

Marino Community Hall

Venue Hire Info Pack (Security & Access)



Security & Emergency Information

Please familiarise yourself and your guests with the following before your event:

Emergency Contacts	Contact Number
Police / Fire / Ambulance	000
Police Assistance	131 444
A/H Council Emergency	8375 6666
Poison Info Centre	13 11 26
Building Access Issues	0417 804 307

- Emergency exits and evacuation assembly point
- First aid kit location
- AED (Defibrillator) location

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Arrival & Building Access

Entry Point: Lower-level car park via Bakewell Crescent

Disarming the Alarm:

- Swipe access card once between the red and green buttons at the front security reader.
- Red light turns green – doors open automatically.
- If the doors close before entry, swipe again.



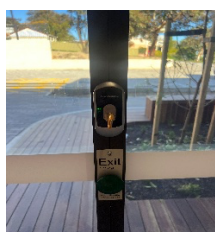
Key Collection:

- Lockbox is located to the right (east side) of the building.
- **PIN Code:** Use the pin code you were given at the hiring handover



Door Operation:

- Use the key to set door mode: **Auto, Open, or Lock**
- If you are the only user of the facility, keep doors locked once your guests have arrived
- Make your way to your hired room and swipe the card on the security reader by the door to open.
- If required, use the doorstops provided to hold door open.



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Important to Share with Guests

- Location of toilets
- Evacuation plan and assembly point

Cleaning

At the completion of your booking you must ensure that:

- The space you hired is **clean and tidy** and that any spillages are mopped up with hot water and detergent.
 - Cleaning supplies are in the toilet hallway
 - If you have a cordless vacuum cleaner it might be useful to bring it.
- Any equipment you have used such as **tables and chairs are stored** in the same location and condition they were when you arrived.
- The **projector is turned off** - if you used it.
- **Take away any rubbish** from your event. We have only limited capacity.

Failure to do any of the above will result in an additional charge to your card of \$300.

Any physical damage to the building and equipment will result in a further charge of \$1,000.

Exiting The Building

- Confirm all guests have left (including toilets)
- **If others are still in the building (e.g. café or hirer or another room): Do NOT arm the building**
- Secure all external doors
- Green lights will appear above external doors in the **main hall (west) and activity room** indicating they are secured



- Ensure doors are set to lock

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- Exit using Press to Exit buttons by front doors



Arm the building:

- Swipe access card twice
- Ensure doors fully close
- Remain at doors until red light appears on the top left of the security access panel (intruder alarm zone)
- Return the access card in the Dropbox located next to the security access panel.



We hope you enjoyed your time at Marino Community Hall.

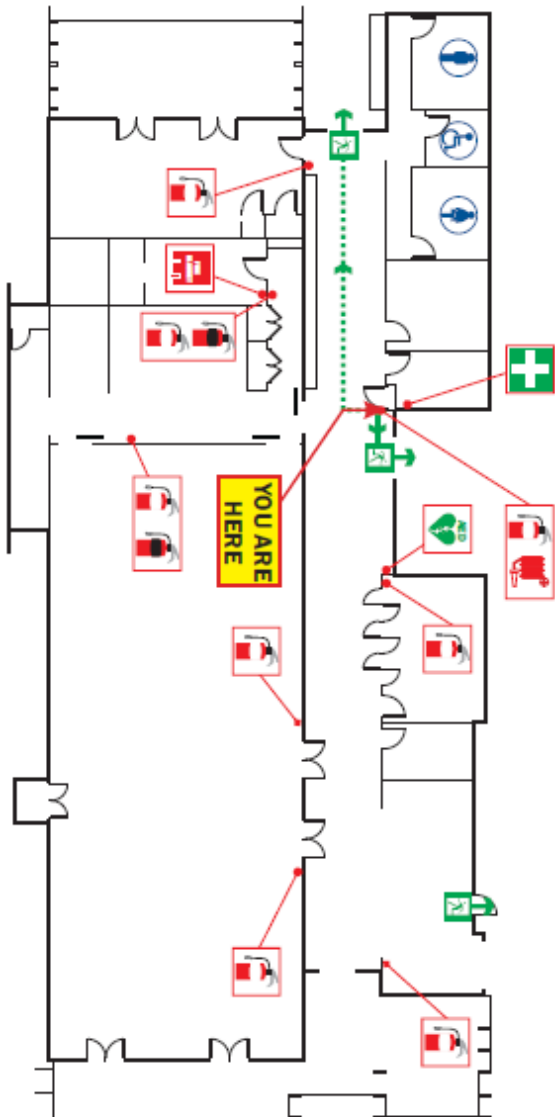
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EVACUATION DIAGRAM

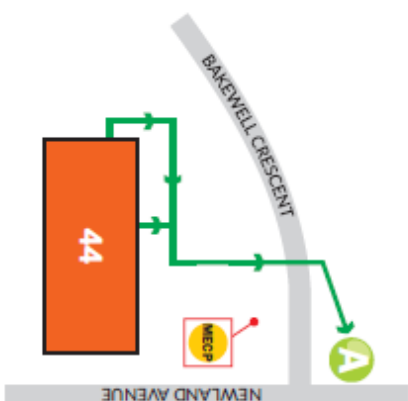
Issue Date:
24 June 2025
(Valid for a period of 5 years)

GROUND FLOOR
MARINO COMMUNITY HALL - 44 NEWLAND AVENUE, MARINO, SA 5049

BAKEWELL CRESCENT



ASSEMBLY AREA



RESPONSE TO AN EMERGENCY

R REMOVE If safe to do so, remove or rescue any persons in immediate danger.

A ALERT Notify appropriate personnel or contacting authority. This usually involves calling the Emergency Number and operating the nearest fire alarm.

C CONTAIN/CONTROLL Close doors, and if safe to do so, deal with the threat.

E EVACUATE/EXTINGUISH Remove all other persons from danger. Evacuate to the Assembly Area and remain there until advised otherwise by the Chief Warden.

Firefight First 3 Minutes

- CARBON DIOXIDE FIRE EXTINGUISHER
- DRY CHEMICAL FIRE EXTINGUISHER
- FIRE HOSE REEL
- FIRE BLANKET
- MECP
- MASTERS/EMERGENCY COMMUNICATION POINT
- FIRST AID KIT
- AED
- AUTOMATED EXTERNAL DEFIBRILLATOR
- EMERGENCY EXIT
- EXIT ROUTE
- ALTERNATIVE EXIT ROUTE
- ASSEMBLY AREA

1300 221 120 first5minutes.com.au

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