

PLAYFORD CIVIC CENTRE

INDUCTION FORM

(SECTION 202 OF THE LOCAL GOVERNMENT ACT 1999)



YOUR DETAILS ("You/Your")	
Your name / organisation	
Company name (if applicable)	
Title of event	
Booking date/s	
Room/s hired	

As the Hirer, you have a duty of care under the Work Health and Safety Act 2012 for the safety of people involved and working on Your event and its audience. You will ensure that the Playford Civic Centre and associated rooms safety information and procedures are followed and that this information will be forwarded to all other people associated with Your event.

RESPONSIBILITY	✓
PRE HIRE	
Provide a copy of your COVID Safe Plan	
Have read and understood the requirements in hiring the Playford Civic Centre and/or Shedley Theatre based on your COVID Safe Plan	
Site visit conducted	
Seating plan approved by Management	
Public Liability Insurance Certificate has been provided (if applicable)	
Any other necessary licenses, exemptions, permits, consents etc. provided (if applicable)	
VENUE HIRE AND SAFETY	
Familiarity with Playford Civic Centre and/or Shedley Theatre (last visit: _____)	
Evacuation procedure	
Emergency and Fire Exit points and Evacuation Assembly Points (map to be provided)	
Ensure fire exits are clear and unobstructed	
Maintaining emergency walkways – keeping aisles, stairs and walkways clear and unobstructed	
Location of first aid kits and fire extinguishers	
Slip and trip hazard safety – securing cable and low objects	
Fly Gallery usage – ensure responsible people are available for training (if applicable)	
Use of materials and prohibitions such as glitter and/or confetti cannons, any small loose propelled particles and naked flames etc. during the Hire Period	

All equipment brought onsite is electrically tagged and tested, and Safe Operation procedures and/or Instruction Manuals are available for each piece of equipment	
Painting of sets and/props and other equipment on site is prohibited	
Incident reporting – all incidents (near miss and/or accidents) reported to staff immediately	
Total capacity – Theatre Auditorium, stage of each/all Green Rooms and Dressing Rooms	
POST HIRE	
All equipment, costumes, props etc. must be removed, unless alternative arrangements made with Council	
Stage must be swept/mopped (if required)	
Final walkthrough with Civic Centre staff to be completed	
Heating/Cooling in Dressing Rooms to be turned off after use	
All furniture/equipment to be returned to standard or previous locations	
Location of rubbish bins, which are to be emptied at the conclusion of Hire Period	
BUILDING SECURITY	
Contact information for Security arrangements (if applicable)	
Confirm access time/s – the venue will be inaccessible outside arranged time/s	
Allowance of adequate time for all required breaks, rehearsals, bump-out, reset and cleaning	
Valuables not to be left unsupervised – Council is not responsible for lost, stolen or damaged personal and/or external equipment and belongings	
TECHNICAL	
Provision of Your own technical operations must be fully qualified and to be verified by Council	
Displaying of audience warning signs if the event includes any of the following: <ol style="list-style-type: none"> strobe lighting and/or any rapid flashing lights loud bangs and/or sudden noises scenes of a strong and/or graphic nature excessive swearing and/or confronting language nudity smoke, haze and/or fog 	

AGREEMENT	
I have read and understood the Conditions of Hire Contract for the Playford Civic Centre and its associated rooms provided by the City of Playford. I will ensure that all procedures outlined in this document will be followed.	
Hirer signature	
Name	
Date	
Staff signature	
Staff name	
Date	