling and the red one is general waste. The key to the skips is kept in the key cabinet in the cleaning room.



STAGE DOORS

There are 2 stage doors at the rear of the hall too. Parking is possible on the grass when dry.



AUDIO AND PROJECTION



Audio and Projector Cupboard

Ask the coordinator about set up if you do not have competent assistance for audio set up.

- Data Projector
- 1 jug lead, one HDMI to HDMI cable and one HDMI to USB C cable in projector bag with remote.
- The speakers which are under the stage have Bluetooth connectivity. If this is not suitable there is a slim ¼" jack to ½" jack in the projector case.
- ¼" to ½" Jack long lead for projector to Speaker is better than Bluetooth connection.
- Cables for the overhead projector, VGA to HDMI and VGA to USB C plus the remote for the overhead projector are in a plastic Ziplock bag on the top shelf.
- 4 jug leads, 2 for speakers
- A Behringer 6 channel mixer
- XLR cables X 7
- 3 long (Blue)
- 2 Medium (blue and green)
- 2 shorter (orange one for transmitter for wireless mic)
- XLR to ½" jack Leads. (for mixer to speakers) X 5
- 2 long (1 black 1 green)
- 2 medium
- 1 short
- 2 Microphone stands
- AA batteries for overhead projector remote and for Wireless Mic.
- Masking tape for floor (do not use duct tape on the floor)
- Wireless Sennheiser Microphone
- Wired Shure SM58 Microphone
- 2 transmitters for wireless mic.
- Extensions cords
- Power board
- Bag of 40 hanging wires and hooks for front room.



UNDER THE STAGE

DATA PROJECTOR PORTABLE SCREEN
UNDER THE STAGE

TWO SPEAKERS ARE UNDER THE STAGE
WITH SPEAKER STANDS.

24 CHANNEL MIXER UNDER THE STAGE

10M MULTICORE UNDER THE STAGE



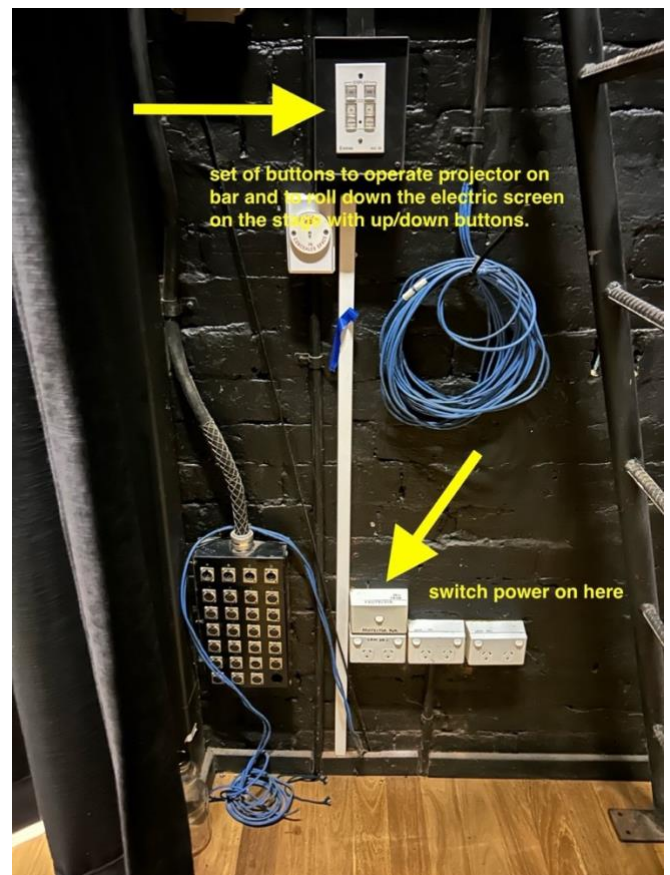
PROJECTOR CONNECTION FOR PROJECTOR ON BAR

The projector on the front bar is not feature film quality but decent enough for a show image. It points at the white wall behind the rear stage curtain.

To turn it on go to the far side of the stage (stage right) and you will see a panel of light buttons on the wall next to the curtain edge. Below these buttons is a power point, turn on the switch marked projector.

Then press ON button, the projector will take a few minutes to warm up and shine.

The input for the technician to operate the projector is at the rear (close to entrance) of the hall near the light switches. It is a VCR plug which the coordinator can provide to a UCB C on your laptop.



The connection is a female VGA input at the **rear of the hall**. The hall has a male VGA to USB C cable and a male VGA to HDMI cable for your laptop.

You can also use the lighting desk from the stage connected here using the DMX input. The multi-par input has a connection on the stage.

The Cables for the VGA connection are in the audio cupboard in the dressing room in a plastic bag along with the remote for the over head projector.

There is a VGA to USB C and and VGA to HDMI for your lap-top.



Figure 1 Input at rear of hall

STAGE LIGHTING DESK

If this is not enough light, it's possible to also turn on the 2 square audience lights you'll see hanging off the bar. You'll need to use the small lighting desk in the stage for this. Also, the 2 black profiles are pointed at just in front of the stage, where you might have the risers.

To use the lighting desk, you must:-

Inside the yellow circle the lighting desk should be plugged in.

Turn on no 1 orange switch.

Switch on power point down near the floor at the edge of the curtain.

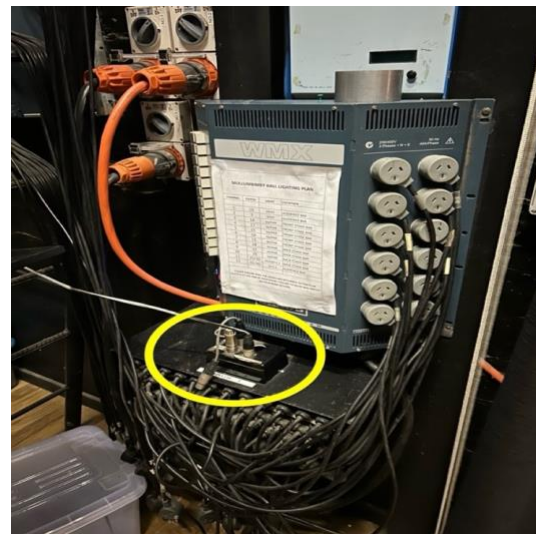
Turn on the large orange 3 phase switch on the wall.

In the corner there is a floodlight, the switch is on the wall. Good for setting up.

There are 2 pre-sets possible. Red and green.

Start with all the sliders down. Then push up the red pre-set slider on the right. Start moving the other red sliders slowly up until you're happy with the lighting.

You can make another arrangement with the green.



If you remove any of the plugs in the dimmer rack please replace them according to the plan on the dimmer rack.

SCREENS AND PROJECTORS

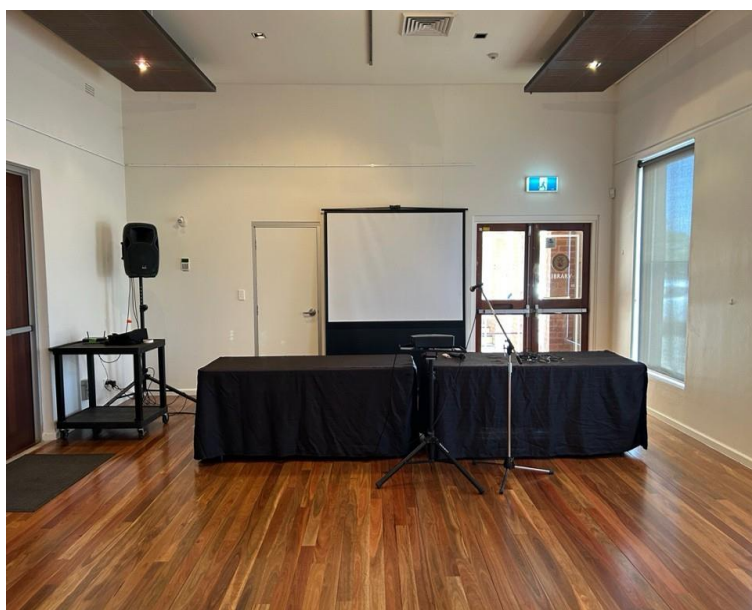
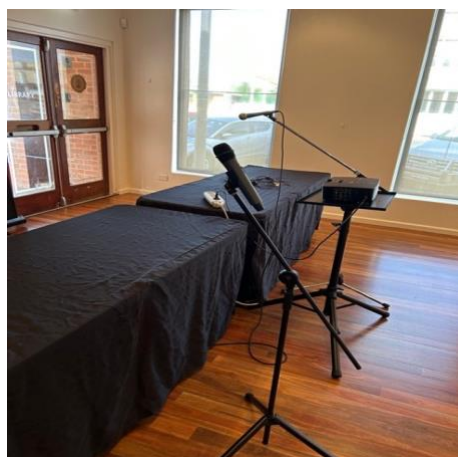
There is also a screen 2 x 2m on the stage which rolls down electronically using the up down buttons on this unit.



This screen is best used with the hall's portable data projector, standing on one of the hall's stands in front of the stage or on the edge of the stage.

SET UP OF PROJECTOR AND MICS IN FRONT ROOM WITH PORTABLE SCREEN

The Hall also has a portable screen for use off the stage (possibly on a riser) or in the front room for smaller presentations together with the Hall's data projector.



FIXED ELECTRIC STAGE SCREEN

The hall also has a fixed screen on the stage, which is electrically lowered. The buttons for this and for the overhead projector on the front bar are downstage on the left. Press up or down to raise or lower the screen.

This screen should be used also with the data projector and the tripod stand on the floor in front of the stage.

To use the overhead projector, you don't use the screen rather open the back curtains and this projector is focused on the back wall of the stage for a larger image. Press PC and use the outlet at the rear of the hall with the VGA to HDMI or VGA to USB C cables and the remote the hall coordinator can provide you with. Then you will need to locate the correct source on your laptop. It is not as sharp as the data projector but it's fine for concert visuals.



USING A HAZER ON STAGE

If you are going to use a hazer, you must disarm the smoke detectors on the stage.
You cannot use a hazer on the floor. Only the stage.

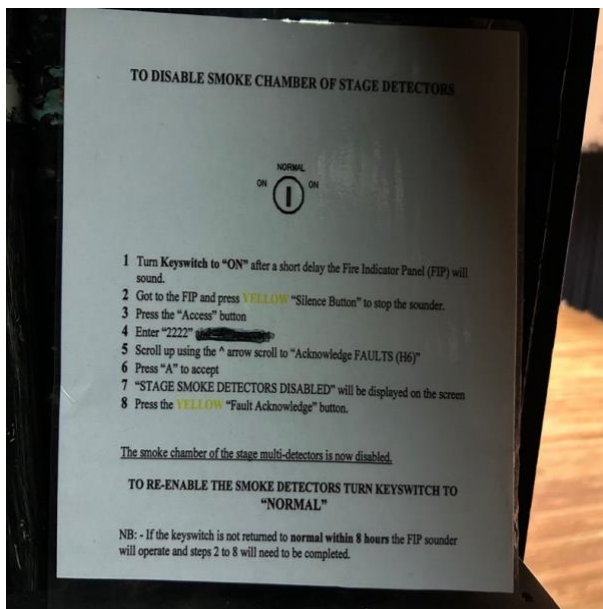
You must go to the cleaning room and locate the small key cabinet on the wall to your right. Inside is a plastic 4 way key. This will open the fire panel door in the foyer on the bathroom side. Please follow these instructions on the panel door.

The key switch is on the stage near the edge of the curtain next to the orange switches. The key will be in the fire panel.

The instructions for using a hazer on stage are on the door of the fire panel. If you inadvertently set off the fire alarm, open the fire panel and open the small panel inside and press silence button. The Fire Dept will not be called. The Monitoring Service will call the Hall Coordinator to ask. Please call her to let her know all is well.

Occasionally extreme summer temperatures cause the alarm to sound as the roof cavity heats up.

If the stove top in the kitchen is used without the overhead fan switched off the fire alarm will sound. After pressing silence always notify the hall coordinator as the fire panel will require a reset.



ENTRY FOR THE FRONT ROOM ONLY

Please go to the courtyard entry and along the small ramp to the small porch with glass doors and "library" written on them.

The library door is the glass double doors facing the Neighbourhood centre.

The key safe is located at the 'library' door and has the Master Key for the front room and all other rooms. The hall coordinator will provide the key safe code and the security code before your event.

It is a black box about 15cm high roughly square. (see yellow arrow)

Lift up the rubber cover, press the code into the panel. There are 2 buttons on the face of the keypad. The top button is the latch. After you have keyed in the code, pull this latch down and open the cover, take out the keys and then re-enter the code and pull-down latch again to replace the door. Please do not leave the KEYSAFE hanging open during your event.

If you get the code wrong, pull down the lower latch to re-set.

The security panel is immediately to your right on entering, just past the cleaning room door.

When replacing in key safe be sure to fold key in lanyard carefully. DO NOT Jam the key safe.

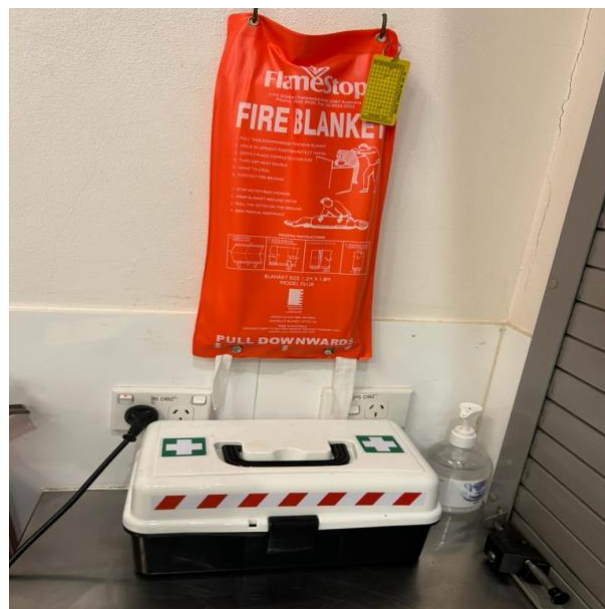
YOU CAN THEN OPEN THE OPPOSITE DOOR AND THE FRONT DOORS FOR YOUR ATTENDEES. Bathrooms are still accessible via foyer.



EMERGENCIES

FIRST AID

First Aid Kit and Fire Blanket are located on the kitchen bench near the basin.



ELECTRICITY

This box at the rear of the hall to your left coming out of the back door has the main electricity switch.

The key for the padlock is in the key cabinet in the cleaning room. In the case of fire or electrical emergency switch off power here.



FIRE PANEL AND CIRCUIT BOARD IN THE FRONT FOYER

The Panel on the LEFT as you enter the foyer from the street is the Fire Panel.
The Panel on the RIGHT in the Foyer is the Fuse Box. There is a second fuse box on the stage.

The key for both is on the key cabinet in the Cleaning Room. It is a clear plastic 4-way key.

Occasionally extreme summer temperatures cause the alarm to sound as the roof cavity heats up.

If the stove top in the kitchen is used without the overhead fan switched off the fire alarm will sound. After pressing silence always notify the hall coordinator as the fire panel will require a reset.

