



## BV&E Dudley House

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### Client Checklist

#### Description

A Guideline to provide a consistent approach to safety of persons, security of our venues and standards for using Dudley House ground floor gallery spaces without BV&E rostered staff. Any client requiring access to Dudley House without BV&E staff present are required to complete the site induction and review this checklist with a staff member. Upon completion of the Induction, the key (44.1) may be collected from the box office with a \$20 deposit.

#### On Arrival

- Enter via Back Gate
- Unlock and check toilets
- Unlock back door
- Turn on lights by door
- Go to kitchenette and turn light on
- Turn on air conditioning and light in corridor
- Proceed through to Gallery Space 2 and turn lights on
- Turn on lights for Gallery Space 1 by front door
- Unlock front door
- Check venue cleanliness and safety
- Please Note: wall heaters are not functional

#### On Departure

- Ensure kitchenette is clean and tidy
- Ensure gallery spaces are clean and tidy
- Place any rubbish in the bin provided
- Turn off air conditioning
- Turn off lights
- Lock the front View St. doors from the inside with key and slide locks
- Ensure you have the keys with you
- Exit the building using the rear door and pull the door shut behind you
- Check and lock outside toilets and turn lights off
- Check stable padlocks
- Lock back gate
- On last hiring session drop the keys in the letter box in the double green doors located at the end of the Capital Theatre portico
- Arrange collection of key deposit on next business day

#### Contact:

- In the unlikely event of an incident or any difficulties with the lock up process please contact the City of Greater Bendigo After Hours assistance on 03 5434 6000