

RESPONSIBILITY GUIDELINES

Your organization is responsible for the overall conduct of your event and should nominate an Event Co-ordinator who will communicate with our Liaison Officer. Your event co-ordinator should be present for the entire time of your booking and he/she is to meet with the Liaison Officer at the start of the booking time to preview the event program and identify and train all four persons nominated to report to the Liaison Officer in the event on an emergency

Your organisation should provide a detailed running sheet for your event identifying any particular audio/visual and other equipment needed for each section of your program at least 7 days prior to your booking.

The Liaison Officer will (among their varied responsibilities to St Anne's):

1. Provide access to St Annes Ryde Anglican Centre (RAC) at the stated booking start time (including car park access)
2. Facilitate, but not carry out, practical arrangements with respect to use of building for your event including:
 - a. Set up of seating
 - b. Set up of tables etc for food
 - c. Access to sound, lighting, data projection equipment.
3. Facilitate, but not carry out, the set up of the sound system – in co-operation with your musicians and sound desk operator.
4. Supervise the setting up of sound equipment and advise your sound desk operator on the use of the sound system to achieve the aims and smooth running of your event.
5. Liaise with your event co-ordinator to ensure that nominated fire wardens (provided by your organization) are familiar with their roles in the event of an emergency evacuation.
6. Ensure that fire exits are not blocked and that RAC property and equipment are used safely and appropriately. (He/she will issue instructions through your event co-ordinator to achieve these outcomes.)
7. **Facilitate, but not carry out, the “pack up” of the event so that RAC is returned to a suitable state.** Your organization needs to provide a pack up and cleaning team to carry out this work.
8. **Sign off the “Checklist for Clean Up team” sheet with your event co-ordinator** when all requirements with respect to cleaning up and rubbish removal are met in accordance with your event hire agreement.

Your organisation's responsibilities include but are not limited to:

1. Your event co-ordinator is responsible to ensure you have sufficient numbers of and manage all volunteers who are helping with your event to ensure the **St Anne's Liaison Officer's instructions are complied with.**
2. Your event co-ordinator is responsible to ensure all rooms hired are restored and left as they were found. All chairs, tables to be left as per the layout map on show in each room, all floors to be vacuumed and hard surfaces washed if necessary.
3. **Supervision of vehicle movements on St Anne's property (including car parking)**
4. Supply of appropriately trained people to respond to any medical emergencies or OH & S issue that may arise in association with your event.
5. Supply of a sound desk operator and computer operator. Our Liaison person will assist and advise where necessary to manage the sound and visuals during the event.
6. Supply of a laptop computer (if required) to provide access to our Data Projection for a speaker who wishes to control his/her presentation from the lectern. The operation of this equipment should be tested in the week before the event and content should be available on USB drive or CD/DVD in case of failure.
7. **Apart from our Liaison Officer's role in an emergency evacuation all other situations and the general conduct of your event are the responsibility of your event co-ordinator.**
8. Supply any computer files (Power Point) in suitable form to be installed and run from our computer if applicable.
9. Ensure that your musicians supply their instruments and microphones etc apart from any pre-arranged use of piano/drums and vocal microphones.
10. NOTE: THE AUDITORIUM GRAND PIANO MUST NOT UNDER ANY CIRCUMSTANCES BE MOVED. If moved the event organization will be responsible for the cost of having the piano retuned.
11. The recording of your event is available on supply of a USB to connect with the sound desk.
12. Children should be adequately supervised at all times. If you expect children to be attending but not participating at your event, then please book a classroom for their supervised use. If children are participating in your event they must be under constant supervision at all times and NOT to be left unattended in the foyer and other public areas. All toys and crèche materials required are to be provided by your organisation.