The Drill Hall

House Rules

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INTRODUCTION

Critical Path is a not for profit corporation generating strategic programs designed to invigorate the independent dance sector in NSW by delivering sustainable professional development and creative resources to contemporary choreographers.

The Drill Hall is the venue used by Critical Path to deliver its programs. The Drill Hall, currently owned and operated by Woollahra Municipal Council, is a former navy Drill Hall approximately 18 x 11 meters and is fitted with a semi sprung dance floor with tarkett covering. The Drill Hall also has adjoining toilet facilities, common room with kitchen and a green room.

Critical Path has a full time residency in The Drill Hall annually and is responsible for all aspects of delivering its programs within the venue. Participants in Critical Path programs and events at The Drill Hall are required to abide by the House Rules as outlined in this document.

ACCESS

The Drill is available for use during the following times:
9.00am to 9.00pm on any day of the week during each residency.
All usage needs to be confirmed with Critical Path management and usage after 6.00pm has to be specially negotiated.

KEYS

Critical Path will issue the Responsible Person with one set of keys for the Drill Hall for the duration of each Projects residency. This set of keys allows access to the Drill's downstairs areas only, including the Storage Room. The Responsible Person will be required to sign Critical Path's Keys Register when picking up and returning the keys as well as undertaking a short induction to the Drill Hall and its facilities and obligations. Critical Path reserves the right to pass on any charges related to the replacement of lost keys.

EVENTS

The User is responsible to ensure that the activities conducted within The Drill Hall are safe for all participants.

USE OF THE FACILITY

The user is to ensure that disorderly or unlawful behaviour is not undertaken in connection with the use of The Drill Hall.
The User is to ensure that all non emergency exit doors into the venue are locked or supervised during use so unapproved visitors cannot gain access to The Drill Hall. Failure to lock or supervise doors by the user will be regarded as a breach of your contractual agreement giving Critical Path the option to cancel all current and future use of the venue.
No items (including signage or equipment) are to be secured or fixed to any surface in The Drill Hall.

The user is responsible for the behaviour of those in attendance during its residency period.
Critical Path reserves the right to ban and/or have a person/group removed from the premises where that person/group has, or is likely, to cause injury/damage to other persons or property.
All functions are to cease and participants to leave The Drill Hall in accordance with the access times listed above.

HIRE PERIOD
The user may only enter The Drill Hall during the specified dates of their residency and in accordance with the access times listed above.

CARE OF PREMISES
The Drill Hall premises and facilities must be left in a clean and tidy condition. All areas are to be left as they were found.
All rubbish is to be placed in the waste bins provided on the premises.

- **CARE OF TARKETT FLOORING**

No stiletto shoes are to be permitted on the tarkett floor area.
No use of gaffa, clear or masking tape – lightweight electric or Duct Tape/Tarkett tape only
No drinks to be allowed on the tarkett floor area.
Floor padding must be placed under furniture or props.

PARKING
No parking is available on The Drill Hall site. Limited and restricted parking is available on New Beach Road. Critical Path takes no responsibility for private vehicles parked near The Drill. Please do not leave valuables or any items visible inside vehicles.

MUSIC & NOISE
Noise from music or sound equipment shall not exceed 5dB above the background noise during the day (7.00am-6.00pm) and no more than the background noise level in each octave between 63Hz and 8 Khz during the evening and night time (6.00-11.00pm) and during all weekend days and nights when assessed at the most affected residential boundary.
The user must inform Critical Path of any intended sound equipment use during its residency in the venue.
Critical Path reserves the right to pass on any charges from Woollahra Council if its security guards are called out to The Drill Hall for any reason that directly relates to a user's residency at The Drill Hall.

SMOKING
The Drill Hall has a non-smoking policy. Smoking is not permitted anywhere inside the premises. However, smoking is allowed outside the building and in the park. Please dispose of butts in bins provided.

LICENSING
Alcohol can be consumed but not sold on the premises. The user must ensure that: No person under the age of 18 years shall be served with alcoholic liquor or allowed to consume alcoholic liquor on the premises or in the park.
The user of the premises shall be responsible for the good conduct of those attending a function during its residency in The Drill Hall.

DAMAGES & REPAIRS
The user may be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/or additional cleaning that arise as a result of negligence or wilful damage by the user.

INSURANCE
Critical Path Insurance arrangements are set out in its Safety Management System. Persons and organisations undertaking activities in the Drill Hall are responsible for their own insurance arrangements subject to any contracted insurance cover agreed between Critical Path and the User.

PROPERTY
Critical Path shall not be responsible for any loss or damage to any property belonging either to the user or any person in the facility at the invitation of the user.

SAFETY
No items shall be placed in front of, or obstruct, access to the fire exits.
No naked flames of any kind, including candles, are to be used at the venue.

CHILDREN
Children on the premises are to be supervised at all times by a responsible adult. Users must ensure that children are not placed at risk upon entering or leaving The Drill Hall.

ANIMALS
No pets or animals are allowed on the premises; guide dogs are exempt.

EQUIPMENT
The User is responsible for any set up requirements of facilities for functions.
The Drill Hall must be left as it was found with all furniture.
The User should report any broken or damaged equipment, fittings or furniture.

WALLS/ ALTERATIONS & PAINTINGS
The User shall not affix nails, screws, bills, decorations, bunting or draping which in any way defaces the building premises.

Council must grant written permission for any alteration to be made to fixtures, walls, ceilings or floors.

UNCOLLECTED GOODS

All items of property owned by the User must be removed from The Drill Hall on or before the residency period is concluded, unless special arrangements have been made.

Any goods left on the premises after the residency period may be removed and disposed of at the discretion of Critical Path, without compensation to the owner or person responsible.

PROHIBITED GOODS

The User is not permitted to take into, or use, the following substances with the Drill and grounds:

- Any type of firework or flammable substance.
- Any chemical substance deemed toxic or dangerous.
- Candles or naked flames of any kind.

RESPONSIBLE PERSON

As there is no permanent presence of Critical Path management or staff at the Drill Hall a responsible person will be nominated for each activity at The Drill Hall.

The nominated person will be responsible for the health and safety of all persons while in the venue and will co-ordinate the evacuation of the building during an emergency.

The responsible person must be nominated prior to the residency beginning and be approved by Critical Path management.

CLEANING & WASTE

Woollahra Council is responsible for the regular collection of waste and garbage from the Drill Hall.

Woollahra Council is also responsible for the regular cleaning of the internal toilets and kitchen.

Please ensure that the premises are kept clean and tidy and place all rubbish in the bins provided.

SECURITY

The nominated responsible person is responsible to ensure the security and safety of all the Project participants in the Drill Hall.

All the exterior doors must remain shut and locked from the outside to prevent unauthorised person(s) entering the premises.

A Security Alarm System is fitted to the Drill Hall and is monitored off-site. The Security System must be armed by 9.00pm each day (after first checking that all areas of the building are vacated – being upstairs and downstairs). Operation instructions are affixed to the wall adjacent to the each of the Alarm Panels.

FIRE PROTECTION

The Venue is fitted with thermal and smoke/particle detectors on both levels of the building. These detectors are connected to a monitored alarm system which triggers automatically if the detectors are activated by smoke, fire or extreme heat and/or smoke like conditions (eg excessive dirt/dust) anywhere within the Venue.

The use of cigarettes, fogs, smoke like substances (eg dry ice), naked flames and other dust or heat producing substances and/or effects on stage is strictly prohibited.

In the event a fire alarm is activated, a Fire Brigade will automatically be dispatched to the Venue (even if it is a false alarm). Under no circumstances is the Fire Indicator Panel (F.I.P.) to be operated or the alarm cancelled by anyone other than the Fire Department. If the alarm has been triggered accidentally, there is no way to call off the Fire Brigade or cancel the alarm and the F.I.P. must not be interfered with. If the fire alarm has been triggered accidentally by the user, the user may be billed for the attendance of the Fire Brigade.

The nominated responsible person will be responsible for evacuating the venue in the case of an emergency in accordance with The Drill Hall Work Health & Safety Management System.

WORK HEALTH & SAFETY

All persons within The Drill Hall, including Critical Path staff and all users are expected to become familiar with and adhere to the provisions set out in the Critical Path Safety Management System.

All users will receive a Work Health & Safety induction for the Drill Hall. Once inducted, the nominated responsible person will be responsible for ensuring all persons working on the activity are familiar with Critical Path Work Safety requirements.

The responsible person must perform a Work Health & Safety Risk Assessment of their activity and submit that assessment to Critical Path prior to commencement of the activity. The responsible person must ensure all assessed risks are minimised or eliminated following the assessment.

A copy of Critical Path Safety Management System shall be provided to the User prior to commencement of the activity.

INCIDENTS & HAZARDS

Any hazards associated with the activity and/or incidents that occur during the contracted period should be reported to Critical Path immediately using the appropriate forms and procedures outlined in the Safety Management System.

Users must have a *Material Safety Data Sheet* (MSDS) on site for all hazardous substances brought to the venue. These can be obtained from the manufacturer of the materials in question. The use and disposal of hazardous materials must always be undertaken in accordance with the MSDS and current environmental legislation. The MSDS must be stored on the premises at all times that the hazardous materials are on site. Critical Path keeps an MSDS file for all hazardous materials within the office. Users of The Drill should consult this file

before using any substances kept within the Venue.

NB: Users must provide a copy of the relevant MSDS to Critical Path with a completed hazard assessment form prior to the hazardous materials being brought into the Venue. A hazard assessment form can be obtained from the Critical Path office.

LICENCES AND APPROVALS

Users are responsible for obtaining all necessary licences, permits and approvals for all aspects and activities associated with the activity. The User must ensure that all equipment and vehicles are operated only by people holding the appropriate licences and permits.

FOOD AND DRINK

Food and drink are not permitted in the main rehearsal area (the Drill Hall) at any time. Food and drink are permitted in the kitchen, common room and green room.

STORAGE

There is very limited storage space in The Drill Hall. All equipment relating to the activity must be stored within the designated store room. At no time are items to be stored in a manner that will jeopardise the health and safety of persons within the Venue. Particular care must be taken to ensure emergency exits routes are kept clear at all times.

FIRST AID

The Drill Hall has a first aid kit stocked in accordance with Work Health & Safety legislation. The kit is located in the store room and is sufficiently stocked to deal with minor injuries. Do not attempt to administer medical treatment to a seriously injured person unless you have first consulted with emergency services or you have current medical qualifications.

It is the responsibility of the nominated responsible person to take control of a medical emergency and report such emergencies to Critical Path as soon as possible after an emergency.

Each and every accident or emergency sustained in the Venue needs to be recorded in the Critical Path Risk Register.

EMERGENCY CONTACTS AND NUMBERS

Agnès Michelet – Critical Path	Wk 9362 4023
Susan Murray – Woollahra Council	Wk 9391-7170
Police, Fire, Ambulance – Emergency	000

Please note: The Drill – House Rules may be updated, amended and added to by Critical Path at any time.
Approved by Critical Path Board: