

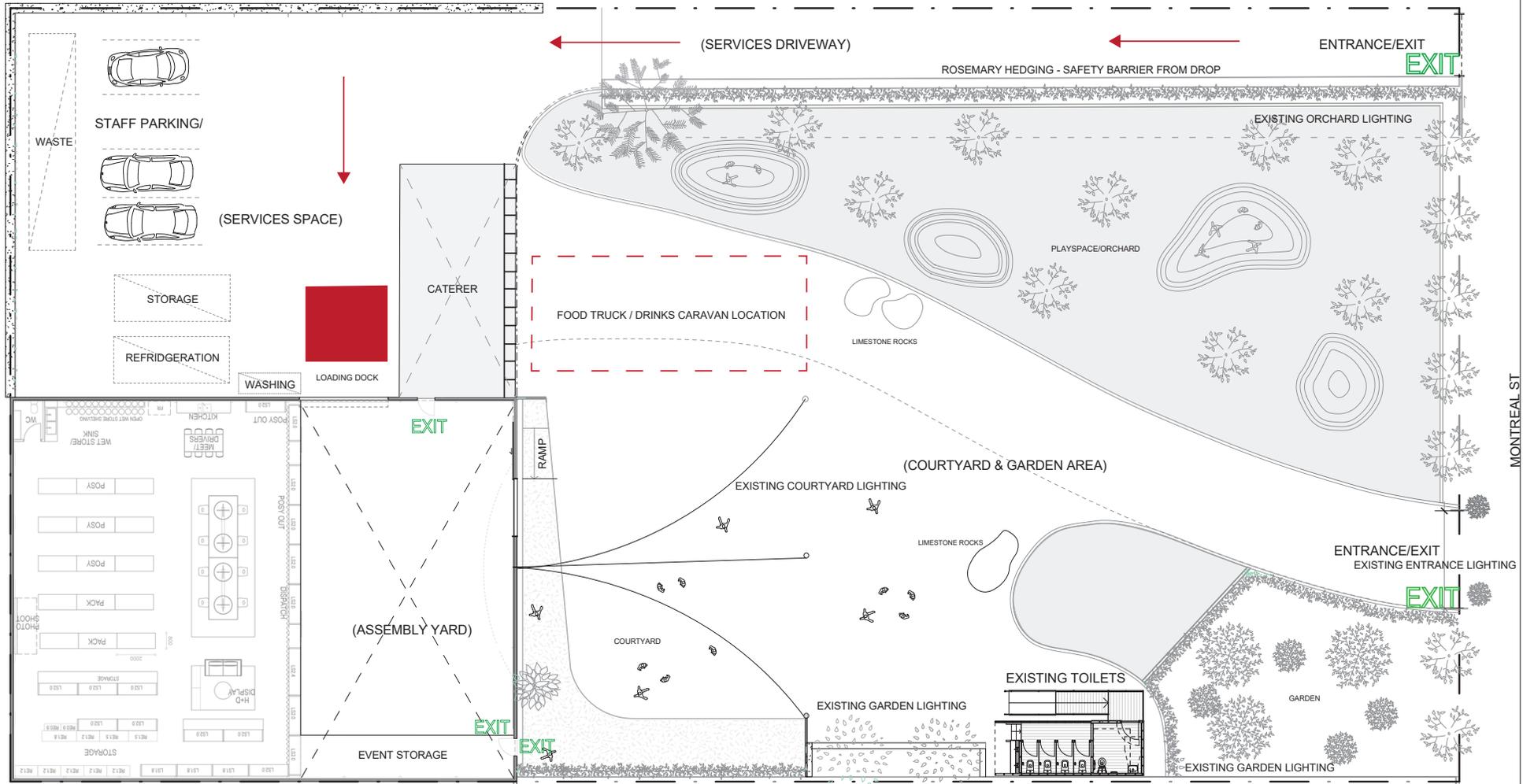
# ASSEMBLY YARD



Vendor Information

19780

26250

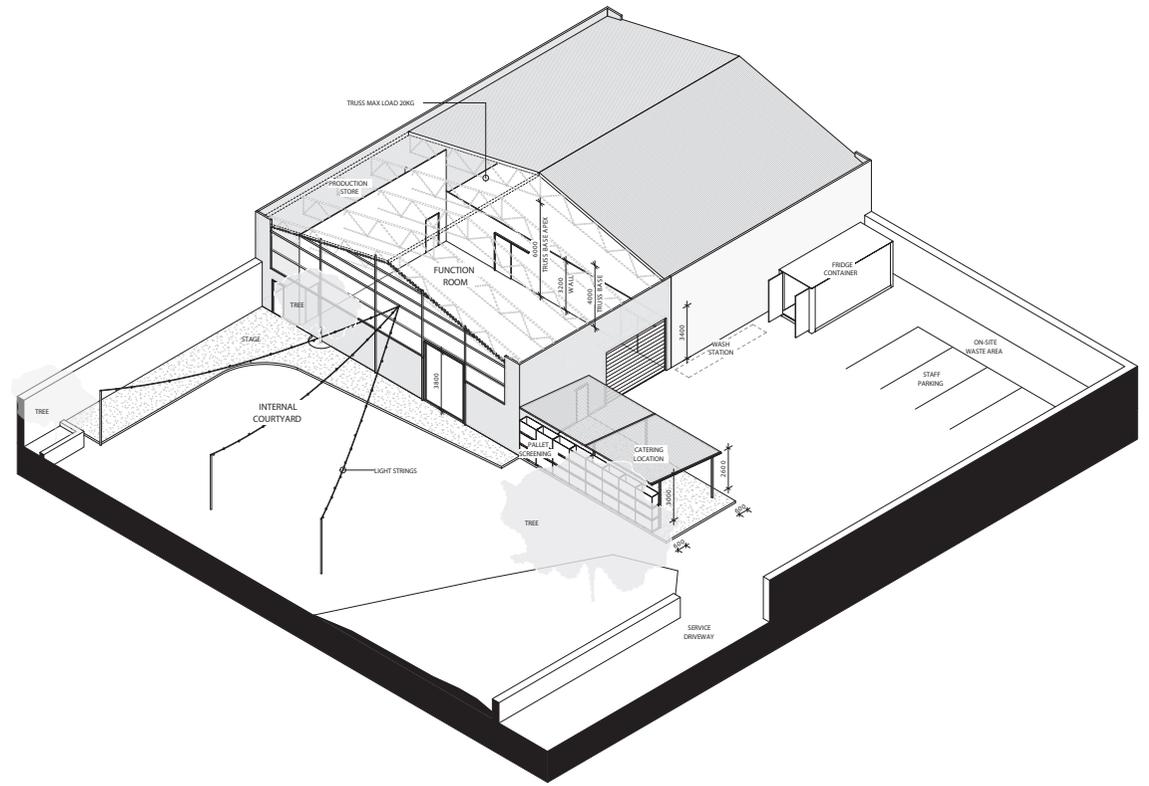
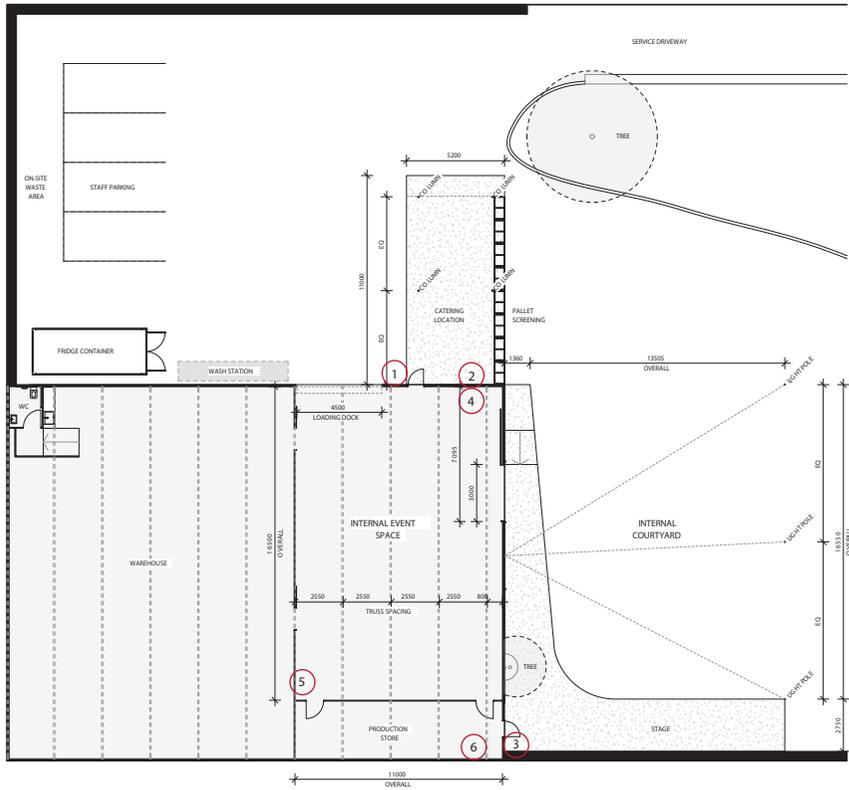


**SITE LEGEND**

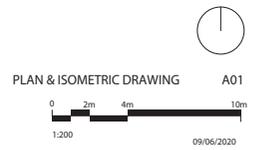
-  CRUSHED AGGREGATE SURFACE. AREA: 815m<sup>2</sup>
-  GRASS. AREA: 615m<sup>2</sup>
-  CURBING. LENGTH: 160m
-  CONCRETE - EXPOSED AGG. AREA: 74m<sup>2</sup>



MONTREAL ST



AY DIAGRAMS



PLAN & ISOMETRIC DRAWING A01

## Etiquette

We at Assembly Yard want all clients, their guests and vendors to have the best possible experience whilst at the venue. It's important to remember that we are an Exhibition and Reception Hall, and there are certain compliance standards that we must adhere to as imposed by the City of Fremantle. Above all else, as industry professionals we must ensure that we carry ourselves with respect and care for the venue (in regards to Occupational Health and Safety), each other and our clients and their guests. Any unsavoury behaviour won't be tolerated and we ask all vendors that frequent our venue to treat each other with respect and to ensure our guests are served in a professional manner at all times. Should any problems arise we have the power as a greater cooperative to solve them. Additionally, this includes managing guests' expectations as to how they should conduct themselves in an event environment.

## Packdown Checklist - Caterer & Bar

We understand that all F+B operators have their own standards when it comes to packing down and bumping out. We would ask that Caterers/Bar Teams ensure the following is within their scope and double checked before leaving the venue. 1) Using our Waste Disposal programme responsibly. 2) All cutlery, crockery and glassware to be cleaned in the appropriate wash station and packed away safely. 3) Protective material eg. Carpet/Cardboard is to be placed underneath any deep fryer and disposed of responsibly. 4) Any catering consumables eg. Bamboo plates/-forks/napkins/straws to be disposed of. 5) That the dining hall (AY Internal Space) is only to house tables and chairs at curfew as to not disrupt/delay the equipment vendors next morning. 6) That a nominated staff member from each vendor is to sign off when pack-down is complete with an AY Event Coordinator to ensure a clean and efficient bump-out.

**Failure to comply will result in clients loss of bond. Please enjoy our space and respect it. Thank you.**

## Bump in/out times

Please refer to clients handover. We host many different formats of events - the below bump in & bump out times are general to AY.

### Day Hire

9am in and 5pm out

### Half Day Hire

9am in and 1pm out/1pm in and 5pm out

### Friday Wedding

9am Thursday in and 8am Saturday out

### Saturday Wedding

9am Saturday in and 10am Sunday out

### Sunday Wedding

11am Sunday and out 5pm Monday

## Access

Please refer to site plan on page 2.

For unloading & loading, vendors can use the services entrance located to the north of the front gate which can be accessed from Montreal Street.

Under NO circumstances are vehicles to enter via the front gate (only food trucks & caravan bars are permitted and require an appointment).

## Parking

There are 8 staff car bays available in the services space. If these bays are full, there is free parking along Montreal Street.

## Power Outlets

Please refer to diagrams on page 3.

### External Power Options

1. x2 10amp GPO's (Catering Location)
2. x2 15amp GPO's (Catering Location)
3. x4 10amp GPO's (Courtyard Stage)

### Internal Power Options

4. x2 10amp (Internal North Wall)
5. x2 10amp (Internal West Wall)
6. x2 32 amp 3phase (Production Store)

Power cords are NOT to be trip hazards.

## Waste Disposal

For your convenience, we provide waste disposal on-site. The bins are located at the west end of the services driveway and include bins for: Green Waste, Co-Mingled Recycling, Paper/-Cardboard and General Waste.

We appreciate your compliance with ensuring that all waste is disposed safely & securely. NB: If bins are full, vendors are required to take away any waste that can't be responsibly disposed of on site. No food or rubbish to be left out overnight.

## Water

An outdoor sink is located next to the fridge & storage areas, which include access to hot & cold water. Please ensure this area is maintained and kept hygienic and that this station is the only wash station used by vendors within the venue.

## Fire Safety

Assembly Yard has 2 x Fire Extinguishers; Water and Powder (located to the RHS of the roller door). If in the case of an emergency, the EXIT doors are located in the SE corner and the N, right next to the roller door. These doors must be kept free from obstruction at all times. There is also the barn door that can also be used as an additional EXIT, if open, however in the case of an emergency follow the Fire Exit Signs to exit the building and then to exit the property. The muster point is the North corner of the front gate, on the grass, 60m away from the warehouse. Upon an emergency, the Fire Warden must call emergency services and ensure the safety of all guests within the venue and use the fire extinguisher if required. Assembly Yard also has a First Aid Kit, and if required, please ask to use it.

## CCTV & Alarm

We have a number of CCTV points located within the grounds. Our alarm system is managed, armed & disarmed by AY staff only.

## Smoking

Assembly Yard is strictly non-smoking. It is the responsibility of the hirer to supervise and provide sand buckets for the disposing of butts. Disposing of cigarette butts on premises outside of the designated areas by the hirer or any of the hirer's guests or vendors may result in the forfeiture of the hirer's bond in full.

## Storage

Clients & vendors have access to the production store room before and during the event. 4 shelves are available to use to the immediate right of the store room.

**Failure to comply will result in clients loss of bond. Please enjoy our space and respect it. Thank you.**

## Refrigeration

On-site refrigeration is available for client & vendor use. This is located next to the outdoor sink in the services space and is a white container fridge with lock. Please ensure that the fridge door remains closed at all times when not in use. Clients have access to 4 shelves to the left of the fridge.

## Ice & Waste Water

If you need to dispose of leftover ice or waste water, please do so on the grassed areas or drains located in the services driveway. Do NOT empty water on to the aggregate limestone.

## Noise/Live Musicians & DJ

At Assembly Yard we must ensure that we comply with the current requirements of the Environmental Noise Protection (Noise) Regulations as imposed by the City of Fremantle. What this means is that the sound emitted by DJ's and their speakers is contained within the venue. Sound checks are compulsory for every reception where Amplified Music is played at Assembly Yard, this will be completed by an Assembly Yard Event Coordinator and a nominated DJ for each event. Once the sound check is complete and decibel readings are confirmed to the DJ, this then becomes the maximum levels of volume that will be emitted for the night. Also, the centre of DJ Speakers must be no higher than 1m off the ground and must be angled in and down.

We read the decibels from a point within the courtyard (22m away from the stage): on Fridays and Saturdays sound cannot exceed 60dB until 10:50pm then cannot exceed 57dB until 11:50pm, and Sundays through Thursdays sound cannot exceed 60dB until 9:50pm then cannot exceed 57dB until 10:50pm.

Live musicians such as Saxophone, Trumpet and Accordion players must play without the assistance of amplification (plugged into speakers) and must comply with the sound regulations as imposed by the City of Fremantle.

## Grass & Olive Orchard

Always communicate to AY staff if pegs are to be driven into ground as reticulation system is close to the surface. Our sprinkler system is on an environmental timer system – to be safe we suggest moving all equipment and furniture off the grassed area to prevent any water damage. This equipment can be placed within our courtyard on the limestone on under the services shelter.

**Failure to comply will result in clients loss of bond. Please enjoy our space and respect it. Thank you.**