



# Penrose Village Hall Operational Manual



*We're with you*

## Contents

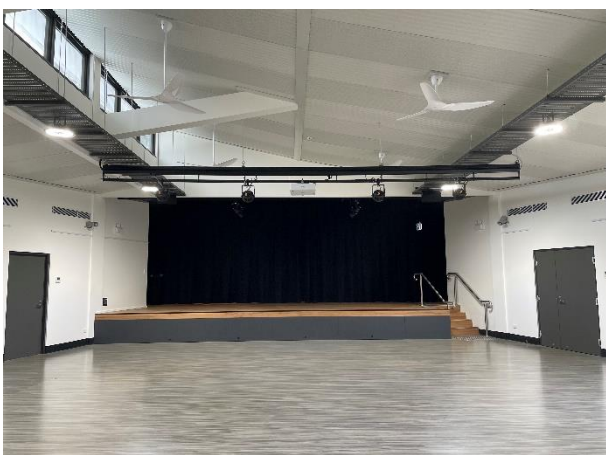
What is at the facility? .....	4
Facility Floor Plan .....	5
Kitchen .....	6
Toilets .....	7
Heating / cooling and ventilation .....	7
The stage and its equipment .....	7
Sound equipment .....	8
Tables & Chairs and their Storage .....	8
Arrival / opening procedure .....	9
Cleaning of the hall before you leave .....	9
Cleaning of the kitchen .....	9
Departure Procedure .....	9
Emergency Evacuation .....	10
Incident Reports .....	10
Useful Contact Details .....	11

## Penrose Village Hall

Council has developed this Operational Manual to enhance your hiring experience. This guide provides you with a quick reference on how to access the facility and how to locate the equipment.

Penrose Village Hall opened in May 2024. It looks out over Penrose Village Park and native bushland and is surrounded by native garden beds. Large north facing windows flood the hall with natural light. The space is multi-purpose and is well suited to hosting concerts, films, art displays, health and well-being classes, dinners, corporate training sessions, private parties, speaking and community events. A green room for performers along with a chair lift to the stage are thoughtful inclusions.

The acoustics are well designed and performing artists speak favourably of the space. The kitchen has catered for dinners of 95 people. The audio visual and large screen has been professionally designed to accommodate a variety of events.



## Penrose Village Hall

### What is at the facility?

Penrose Village Hall is comprised of the following rooms:

- Kitchen (commercial standard)
- Hall – seating and tables for 95, Row seating for 125
  - Stage
  - Stage access lift
  - Green room
  - Stage loading door
- Toilets (Internal)
  - Accessible (with baby change) & shower
  - Male
  - Female
- Foyer
- Storage room (secure)
- Chair and table store
- Cleaner's room
- North facing timber deck
- North side playing fields and east parklands
- Dedicated off-road parking is available for 39 vehicles (including 2 accessible spaces).

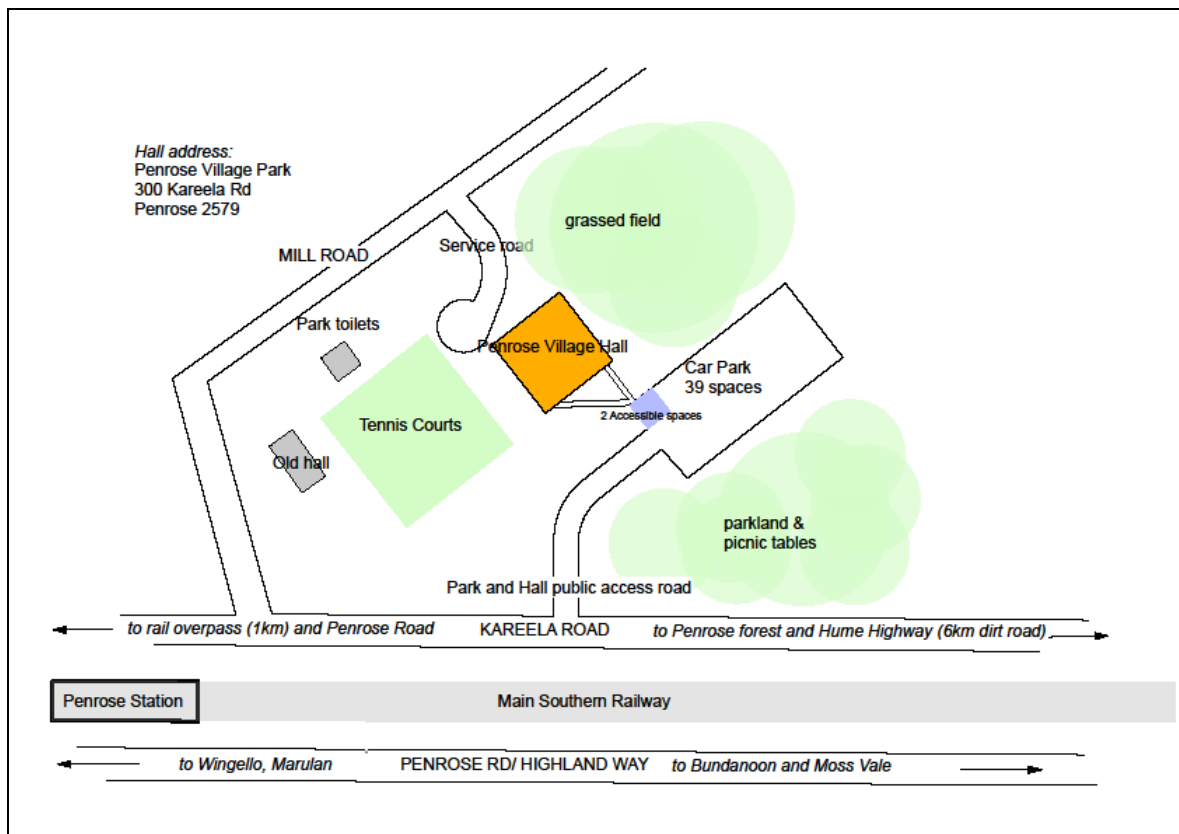
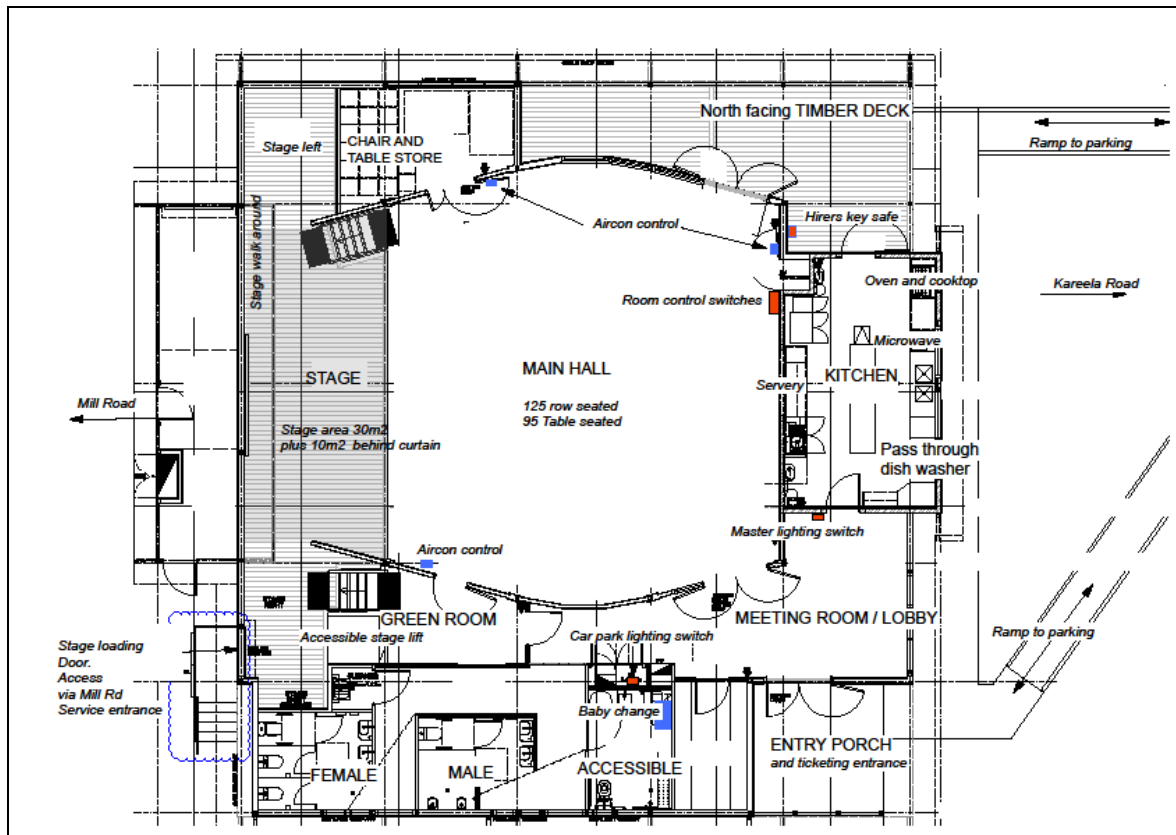
### Note:

- This facility does not have a phone you will need a mobile phone to use in the event of an emergency.
- First aid kit is in the entry lobby. The committee must be notified if this is accessed.
- A Defibrillator is located on the entrance to the Old Penrose Hall.



# Penrose Village Hall

## Facility Floor Plan



## Penrose Village Hall

### Kitchen

The kitchen has:

- fridge
- upright freezer
- electric oven
- induction stove top (5 x hotplates)
- rangehood
- 1 microwave
- Double sink
- High speed commercial dishwasher
- ZIP wall mounted water heater
- Large Stainless steel work benches
- Cutlery and crockery for 100 people
- 144 wine glasses & 113 champagne glasses
- Water glasses for 55 people
- Plastic cups for children
- 5 x Induction saucepans, various sizes
- 5 x oven trays
- 20 x Serving platters
- 6 x salad bowls
- 7 x chopping boards
- Extra-large teapot
- 3 x coffee plungers
- Kitchen utensils
- First aid kit



## Penrose Village Hall

### **Toilets**

Toilets are located inside the hall. Male, Female and Accessible.

The accessible toilet has a baby change table and a shower (this is intended for emergency use only).

You must remove soiled nappies and wipes from site.

There are two sanitary bins.

### **Heating / cooling and ventilation**

All toilet exhausts run whenever the master lighting switch is activated.

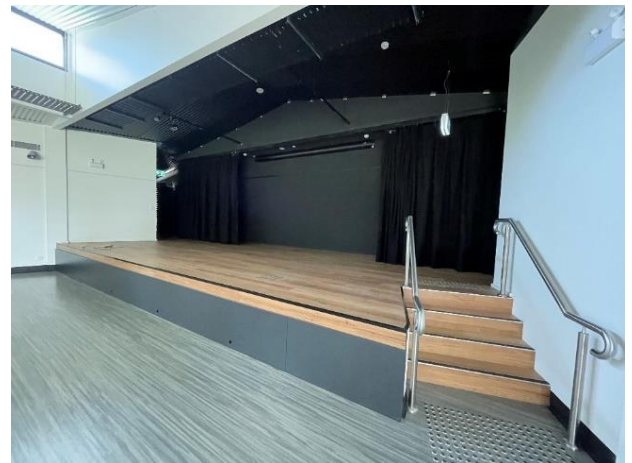
The air conditioning system provides a mix of fresh and recirculated air, heated or cooled. The windows at high level in the hall are openable at the main meeting hall switch group.

Opening windows are also located in the entry/meeting room and in the kitchen.

Air Conditioning controls are in the main hall in 3 locations (see Building & Equipment Manual located in the kitchen)

### **The stage and its equipment**

The timber stage is approximately 9 metres long and 3.3 metres deep. It has a rear opening curtain and a further 1-metre-deep stage walkaround behind. Extra depth can be added to the stage by drawing the curtain and using the walk-around. There are power floor boxes on the stage.



There are stage stairs and an accessible chair lift in the green room to access stage right.

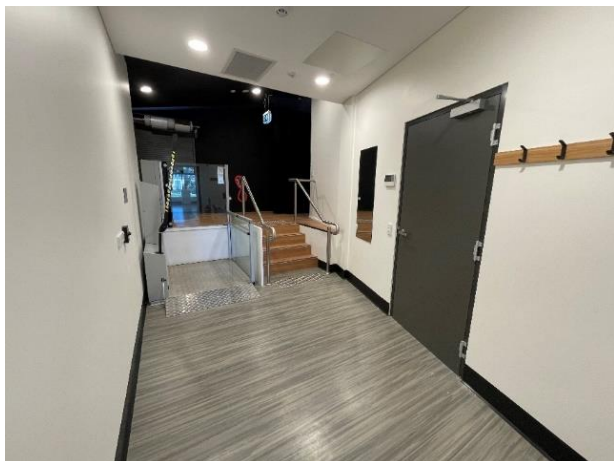
There is loading access to stage right via a rear roller door and dock – use the Mill Road Entrance, Your hall key operates the roller door electrically.

There is a piano located off stage. The Piano is available on special request only. Before use, remove the cover and replace the cover after use.



**Penrose Village Hall set up for an Art Show**

## Penrose Village Hall



### **Green Room with the stage access chair lift**

See the Equipment Operation Manual (located at the lift) before you attempt to use.

### **Sound equipment**

A house sound and projection system are currently being installed. This will provide full PA and projection facilities. Please check the status when hiring. It will incur an extra charge depending on your specific requirements.

Currently there are 2 sound systems:

1. A basic portable system.
2. A system suitable for musicians and live music. This requires a dedicated sound technician to operate it.

Please inform the Booking Officer if either system is required at the time of booking.

### **Tables & Chairs and their Storage**

1. The storage area is to the right of the main hall area.
2. There are 110 chairs. They should be stacked in groups of 10 chairs per stack. There are 2 chair trolleys.
3. Tables and Chairs should not be dragged across the floor.
4. There are 12 tables in the facility located in the same area as the chairs.
5. All tables to be wiped clean before being stored.
6. When setting up your event, tables and chairs must not block any exit doors.

There is sheet rubber flooring in the hall and timber on the stage

To avoid damage to the flooring please do not drag heavy objects across the flooring.



## Penrose Village Hall

### Arrival / opening procedure.

1. Use the entrance on the north facing timber deck.
2. Open the single door into the kitchen using the key in the key box. Use the PIN code provided by the Booking Officer.
3. Walk through the kitchen to the foyer, where on the right is a Master Switch that enables all lights in the facility to be operated.
4. If car park lights are needed, the switch is in the main electrical cupboard in the foyer. Your key will open this. It is marked **PE lights. Turn these off before leaving.**

### Cleaning of the hall before you leave

The hall must be cleaned after your event, at least to the state that it was in when you arrived.  
**All rubbish and recyclables must be removed – there is no hall collection service.**

The cleaning storeroom is in the toilet vicinity and has:

Mop and bucket.

Soft bristled broom.

Dustpan and brush.

Various cleaners.

### Cleaning of the kitchen

The cleaning equipment is under the ZIP heater.

1. Remove all food and drinks from the fridge from your event.
2. Do not put the cups, mugs, and glasses away wet.
3. Wipe any spills from the Fridge / Freezer, Induction Stove top and oven and other cooking appliances.
4. Wipe all bench tops.
5. Sweep and mop the floor.
6. Empty all rubbish bins and reline with bin bags.

**Note: Hirers, please bring your own tea towels and paper towel to assist with cleaning.**

### Departure Procedure

1. Close and lock all windows.
2. Turn off all equipment (except for the fridge, freezer and ZIP) and all power points.
3. Turn off all heaters and/or air conditioners and ceiling fans.
4. Toilets should be checked to ensure they are left clean.
5. Turn off the lights using the master switch in the foyer.
6. Turn off car park lights. These are labeled **PE Lights** and are in the electrical cupboard in the foyer. The Timber deck lights are left on to ensure safe departure.

## Penrose Village Hall

### **Emergency Evacuation**

1. In the case of an emergency, you as the Hirer are responsible for the emergency evacuation of those attending your event and ensuring that all participants go to the designated emergency assembly area as indicated in the facility's evacuation diagram.
2. Ensure no person re-enters the Facility until clearance is given by Emergency Services or Council Officers.
3. Evacuation plans must not be removed from the walls or covered over.

### **Incident Reports**

**All incidents at the Facility must be reported to Council within 24-hours on Council's customer service line (02) 4868 0888 or email: [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au). A Community Incident Report Form needs to be completed and returned to Council. The forms are in a plastic storage box on the kitchen shelf under the first aid kit.**

## Penrose Village Hall

### Useful Contact Details

<b>Booking Officer:</b>	Kathy Hancock <a href="mailto:penrosehall@gmail.com">penrosehall@gmail.com</a> (email contact preferred) 0492 884 609
<b>Management Committee Chair</b>	Jeff Freeman
<b>Management Committee Secretary</b>	Carol Princic
<b>Council's Facilities Team</b>	02 4868 0888  facilities@wsc.nsw.gov.au
<b>Maintenance:</b>	Wingecarribee Shire Council 02 4868 0888 (24 hours Customer Service) mail@wsc.nsw.gov.au
<b>Emergency Services:</b>	000
<b>SES:</b>	132 500
<b>RFS:</b>	02 4868 5500 1800 679 737 (Bush Fire Information Line)
<b>Fire &amp; Rescue:</b>	02 9265 2999 1800 679 737 (Bush Fire Information Line)
<b>Local Police Station:</b>	Southern Highlands Police Station 02 4869 7899 (24 hours)
<b>Endeavor Energy:</b>	131 003
<b>Poisons Information:</b>	131 126

If the facility is found damaged, vandalised, or left unsecured, please notify the Police Assistance Line (PAL) on 131 444 and Council on 4868 0888 immediately.

**IN CASE OF EMERGENCY OR IF YOU HAVE CONCERNS FOR YOUR SAFETY  
Contact Emergency Services on 000 immediately!**