

TOWN HALL COMPLEX

USER MANUAL



For hirers and users of the Town Hall Complex facilities.

Phone: (08) 9890 0900

Email: enquiries@narrogin.wa.gov.au

Contents

1. General Information.....	3
1.1. Main Hall	3
1.2. Acoustic Curtains	3
1.3. Lighting Board	3
1.4. Light Switches	3
1.5. Mayor's Parlour.....	3
1.6. Kitchen.....	3
1.7. Reception Centre	4
1.8. Toilets	4
1.9. Alarm	4
2. Inventory	6
3. Keys.....	7
4. Map.....	8
5. Evacuation Procedure and Emergencies.....	9

1. General Information

The Narrogin Town Hall complex consists of the main hall, Mayor's Parlour, supper room, commercial kitchen, Reception Centre and toilets.

1.1. Main Hall

The main hall can be accessed via the main entrance of the Town Hall (east), two entrances from the walkway (south), Fortune Street (north), or the back alleyway (west). It seats a capacity of 340 chairs, with a maximum capacity of five hundred people when standing. A stage is located at the front of the hall, which has access to two separate change rooms on opposite sides. The change rooms are complete with a toilet and basin each.

1.2. Acoustic Curtains

Acoustic curtains hang from the hall windows, along with blinds, that are to be closed for optimum effect. When the usage of the main hall is complete, the blinds must remain down and the acoustic curtains to be opened up.

1.3. Lighting Board

The lighting board is obtained upon request of the user of the facility. The user will be trained in the usage of the lighting board by the Shire's IT department, and in doing so, must follow all instructions accordingly. The lighting board is only available upon request when booking the main hall.

1.4. Light Switches

There are two sets of switches for the lights in the main hall. The first set is near the main entrance leading directly into the hall. The second set is located on the stage, to the left of the backstage entrance from the stairs. This is the only set to have a dimmer switch for the hanging lights.

1.5. Mayor's Parlour

The Mayor's Parlour is located upstairs – left when entering the main Town Hall entrance. There are 23 chairs located in the parlour. There is a kitchenette, complete with a fridge and sink, a cutlery set and crockery set. Two separate toilets for, one male and one female, are located on either side of the kitchenette, with hand basins in each.

1.6. Kitchen

The commercial kitchen is located opposite the main hall from the enclosed walkway. It contains two fridges, one freezer, one gas oven, 2 urns and 1 bain-marie. There are the following number of cutlery and crockery:

- 301 forks
- 265 knives
- 419 soup spoons
- 307 dessert spoons
- 70 teaspoons
- 56 dinner plates
- 327 entrée plates
- 226 bread & butter plates
- 117 wine glasses
- 232 water glasses
- 144 cups
- 199 saucers

The kitchen is connected to the supper room, which holds a permanent piano, a bar area with a sink and a drinks fridge.

1.7. Reception Centre

The Reception Centre can be entered via the front entrance near the Town Hall (east), the supper room (north), the kitchen (north) or from the walkway (west). It can hold a maximum of 150 seated people, or a maximum of 260 people standing. There is a projector available which is ready for use – the user needs their own computer system. The system can be plugged in via the point near the small stage (west).

1.8. Toilets

There is male and female toilets west of the town hall complex, on the enclosed walkway, along with a disabled access toilet. A key will be given to the complex user at the administration office.

1.9. Alarm

The alarm is set for the Reception Centre, Kitchen and Supper Room areas. The user should not enter these facilities if they have not booked them. If the user has booked them, a security fob is provided along with the collection of the keys.

If the user is entering through the front entrance of the Reception Centre, the security fob is to be pointed at the blue light, outside of the doors. **Press and hold** the unlock button until the blue light flashes and a short, loud noise is emitted. This means the alarm is disabled. The user can confirm this by sitting the panel near the entrance of the Nexis Gallery, inside the foyer and to the right of the Reception Centre.

If the user is entering via the kitchen, the security fob can be pointed through the glass panel of the door entering the kitchen from the walkway. **Press and hold** the unlock button until the light on the panel changes from red to green. The user can confirm this by seeing the change on the panel, from "Armed" to "Disarmed".

Note: Once the alarm is disarmed in a particular area, the entire alarm system of the Town Hall Complex is disarmed. This means the user **does not** need to go to each area to disarm it.

To arm the alarm, the user must ensure all doors are locked and there is no one in the building. Once this is done, the user will point the security fob at the security panel or the blue light, and **hold the lock button**. The light on the security panel will change from green to red. Alternatively, the blue light will flash and a short, loud noise emitted.

The complex user must ensure the facilities are armed upon departure, or risk the charge of a call-out fee from the security company.

2. Inventory

2.1.Chairs/Tables/Miscellaneous

- 199 chairs
- 40 tables
- 1 grand piano (Main Hall), 3 smaller pianos (Main Hall stage, Storage and Supper Room)
- 1 projector (Reception Centre)
- 23 cushioned chairs (Mayor's Parlour)

2.2.Glassware/Crockery/Cutlery

- 301 forks
- 265 knives
- 419 soup spoons
- 307 dessert spoons
- 70 teaspoons
- 56 dinner plates
- 327 entrée plates
- 226 bread & butter plates
- 117 wine glasses
- 232 water glasses
- 144 cups
- 199 saucers

2.3.Kitchen/Supper Room Utilities

- 3 fridges
- 2 freezers
- 2 urns
- 1 gas oven and stove top
- 1 bain-marie

3. Keys

TH1: Main Hall

TH2: Reception Centre

TH3: Kitchen

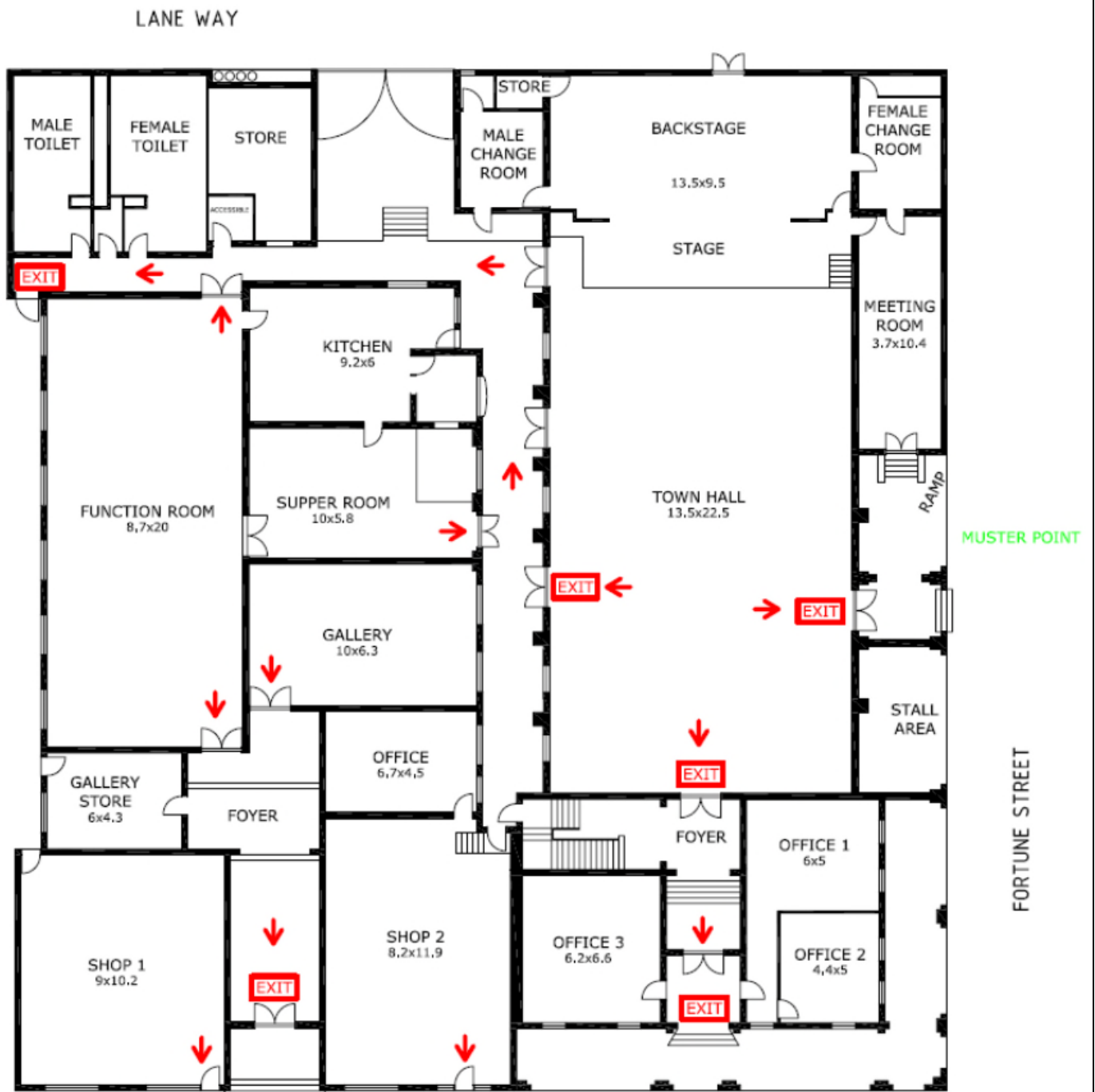
TH4: Back Gate / Toilets / Storage Room

TH8: Mayor's Parlour

Security Fob: Alarm

Alarm: Reception Centre, Supper Room and Kitchen only
(Note: These are all on the same alarm system)

4. Map



LOT 52 FEDERAL ST

LOT 51 FEDERAL ST



5. Evacuation Procedure and Emergencies

1. Assist any person or persons in immediate danger, **only if safe to do so**.
2. Close the door if there is a fire, providing no one is inside.
3. Ring 000 and advise the location/address – 82 Federal Street, Narrogin.
4. Evacuate to the muster points, located on the map.
5. Remain at the muster points and ensure everyone is accounted for. (One person to do a head count, making sure everyone is present)

6. Emergency Contacts

An emergency contact number will be given for events after working hours. If an event occurs during working hours, the administration building can be contacted on **(08) 9890 0900**.