



MAP CULTURAL WORKSHOPS

REFERENCE GUIDE

28 FEBRUARY 2023

MID-WESTERN REGIONAL COUNCIL
COMMUNITY



THIS DOCUMENT HAS BEEN PREPARED BY MANAGER CULTURAL AND COMMUNITY SERVICES FOR MID-WESTERN REGIONAL COUNCIL.

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INTRODUCTION

The Mudgee Arts Precinct Cultural Workshops are located at 2-6 Douro Street Mudgee NSW 2850.

This reference guide contains very important information relevant to all users of the MAP Cultural Workshops. You are required to read this document as part of the facility usage agreement. This document is relevant to all users of the facility.

This manual has been prepared with the purpose of providing user groups with a quick reference for use and ongoing maintenance of the MAP Cultural Workshops. It is a reference guide only – if you require further assistance or have an emergency arise please contact our Building Services team by calling Council - 6378 2850 or the contacts listed below:

BOOKINGS OR USER GROUP ENQUIRIES:

MID-WESTERN REGIONAL COUNCIL CONTACT:		
PHONE:	02 6378 2850	1300 765 002
EMAIL:	COUNCIL@MIDWESTERN.NSW.GOV.AU	

Maintenance: if you encounter an emergency maintenance issue please call 0429 814 037 or Council's main number (6378 2850)

CONTACTS

EMERGENCY & MEDICAL SERVICES

Service	Address	Phone
Mudgee Hospital	Lewis St, Mudgee	6371 9700
Ambulance		000 or 13 12 33
Mudgee Police	94 Market St, Mudgee	000 or 6372 8599
Mudgee Fire Brigade		000
Rural Fire Service		000
Volunteer Rescue Association (VRA)		1300 872 777
State Emergency Service (SES)		6372 4657
Essential Energy		13 20 81

In the case of a fire alarm, along with emergency services, please notify Council on 6378 2850 or 1300 765 002

EMERGENCY EVACUATION PROCEDURE

BEFORE AN EMERGENCY

- All occupants should make themselves familiar with the emergency evacuation procedures for the building, location of fire exits, location and operation of firefighting equipment and all designated assembly areas

IN CASE OF A FIRE AND EMERGENCY

IF YOU DISCOVER A FIRE OR EMERGENCY YOU SHOULD:

- Sound the fire alarm (using the red notifier panel on the fire panel located behind the reception desk) or raise the alarm verbally



- Notify the emergency services on “000” from the nearest phone and advise Council on 6378 2850.
- Relay details of location (2-6 Douro Street Mudgee NSW 2850), type and scale of the emergency and name and location of caller
- Alert other personnel in the vicinity
- If it is safe to do so, use appropriate fire extinguisher to put out any fire (do not attempt if the fire is too large or if you are not familiar with use of the equipment).

IF YOU HEAR AN ALARM RAISED IN RELATION TO FIRE OR ARE REQUESTED TO EVACUATE THE BUILDING YOU SHOULD:

- Walk quietly but quickly to the nearest safe exit and proceed to the assembly point outside the building and await further instructions.
- Listen and follow instructions from the ground manager
- In order to prevent injury and possible panic during evacuation:
 - Do not run, push or overtake

DO NOT RE-ENTER THE BUILDING UNTIL THE “ALL CLEAR” IS GIVEN BY THE FACILITY MANAGER OR EMERGENCY SERVICES PERSONNEL

No chairs or other furniture can be placed within 1 metre of fire doors and a clear path to fire doors must exist at all times.

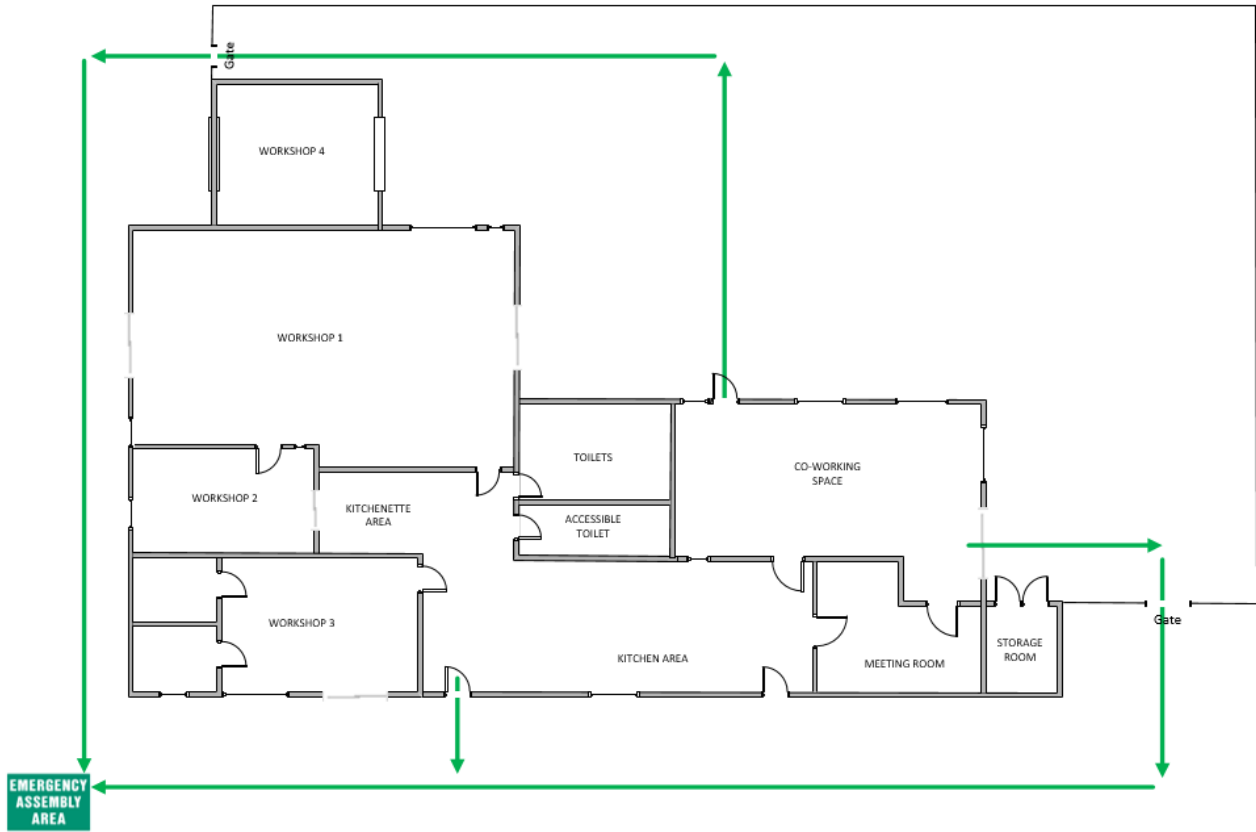
The hirer is responsible for evacuation procedures when they hire the Cultural Workshops. Please ensure that you have an understanding of the evacuation plans that are evident on the walls of the building and that all necessary people are aware of their responsibilities in relation to evacuating hirers, and workshop attendees.

EMERGENCY EVACUATION PLAN



EVACUATION DIAGRAM

MAP Cultural Workshops



SECURITY

KEYS/FOBS

Please note that alarm code activation and key/fob issues can take up to 2 weeks to be completed.

Please advise Council of intent to collect keys to ensure they are made available to the relevant departments. All keys are to be collected from The Carmel Croan Community Services Building at 88 Market Street Mudgee unless alternative arrangements have been made. Keys and fobs may be returned to this site also. If keys and fobs are to be returned outside of business hours, however, they can be returned via the after hours chute at the door at Customer Service at 86 Market Street Mudgee.

MAP CULTURAL WORKSHOPS ARE ALARMED. BEFORE ENTERING ANY AREA YOU MUST UNARM THE BUILDING TO PREVENT THE ALARMS SOUNDING AND SECURITY BEING NOTIFIED.

The standard hours of operation are 8am – 10pm. If any area of the building is required outside of these standard hours, Council must be informed with at least 48 hours' notice to ensure security has been notified. Any failure to notify may result in security call-out fees being passed on to the user group.

ALARM PAD INSTRUCTIONS

- The alarm pad is located on the right hand wall inside the main front door.
- Close door before attempting to arm/disarm alarm.

TO DISARM:

- Enter Alarm Code
- Press "Ok"
- Press "Off"

TO ARM:

- Enter Alarm Code
- Press "Ok"
- Press "Off"
- The system will give you 30 seconds to vacate the building.



IT IS THE RESPONSIBILITY OF ALL USER GROUPS TO ENSURE THE BUILDING IS CORRECTLY ARMED AND LOCKED BEFORE LEAVING THE PREMISES. IF IT IS NOT AND A PATROL IS REQUIRED YOU MAY INCUR FEES FOR CALL OUTS. PLEASE NOTE THE BUILDING ALARM IS UNABLE TO BE SET IF ANY DOORS (EXTERNAL AND INTERNAL) ARE LEFT OPEN.

SECURITY CAMERAS

Mid-Western Regional Council has installed security cameras in numerous locations around the MAP Cultural Workshops building. Council reserves the right to access these cameras as necessary for security purposes. Council will notify an appropriate representative of the user group in this instance as access to the building may be required to for retrieval of footage. Please note; a camera surveillance footage request form will need to have been submitted via the Mid-Western Regional Council website prior to the release of any footage.

<https://www.midwestern.nsw.gov.au/Council/Forms/Camera-Surveillance-Footage-Request>

AIR CONDITIONING

Some areas of the MAP Cultural Workshops run on a ducted air conditioning system. Other areas have an installed reverse cycle air conditioner. If you wish to turn the air conditioning on or off, or to change the temperature, please use the remote which is stored in each relevant room. Please ensure the remotes are not taken out of the room as they will not work with other systems. You may wish to adjust the air conditioning to other non-utilised areas of the workshops to improve air conditioning efficiency.



Please ensure all air conditioning units (ducted and stand alone) are turned off at the end of the day.

CONDITIONS OF ENTRY

PLEASE NOTE: CONDITIONS MAY VARY FOR EVENTS AS APPROVED BY COUNCIL

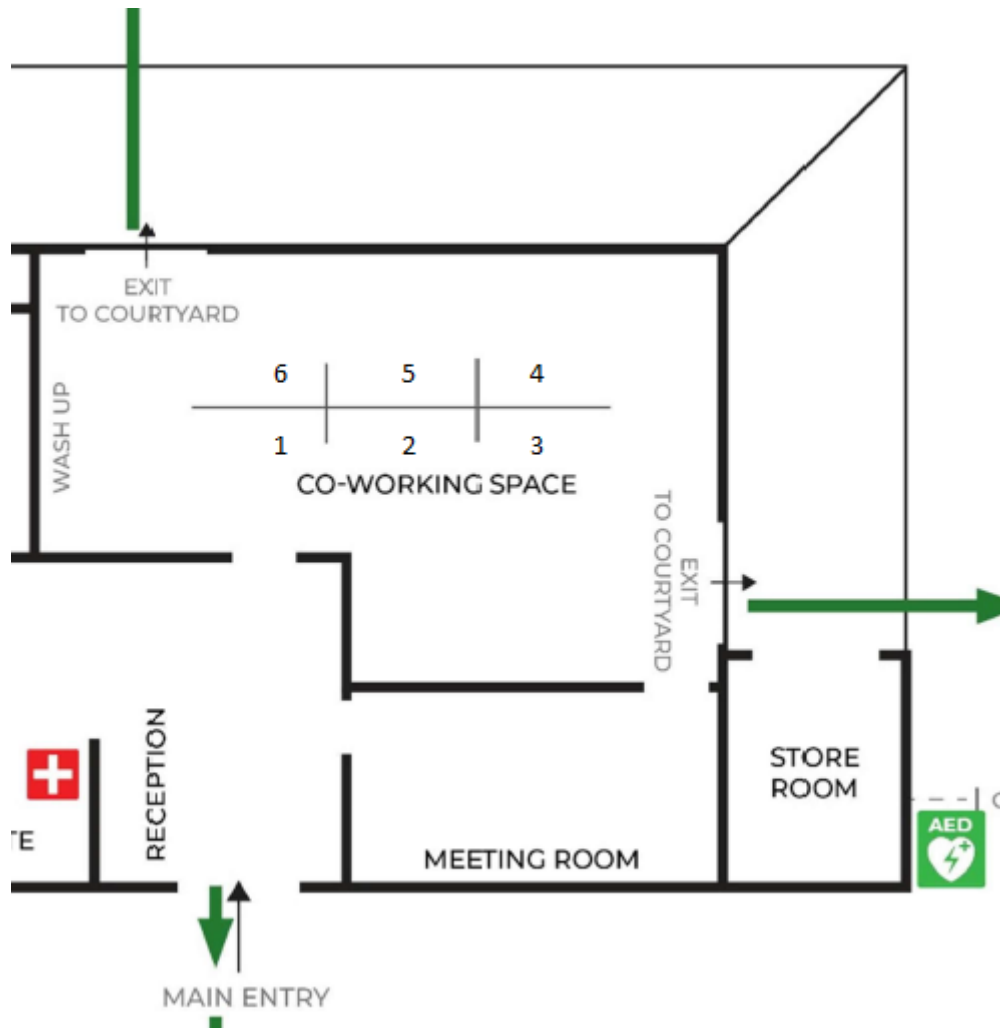


ASSISTANCE DOGS
ACCEPTED

WORKSHOP 3 INCLUDING TECHNICAL SOUND AND AUDIO SUITES EQUIPMENT

The equipment installed in the MAP Cultural Workshops Workshop 3 Technical Sound and Audio Suites is sophisticated technology that requires trained individuals to operate it. To reduce the risk of damage, the sound and audio suites in Workshop 3 should be monitored by the hirer to ensure that only trained operators access and work in these areas. Should there be any damage to the equipment during the hire period, the cost of repair will be retained from the bond or hirers will be invoiced for the cost of repairs.

CO-WORKING SPACE



KITCHENETTE

The kitchenette is not intended to be a food 'cooking' area, it is designed to be food preparation/warming area. No additional appliances are to be brought in for cooking. Hirers are encouraged to use their own cleaning materials, garbage bags, tea towels. There are limited glasses, cutlery, and crockery available. If any of these items belonging to the Cultural Workshops are used, they should be cleaned or replaced and put back in the appropriate place. A dishwasher and dishwashing tablets are available for users' convenience. All food and drink items brought on-site by the hire should also be removed or disposed of at the end of the hire period, including any refrigerated items.

GENERAL

The following services are undertaken by council as part of our routine maintenance schedule:

- Fire services
- Thermostatic valves service
- Air-conditioning service

- Gutter cleaning
- Security maintenance
- Pest services

All electrical items on-site have been tested and tagged by a qualified Council Officer.

Hygiene and nappy bins have been placed in relative amenities and these will be serviced as part of Council's ongoing schedule

DEFIBRILLATOR

Council has installed a defibrillator on the external of the building on the South West corner which will be available to members of the public in case of an emergency situation. This will be appropriately serviced by Council contractors. Please note the external defibrillator is alarmed and will sound upon opening. If the defibrillator is utilised, please advise Council in a timely manner thereafter so replacement supplies may be arranged.

CLEANING

It is the responsibility of all user groups to ensure the facility is kept in an acceptable condition at all times.

Contract cleaners have been engaged to clean the amenities. Council will also arrange for consumable items such as hand soap and toilet paper to be stocked in these areas. This is subject to change to meet the needs of the facility and its bookings.

It is not the responsibility of the cleaners to clean the workshop rooms, meeting room or co-working space.

Before leaving the MAP Cultural Workshops, please walk through and check the following:

Kitchenette

- Benches, sink and inside fridge must be left clean.
- Coffee machine must be turned off, if it has been used, should be clean.
- The fridge and dishwasher must be empty.
- If used, cleaning supplies and tea towels should be cleaned and replaced
- Advise MAP staff as soon as possible regarding breakages and spills.

Garbage

- Hirer provides replacement garbage bags.
- All garbage and recycling must be removed from the premises and placed in the external bins on the northern side of the building.

Air Conditioning and lights

- All air conditioning and lights must be switch off.

Alarm

- Alarm must be armed on exit. Please note the alarm cannot be engaged unless all internal and external doors are closed properly.

CHILD SAFETY

All children are to be appropriately supervised on-site. It is the responsibility of the hirer to consider the need for working with children clearances in relation to any child-related activity on-site.