

## BV&E The Engine Room

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### Hirer 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 without BV&E rostered staff. Any client requiring access to The Engine Room 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, 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 lights by front door, and toilets under the stairs
- Unlock double doors to Stage
- Turn on lights located outside Control Room
- Turn on Air Conditioning
- Turn on back stage lights down corridor
- Open dock doors using latch from stage and install ramp if required (2 person)
- Open loading dock gate from inside
- Ensure compound gate is unlocked (this is your emergency egress)

#### On Departure

- Sweep the stage and mop
- Place any rubbish in the bin provided
- Lock compound gate if no activity in the rear compound
- Close loading dock gate from the inside
- Check green room, toilets and corridor for cleanliness
- Turn off lights (leaving ghost light on)
- Turn off the air conditioning
- Exit the stage area and close the double doors behind you
- Check toilets and turn off lights
- Turn off the lights including the front door light using switches located next to front door
- Ensure you have the building FOB and keys with you
- Exit the building using the front door and pull the door shut behind you
- On last hiring session drop the FOB and keys in the letter box by 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.