

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	0495 012 191

- 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.



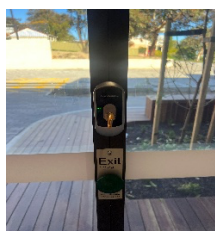
Key Collection:

- 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.

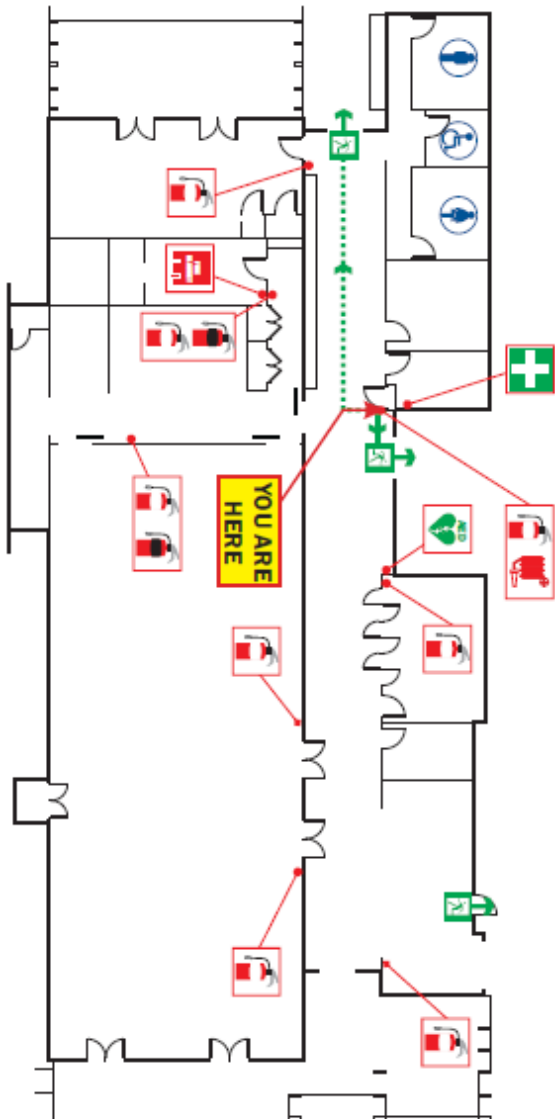
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EVACUATION DIAGRAM

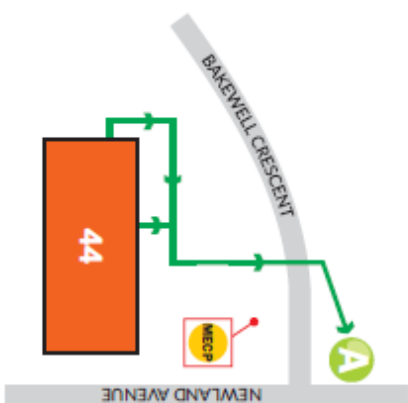
Issue Date:
24 June 2025
(Valid for a period of 5 years)

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.

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

first5
MINUTES