

BV&E The Engine Room

User Checklist

Description

A checklist to provide a consistent approach to safety of persons, security of our venues and standards for use of The Engine Room when the venue is not supervised by a BV&E staff member. Venue users are required to complete the [site induction](#) including a review of this checklist. Upon completion of the induction, a FOB and keys (48.4 and 47.1) set may be collected from the box office with a \$60 deposit.

On Arrival

- Enter via Front Door using FOB
- Turn on foyer lights inside front door, and toilet area
- Unlock door through to Studio
- Turn on Studio lights, (and air conditioning), switches are located adjacent to Control Room door
- Turn on other back of house lighting as required
- The large double loading dock doors can be opened using latch from inside. An access ramp is available if required (2 person lift)
- Open courtyard gate from inside
- Ensure the compound gate at the rear of The Capital is unlocked (this is your emergency egress)

On Departure

- Sweep the stage and mop
- Place any rubbish in the bins provided
- Lock compound gate if there are no other events happening in the precinct
- Close courtyard gate from the inside
- Check back of house areas for cleanliness and turn off lights
- Turn off lights and air conditioning in Studio (leaving ghost light on)
- Exit the studio area and lock the double doors behind you
- Check toilets and turn off lights
- Turn off entry lights including the external front door light
- Ensure you have the FOB and keys with you
- Exit the building using the front door and pull the door shut behind you
- FOB and keys can be returned to The Capital Box Office or, for outside of business hours, deposited in the letter box located in the Capital Theatre portico (deposit can be collected 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 1300 002 642.
- In an Emergency please call – Triple-Zero 000.