

Location

Conditions of Hire



The Pullenvale Hall located at 302 Grandview Road is owned and operated by the Pullenvale Progress Association (PPA) Inc., a not-for-profit organisation incorporated under the Queensland Associations Incorporation Act 1981 and run by a committee of local volunteers.

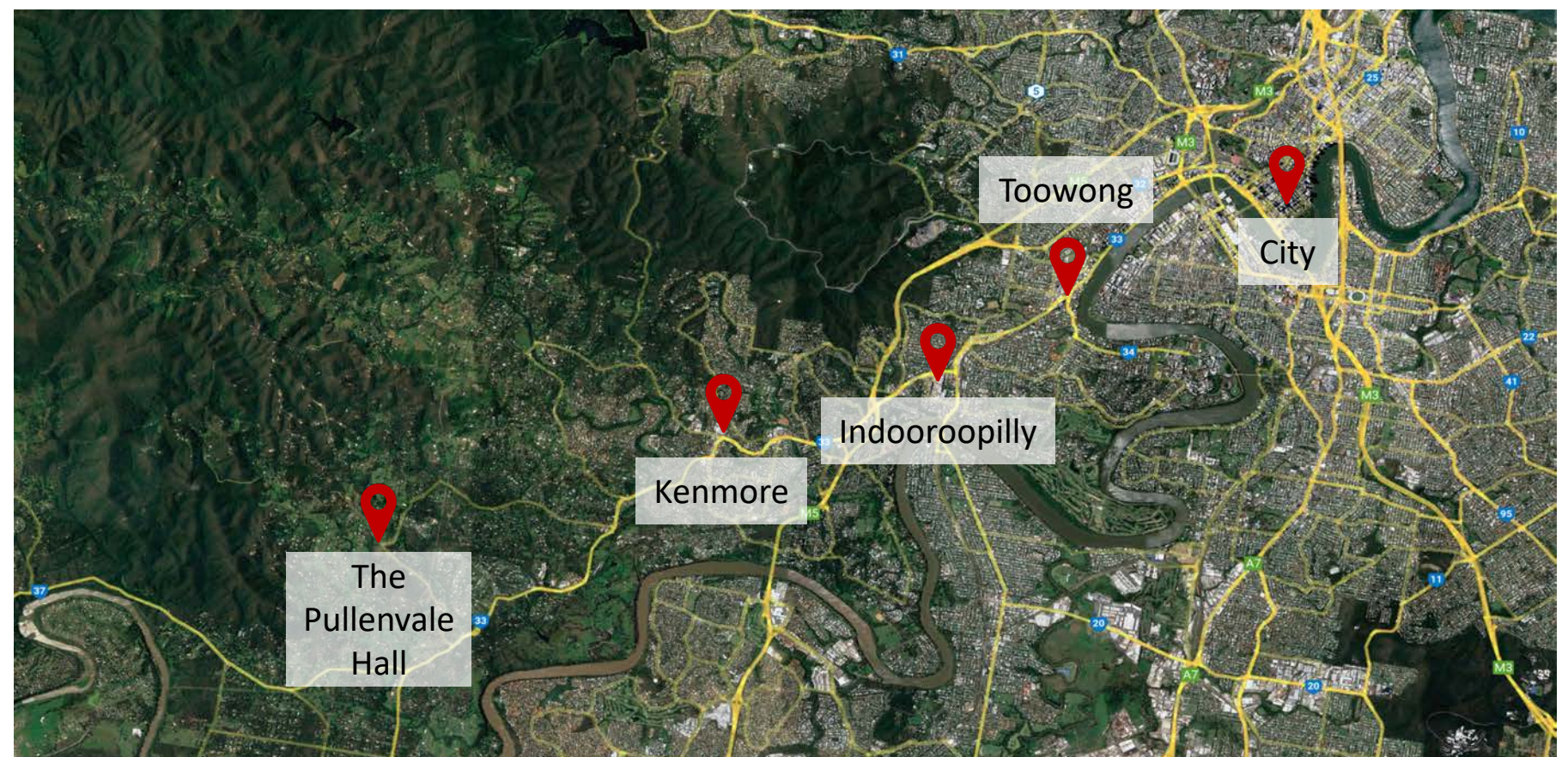
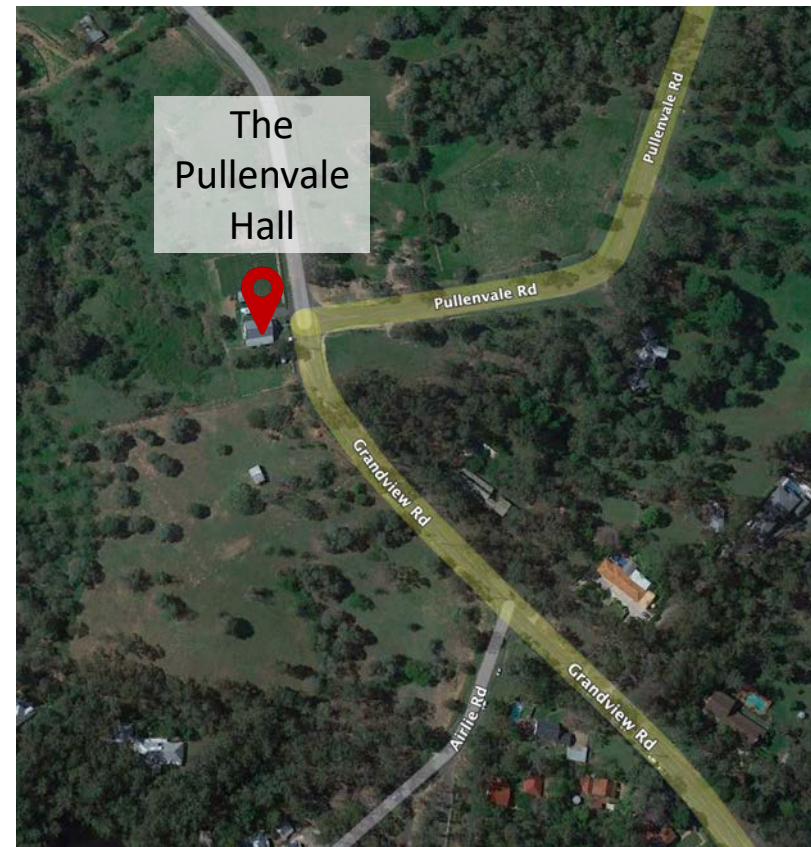
The Pullenvale Hall

302 Grandview Road
Pullenvale
QLD 4069

Junction of Grandview Road and Pullenvale Road

- 10 minutes from Kenmore
- 15 minutes from Indooroopilly
- 20 minutes from Toowong
- 25 minutes from the CBD

The PPA encourages all Hirers to minimise waste during their hires in terms of water, energy, waste and single use items including plastic water bottles, plates and cutlery.



Hall & Grounds Overview

Conditions of Hire



Situated in picturesque Pullenvale, the Pullenvale Hall sits on approximately 1.5 acres of grounds including:

- Native and Cottage Gardens
- Onsite Male and Female toilets (inc disabled access)
- Caravan Café (operating Mon-Fri 0700 – 1200)
- 15A power sockets at convenient locations
- Utility Shed (not for Hire)



Pullenvale Progress Association Hall & Grounds Overview

Conditions of Hire



The Pullenvale Hall interior consists of:

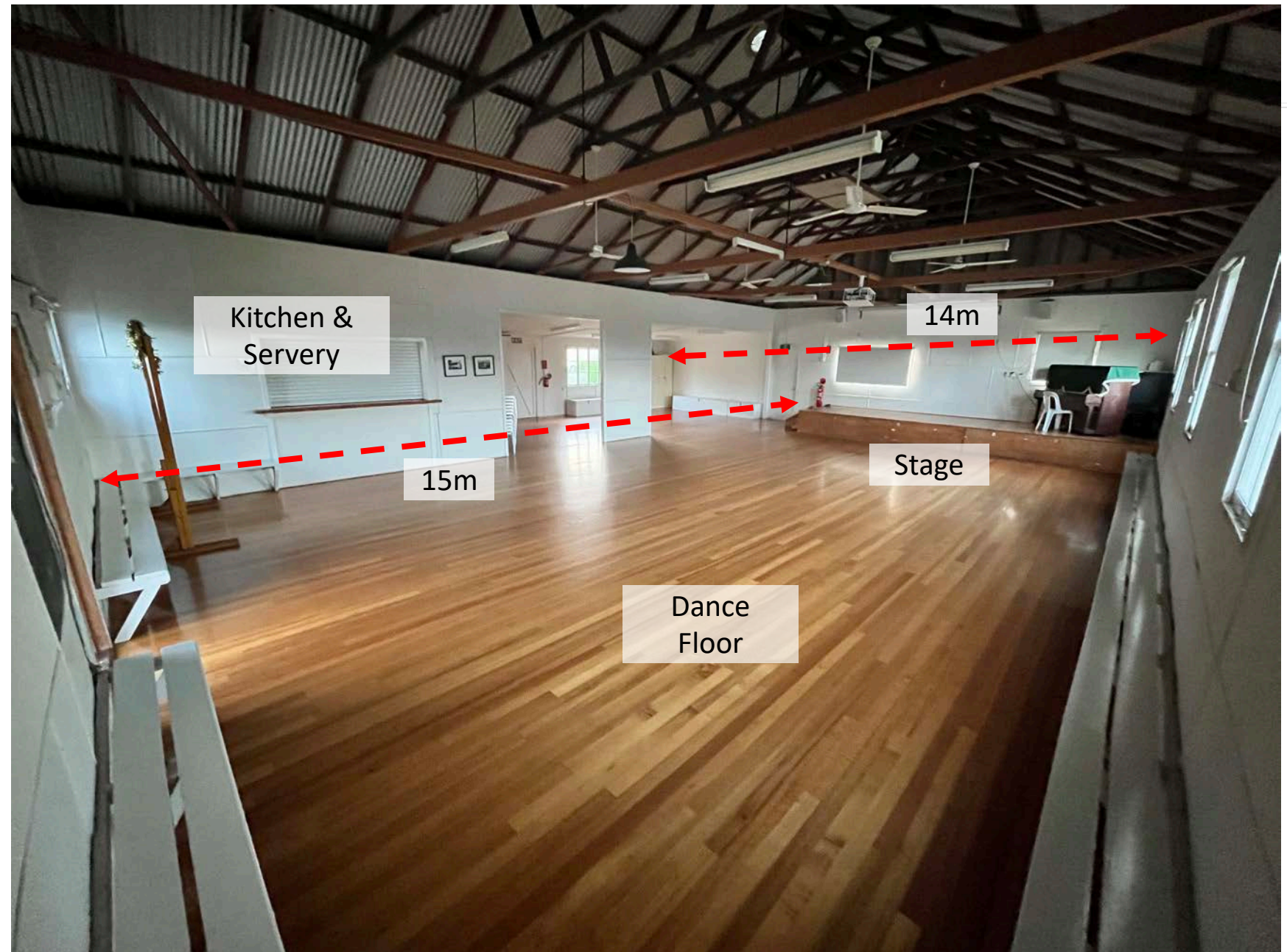
- Stage
- Function Space including Dance Floor
- Kitchen with serving window

Hall facilities include:

- AV system with Mic, Overhead Projector, HDMI interface
- Ceiling Fans and windows for ventilation (no air conditioning)
- Window blinds
- Insulated Roof

Equipment included in Hire:

- 10 Trestle Tables
- 100 Plastic Chairs
- 100 Crockery Settings including Dinner Plates, Side Plates, Bowls, Red Wine, White Wine, Champagne and Water Glasses.



Kitchen

Conditions of Hire



Kitchen facilities include:

- Dishwasher
- Sinks x 2
- Oven x 2
- Preparation Bench Space
- Hot Water Urn
- Fridge / Freezer



Pullenvale Progress Association

Traffic & Parking

Conditions of Hire



Hirers are responsible for their attendees, customers, contractors etc complying with these conditions.

For events with attendances greater than 50 persons, the hirer must provide a Traffic Marshall.

Parking is at your own risk and is strictly prohibited in the areas marked on the adjacent map including within 22m of the road intersection in either direction.

Note that paved parking areas are limited. There is one disabled parking space reserved directly outside the Hall gate.

At no time should Hirers allow Grandview Rd and/or Pullenvale Rd to be blocked.

Vehicular access to the grounds is via the marked Gate only, and vehicles are only allowed to the North side of the Hall.



Good Neighbour Policy

Conditions of Hire



It is a condition of hire that the hirer ensures that all event attendees behave in a manner that is respectful and considerate of the neighbours of the Hall and for ensuring any event or activity being held at the Hall does not unduly impact on adjoining residents and the local community.

This means that:

- Noise is kept to a minimum, in line with the Noise Restrictions listed separately. In particular, the Hirer must ensure that all amplified music ceases no later than 10pm and that all attendees have left the Hall by no later than 11pm on the day of the event.
- Traffic and parking must be managed by the hirer in line with the Traffic and Parking conditions listed separately. Specifically the hirer must only park in approved areas and never obstruct adjacent driveways, Grandview Rd or Pullenvale Rd to general traffic.
- The hirer is responsible for ensuring that attendees behave in a responsible and considerate manner at all times, particularly at events where alcohol is served.
- The Hall and Grounds must be left in the condition that they were found, and all rubbish, waste etc is removed from site by the hirer.
- The hirer must ensure that all exterior lighting is switched off on conclusion of the hire.



Cleaning & Exit Conditions

Conditions of Hire



At the conclusion of the Hire the Hirer must ensure:

- All taps are turned to off position;
- All lights (including those in toilets and kitchens), fans etc are turned off;
- All Appliances are turned off and unplugged (excluding fridges);
- Audio Visual cabinet is locked, and key returned to the kitchen. AV Screen is retracted, Projector is turned off.
- All doors and windows are closed properly and locked, including the interior door to the kitchen;
- All externally hired equipment is removed by the end of the hire period;
- Any breakages or Hall equipment / facilities that are not working are reported to the PPA;

The following defines the MINIMUM requirements for cleaning at the end of a Hire:

- All garbage is to be bagged and removed from the Hall. Onsite Council bins are for the use of the Hall only and not to be used by the Hirers.
- All equipment is to be returned to designated areas.
- Tables and chairs are to be cleaned and stored as found.
- Cleaning of the dance floor if required must only be done with vinegar and warm water (i.e., Two (2) tablespoons of white vinegar in a bucket of warm water)
- Kitchen benches wiped down, dishwasher empty and door left ajar, kitchen bin emptied, all food or beverage remove from the fridge.
- The facility is to be left presentable for the following Hirer including the sweeping / vacuuming of floors and mopping of any spillages or excessive soil and leaves during wet weather.



Emergency Procedures

Conditions of Hire



IN CASE OF FIRE

REMOVE PEOPLE from immediate danger

ALERT THE FIRE SERVICE

- break manual call point
- call 000

CONFINE FIRE & SMOKE close doors and windows (if safe to do so)

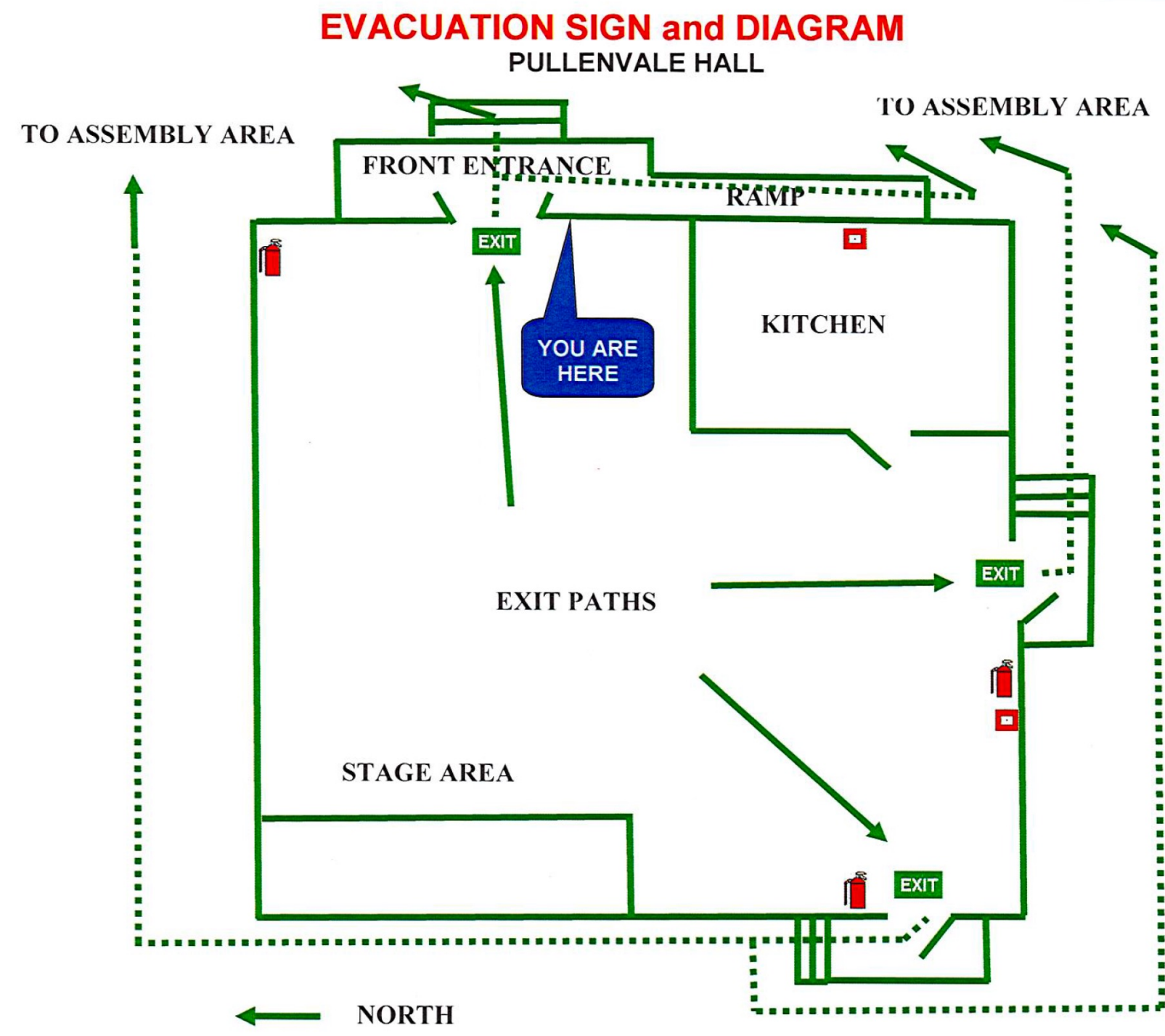
EVACUATE to the ASSEMBLY AREA

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.

000 EMERGENCY

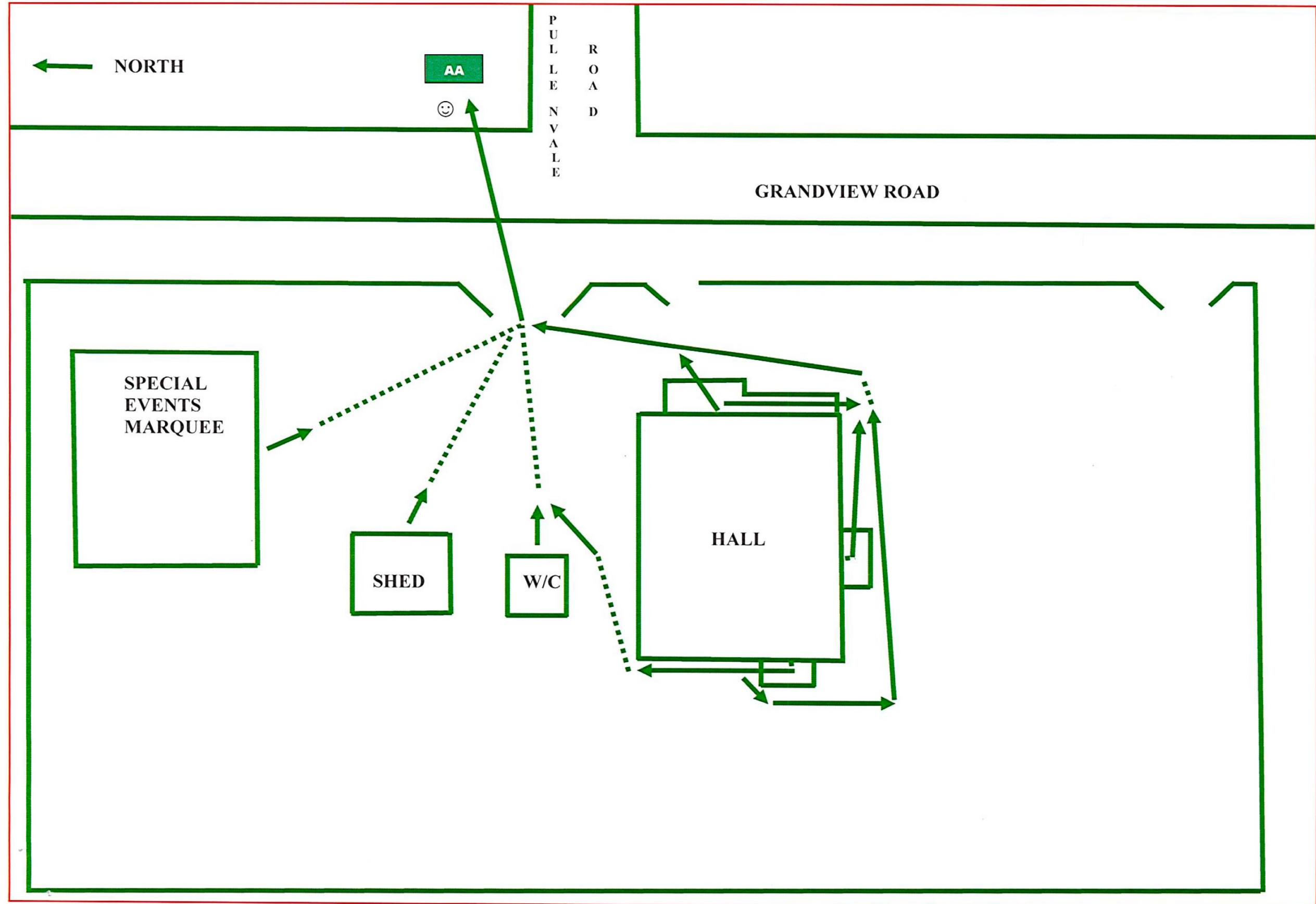
In an emergency dial 000

| | |
|----------------|--|
| EXIT | |
| ASSEMBLY AREA | |
| PATH OF EXIT | |
| ALTERNATE PATH | |
| EXTINGUISHER | |
| FIRE BLANKET | |



Emergency Procedures

Conditions of Hire



Pullenvale Progress Association

Health & Safety

Conditions of Hire



- It is the responsibility of the Hirer to arrange Public Risk / Third Party Liability Insurance Cover Policy for \$10 million.
- It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate in keeping the premises, including the grounds, safe and fit for purpose.
- Hirers are responsible for the management of their own contractors' health & safety obligations e.g. for wedding organisers, caterers, decorators, bands etc. (For example, if a person hires the hall for a wedding, they are responsible for choosing contractors who will follow correct health & safety practice and comply with regulations.)
- Should anyone using the Hall and / or Grounds come across a fault, damage or other situation which might cause injury and which cannot be swiftly rectified they should inform the PPA as soon as possible so that the problem can be dealt with.
- Where Hall equipment is damaged that damage should be reported to the PPA as soon as possible.
- Camping of any kind in or around the Hall including adjacent land or car parks is strictly prohibited.
- All children (0-11 years old) and young people (12-17 years old) attending the facility are the responsibility of the Hirer / parent(s) / guardian(s) and/or appointed carers and must be supervised for the duration of the booking.
- At no time shall a Hirer block access to the Hall, the footpath adjacent to the Hall or roads directly outside the Hall.
- All activities involving food handling and/or preparation must comply with the Food Act 2006.
- Smoking is not permitted inside the Hall building, in the toilets, in the Hall entrance at any time.
- The Hirer is responsible for ensuring that any pets brought to the Hall are on a leash and under the control of their owner.
- No storage of dangerous or hazardous goods are allowed at any time.
- No substance is to be placed on any floor that may alter the surface.
- Furniture and equipment must be carried and not dragged.
- Chewing gum is not permitted in any part of the Hall.
- Any broken glass must be properly collected and removed.
- Confetti may only be used if the biodegradable type but must be removed by the Hirer following the event.
- Vehicles are not to be driven onto the grounds after periods of heavy rain.
- Fire pits and / or any open flame is not permitted within the grounds.

Pullenvale Progress Association

Noise Restrictions

Conditions of Hire



General Restrictions (SHOW THESE TO YOUR EVENT PLANNER / BAND)

The Hirer must at all times manage noise at the Hall such that the restrictions below are not exceeded.

In addition, the Hirer must at all times be considerate and respectful to Hall neighbours and the local community and minimise the noise emitted during their hire.

Table 1 shows typical source levels for different types of entertainment.

Table 2 shows the noise restrictions that the Hirer must comply with at all times.

For events inside the Hall, the maximum allowable noise measured at 3m from the source is:

- 7am to 10pm – 115 dBc
- 10pm to Midnight – 86 dBc
- Midnight to 7am - no audible noise

Doors and windows on the south (caravan) side of the hall must be closed during events inside the Hall.

Note: If nothing is done to attenuate noise from patrons, a crowd size larger than 40 people is likely to exceed the emission limit between 10:00pm and midnight.

The Hirer must ensure that all attendees have left the Hall by no later than 11 PM on the day of the event.

Irrespective of the tabled noise restrictions it is a condition of hire that all amplified music ceases no later than 10pm.

| Form of Entertainment | Source Level (dBC @ 3m) |
|--|-------------------------|
| Small rock band | 105 – 120 |
| DJ/karaoke | 95 – 115 |
| Other small band | 95 – 110 |
| Soloist or duo with pre-recorded backing | 90 – 105 |
| Video disc | 80 – 95 |
| Other piped music | 70 – 80 |

Table 1 – Noise generated by typical forms of entertainment

| Period | Criteria | Rating Background Level | Emission Limit | |
|---------------------|--|-------------------------|----------------|-----------|
| | | | Measured | Component |
| 7:00am to 10:00pm | 70dBA | N/A | 70dBA | 70dBA |
| 10:00pm to midnight | Lesser of: <ul style="list-style-type: none"> • 50dBA; or • BG + 10dBA | 31 | 41dBA | 41dBA |

Table 2 – Applicable Noise Restrictions

Pullenvale Progress Association

Noise Restrictions

Conditions of Hire



Outdoor Events (SHOW THESE TO YOUR EVENT PLANNER / BAND)

Outdoor events with any form of amplified music may only be held on the northern side of the Hall.

Comparing the source levels in Table 3 against the typical source levels for different forms of entertainment presented in Table 1, irrespective of the speaker orientation option:

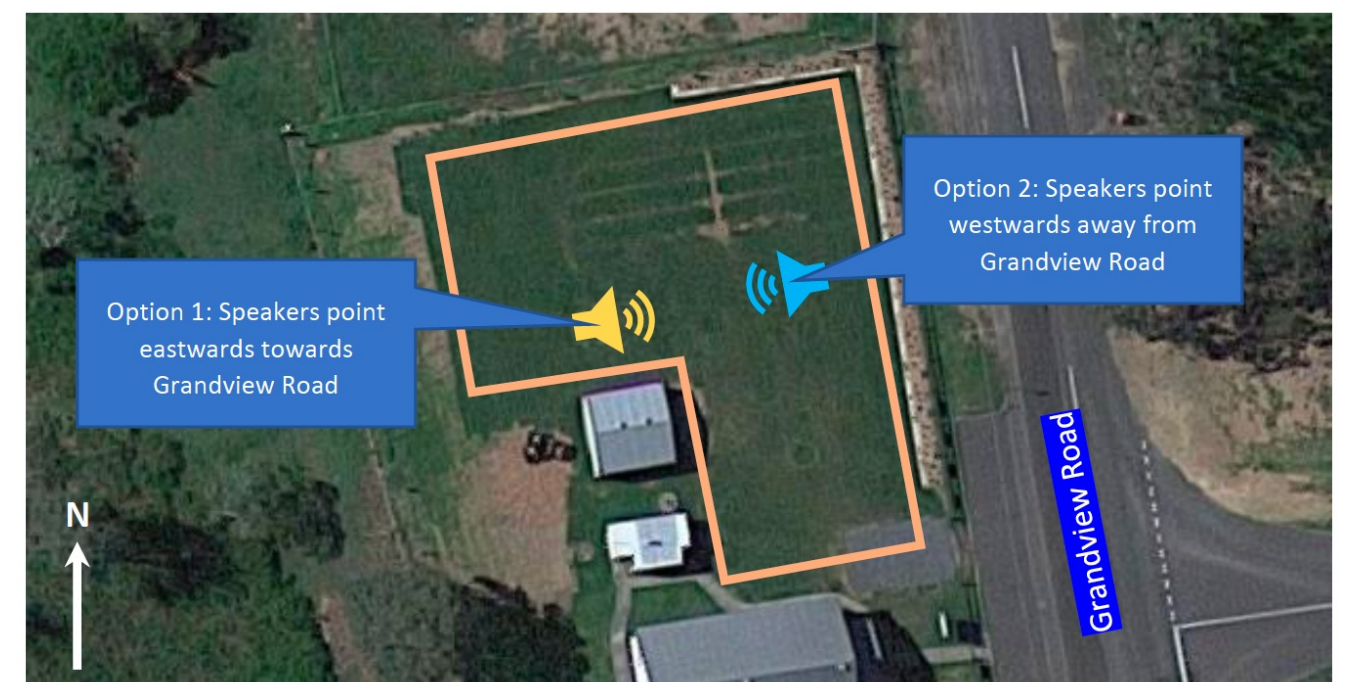
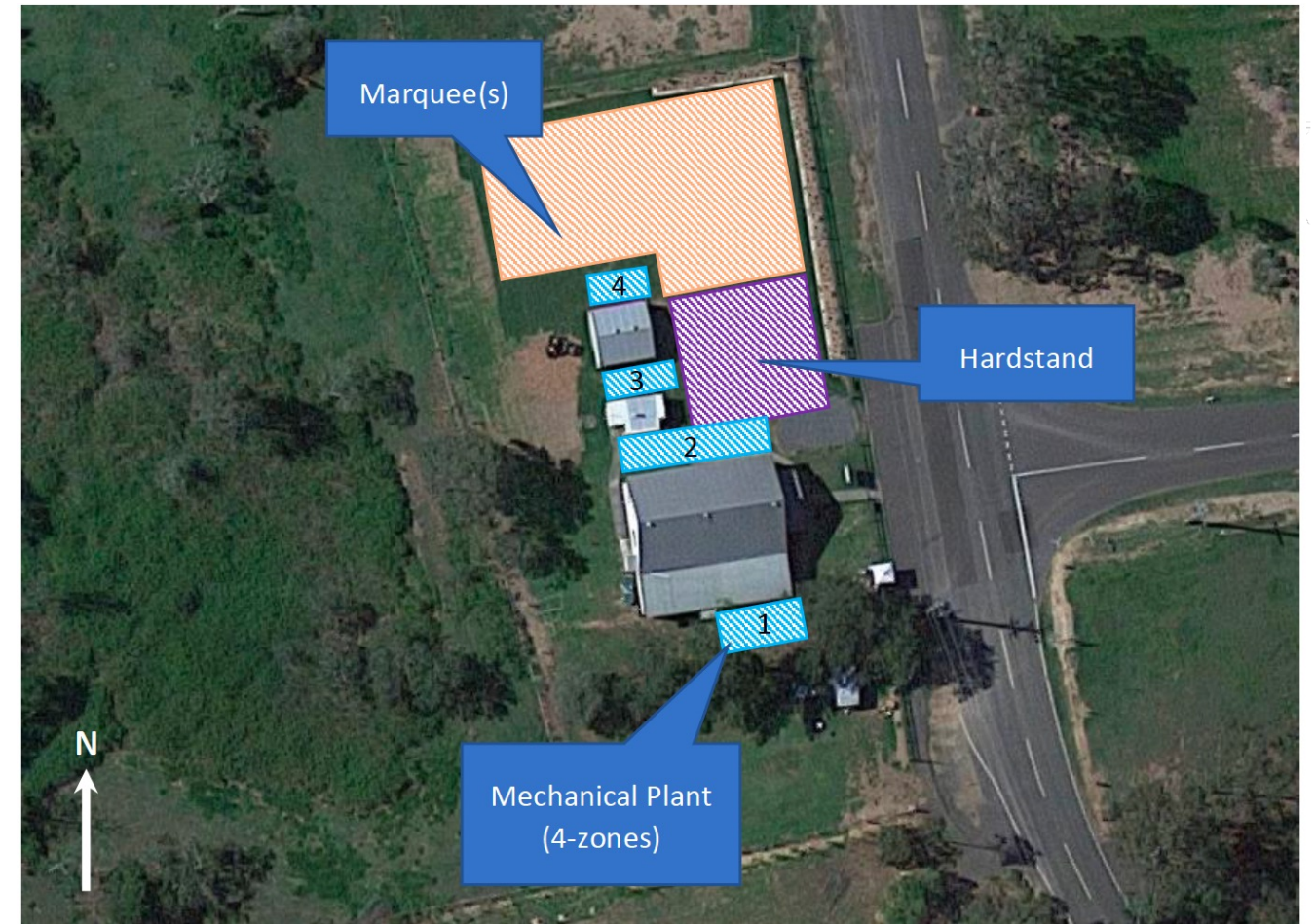
- From 7:00am to 10:00pm forms of entertainment up to and including a soloist or duo are most appropriate;
- From 10:00pm to midnight only low-level piped music would be able to be played.

| Option | Allowable Source Level (dBC @ 3m from Speaker) | |
|--|--|---------------------|
| | 7:00am to 10:00pm | 10:00pm to Midnight |
| 1: Speakers pointing east towards Grandview Road | 107 | 78 |
| 2: Speakers pointing west away from Grandview Road | 101 | 72 |

Table 3 – Noise Limits for Outdoor Events

| Zone | Source | Allowable L _w (dBA) | |
|-----------|------------|--------------------------------|-------------------|
| | | 7:00am to 10:00pm | 10:00pm to 7:00am |
| Z1 | Cool Room | 74 | 71 |
| Z2 | Cool Room | 84 | 81 |
| Z3 | Cool Room | 85 | 82 |
| Z4 | Cool Room | 83 | 80 |
| Hardstand | Food Truck | 75 | 72 |

Table 4 – Noise Limits at source for plant (e.g. food trucks, mobile cool rooms)



Pullenvale Progress Association Audio / Visual System Conditions of Hire



Audio:

- Turn on AV rack – Using the main wall power - Then turn on audio amplifier at the bottom of the rack.
- Connect phone to bluetooth using the “pair” button on mixer - Turn up “bluetooth” level and Master “volume” level to get music through speakers

Mic:

- Turn on handheld mic and receiver in rack (they both need to be on the same group and frequency) Set to A3. RF Meter should be full with 5 bars
- While speaking in to the mic, turn up “mic’ Level on mixer until required volume is achieved.

Do not store the microphone with the batteries inside!

Video:

- Turn on projector with remote - Connect Laptop to HDMI point on outside of the rack.
- The switcher should automatically detect the new video signal. If it doesn't you can use the “input” button to change this manually.

Powering down:

- Turn off amp and projector - then turn power off at the wall to the rack.
- Leave all remotes in the AV cabinet



MIXER



AMPLIFIER



MICROPHONE and RECEIVER



VIDEO SWITCHER

