



# Ernie Cropley Pavilion

## Function Information



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## Photos and Floorplans

### Floorplans / Layouts

Below are some photos of the space empty also for reference. Please be aware of any notes which indicate that some equipment / furniture isn't available as the standard layout

#### Function Room



**Note:** The stage, standing tables, flower decorations, and banners are not available. The lectern is part

**Note:** The exhibition items are not part of the standard layout.



**Note:** The 2 couches and circular coffee table are part of the standard layout.



## Social Room



## Function photos

Below are some photos of functions that have occurred in the past to help with our understanding of the use of the room and the possibilities.

### Function Room – Lecture Style





Function Room – Sit-down



Social Room – Cocktail Function



**Note:** Cutlery, crockery, glassware etc. not included



## Grandstand and External Space



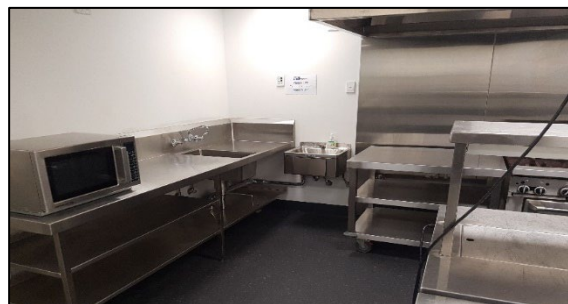
## Commercial Kitchen



Commercial Gas Stove and oven, Deep fryer,  
Cool Room



Commercial Dishwasher, Sink, Refrigerator



Microwave, Sink



## Amenities and Inclusions

The Ernie Copley Pavilion possesses the following amenities and equipment which are accessible for those who book the space. Use of these items / number must be requested via the booking form so this can be arranged.

### Function Space

Projector	2 x Couches
Microphones	Coffee Table
Up to 120 chairs	Fireplace
Up to 25 tables	Lectern
WiFi Access	

### Social Space

5 x High Bar Tables	Speakers for Music (not Bluetooth)
30 x High Bar Chairs	Wi-Fi Access
2 x Televisions	

### Social Space Bar

Fridge Access	2 x Pie Warmers
Ice Dispenser	Sink (no cold/boiling water tap)
Dishwasher (pods/liquid not included)	

### Terrace

2 x Electric BBQs	Grandstand seating
Speakers for Music (not Bluetooth)	View of the Campus and the city
Ability to open access to Social Space Bar and serve like a canteen	

### Other

Toilets	Back Storage Room
Single Unisex, Ambulant Toilet (with baby change table)	Service Yard (with direct access into Commercial Kitchen)
Commercial Kitchen	Whiteboard

## Catering

The Ernie Cropley Pavilion possesses a Commercial Kitchen which may be used for catering during various functions. It can only be accessed by MU Sport staff and inducted catering companies.

The Commercial Kitchen contains the following equipment:

Commercial Gas Oven and Stove	Cool Room	Commercial Dishwasher
Deep Fryer	Refrigerator	3 x Sinks
Microwave	Freezer	Ample Bench Spaces
Pie Warmer		

Those booking a function may request MU Sport's "preferred caterer list" which contains those that have already been inducted.

If those booking the function would like to use a caterer not on this list, they must send the contact details of the catering company to the MU Sport Venue and Events team at least 2 weeks prior to the event.

## Induction process

### Online Induction

All caterers who will be servicing a function using the commercial kitchen must have completed the [online induction form](#) prior to the function they cater.

This includes one senior member of the catering company completing the form by ticking "yes" to "Are you the manager of the Catering Company?" ensuring they upload Public Liability, Food Safety Plan etc.

### Onsite Induction

On top of the online induction, one member of the catering company (ideally a senior member) must complete an onsite induction with an MU Sport staff member prior to catering any functions.

## Safety Protocols

Click [here](#) to see the Standard Operating Procedures for relevant equipment.

## Catering without the need for the Commercial Kitchen

If the Commercial Kitchen is not required, caterers do not need to be inducted. Please still let the Venue and Events team know your plans with catering co they can plan accordingly.

## Cutlery / Crockery / Glassware / Tablecloths etc.

**Please note:** When booking the Pavilion for a function, the following are not provided and will need to be sourced by the group making the booking:

Cutlery	Cooking utensils
Crockery	Serving utensils
Glassware	All foods and drinks (including sauces / condiments etc.)
Tablecloths	Cleaning equipment
Napkins	Any oils

## Alcohol

### Responsible Service of Alcohol

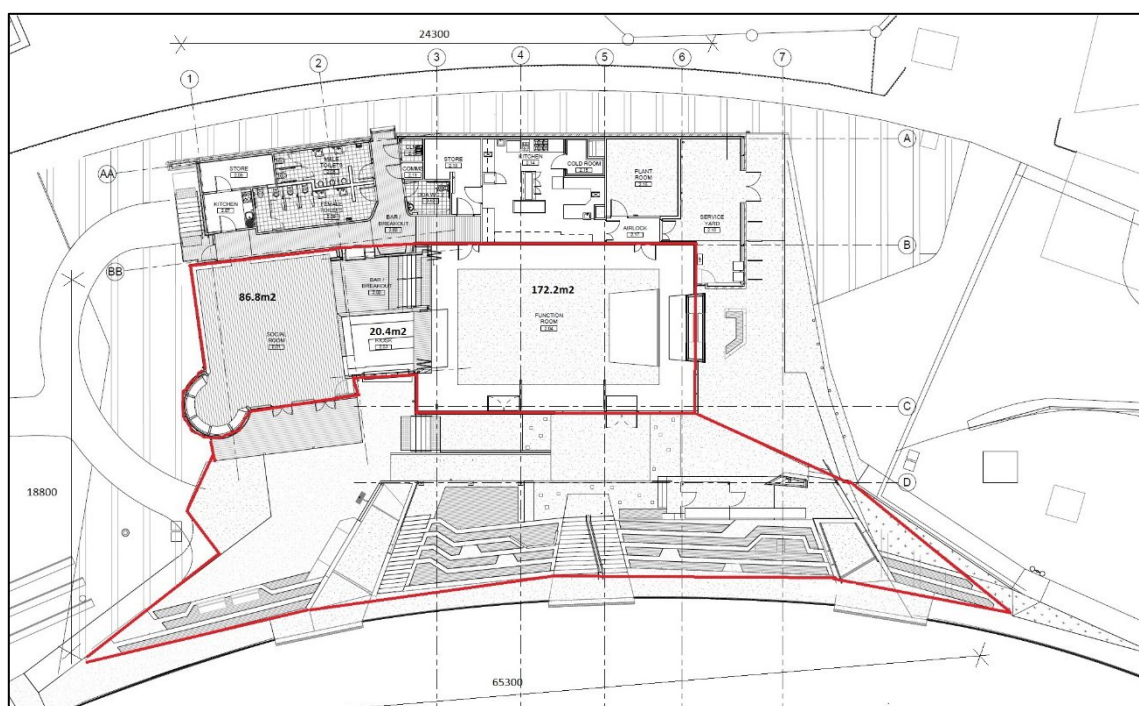
All events involving alcohol requires those serving alcohol to have a Responsible Service of Alcohol Certificate (RSA) and the service rules outlined by this certificate must be followed.

### Liquor License

All events when alcohol is charged, or when tickets are sold to attend an event in which alcohol is supplied require a Liquor License. This must be provided to MU Sport and approved prior to the booking. If this has not been provided and approved, alcohol cannot be served.

### Liquor License Map

For those that do acquire a Liquor License for the venue, the below red line shows where alcohol is permitted to be consumed.



## Parking

### Permits

There is no on-campus within the University. Meaning for anything that requires parking (including caterers, VIPs etc.), parking permits will need to be organised by MU Sport. There are 3 parking spaces next to the Pavilion available to obtain a permit for. These will be left on the bar of the Social Space ready to be placed on the dashboard of your car.

Parking permits are provided at a cost of \$25 per permit.

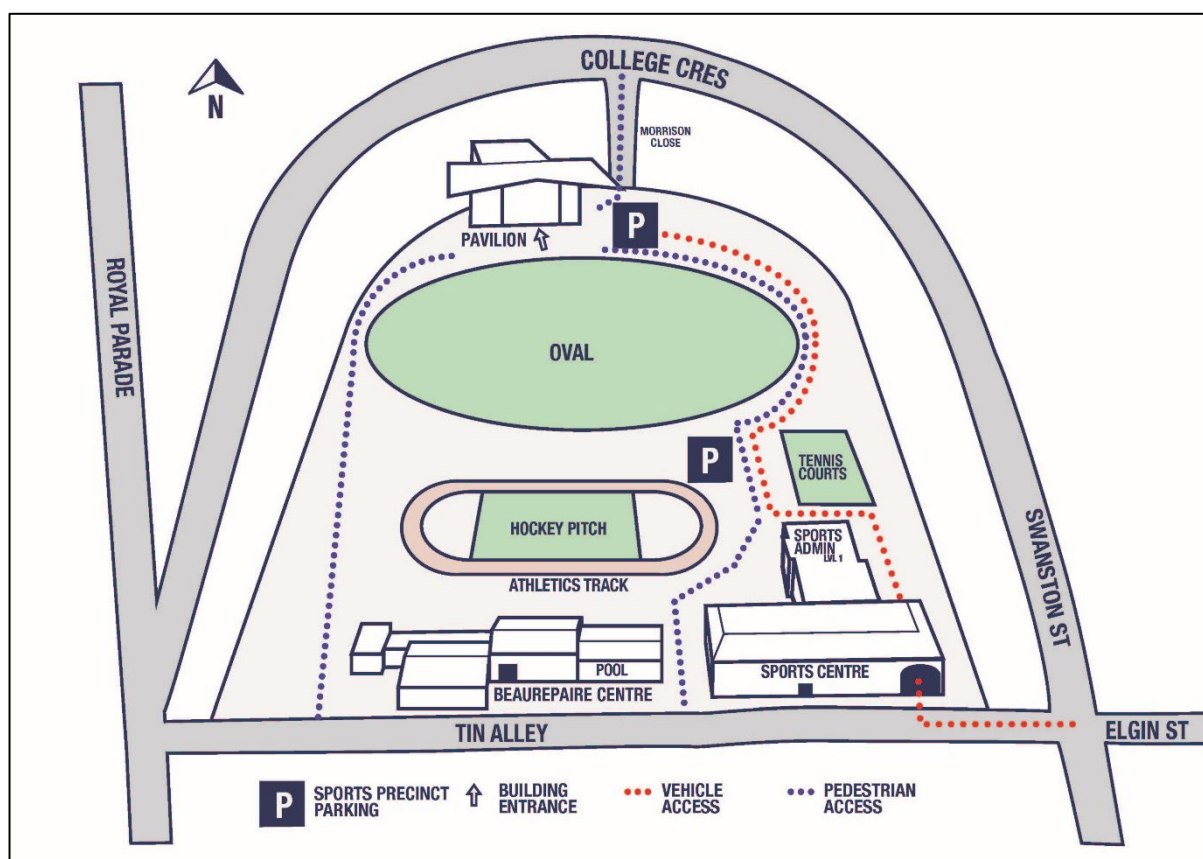
### Off-Campus Parking

For attendees wishing to park nearby, there are parks available on Swanston Street, College Crescent, Royal Parade, and nearby streets in the Carlton area. To see these parks and their costs, a handy website to look at is [Parkopedia](#).



## Map

Below is a map of how to get to the Pavilion both with a vehicle, or on foot:



**On foot:** The Pavilion can be accessed on foot from within the University heading north around either side of the Athletics Track and Oval, or from College Crescent and walking through Morrison Close to the Pavilion.

**By vehicle:** To access the Pavilion by vehicle, turn into Tin Alley from Elgin Street / Swanston Street / College Crescent (no access from Royal Parade). After roughly 200m, turn right into the tunnel (just before the bike shop) and follow the road past the tennis courts and up to the Pavilion.

Be aware the tunnel has a vehicle height of 3.7m

## Food Trucks / Carts

### Location

There are bollards dividing the carpark to the concrete which indicates that no vehicles are allowed beyond this point. This is due to the underground changerooms, and the ground isn't capable of holding such heavy loads.

### Space Reservation

We cannot guarantee there won't be other cars in the Pavilion car park, so please be mindful of this when planning parking and food trucks/equipment truck.

# Cleaning Expectations and Requirements

## Cleaning expectations

Whilst some functions require a post-function clean, the building must be left in a certain way and to a certain level of cleanliness as the conclusion of any function/booking. Below is a list of cleaning requirements by the user:

- All tables are wiped down at the conclusion of the booking
  - o Tables in the Function Space (white) must be folded back up and moved to the corners of the room (allowing for post-function clean vacuuming to be effective).
- All chairs are stacked into piles of 5 in the corners of the room.
- All rubbish is placed in the bins provided. If it all cannot fit in the bins provided the user must provide their own bin liners and place additional rubbish
- Any decorations must be taken with the user / placed in the bins
- No equipment / food / drink or anything else to be left in the Pavilion for future pick-up without prior approval.

In principle, the Pavilion can be re-arranged to the user's needs, but returned to the below default settings.

Failure to do the above will incur additional charges.

## Default Layouts



Tables wiped down, folded up, and stacked neatly into the corner



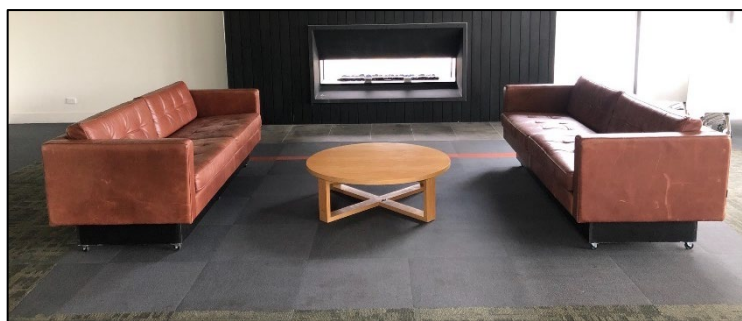
Chairs stacked in 5s, stacked neatly in the corner



A silver and black chair trolley are available in the back storeroom, along with additional tables and chairs.

Please use these instead of attempting to lift multiple chairs as they can be quite heavy

Couches and round coffee table to be returned to this default position in front of the fireplace at the conclusion of the booking.



### Charged post-function cleaning

Most bookings/functions in the Ernie Cropley Pavilion require a Post-Function Clean after the booking. This is dependent on the scale of the event and may be either included in the cost of the booking or required separately. This will be decided by and communicated from the MU Sport Venue and Events team.

The cost will vary based on scale of booking and when the clean will be conducted; however, a rough estimate of the cleaning cost is \$200-\$300.

## Access to the Pavilion

### Bump In / Bump Out Times

The bump in / out times listed on the booking form – unless further updated through correspondence with the MU Sport Venue and Events team, indicate the times the door will be coded by university security to be unlocked/locked.

Please note, any changes need 2 business days' notice to be processed through security, so requests must be sent with 3 business days' notice for MU Sport to lodge the request with security.

### Additional Access Times

Any additional access to the facilities, such as dropping off equipment the day prior or picking anything up the day after, must be requested and approved by the MU Sport Venue and Events team. Failure to do so may lead to restricted access

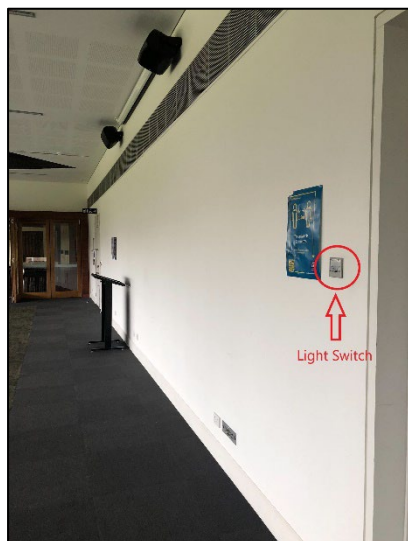
### Issues with access

If the doors don't automatically unlock at the time of Bump In, call the Venues team during business hours, or Unimelb Security (8344 6666) outside of business hours. Cite the building number 498 (Ernie Cropley Pavilion).



## Lighting

The light switch for the Function Space is located on the main wall with the projector (where you are facing as you walk in). There are pre-set Scenes which can be used, otherwise you can change the lighting manually to suit your requirements. The lights for the Social Space are located next to the main entrance into the room, next to the entrance to the bar. See below:



**Left:** Function Space  
Light Switch

**Right:** Social Space  
Light Switch



## Heating / Cooling

### Building Heating/AC

There are 2 temperature control panels located in the Pavilion (see below):

1. Behind the door next to the fireplace which heads to the Commercial Kitchen (East side of Function Room)
2. In the hallway next to the walkway up to the toilets (West side of Social Room)

To turn these on, press and hold the switch for roughly 3sec until the light turns green. This indicates that the Air Conditioner for the whole building has been turned on (both panels control the whole building). Once on, it will stay on for roughly 4 hours, at which point you may turn it on again if required (note it may take 5-10mins to restart once you have turned it on for a second time).

If you wish to turn it off, simply press and hold the switch for 3sec again. The green light won't turn off; however, you should be able to hear the air con switch off.

The air con is set to 22°C, and this can only be altered by specific MU Sport staff.



**Left:** Location of switch  
from Function Space

**Right:** Location of  
switch from Social  
Space



## Fireplace

To turn the fireplace in the Function Space on/off, the switch can be found on the left side of the fireplace (shown below):

## Blinds

For additional natural light in the Function Space, you can raise the roof blinds using the light switch (shown below):



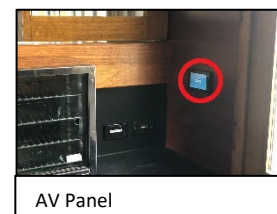
## Audio-Visual (AV) Equipment and Instructions

The Pavilion possesses inbuilt speakers across the whole building, as well as a data projector in the Function Space which can be used in a variety of different ways from watching videos, delivering power point presentations, playing music throughout the building, giving speeches and more. The below information explains what is available, and how to set it up.

## Controls and Connections

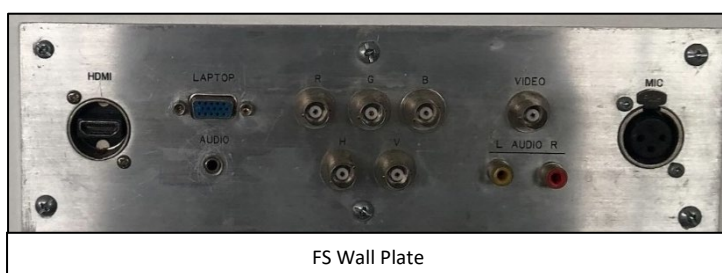
### AV Panel

The AV Panel control is in the corner of the bar area (corner between the Function Space and oval-facing kiosk wall). To initiate, simply press the panel and it should light up to the University of Melbourne logo. Tap the screen again for it to open the controls for different areas and options.



### Wall Plates

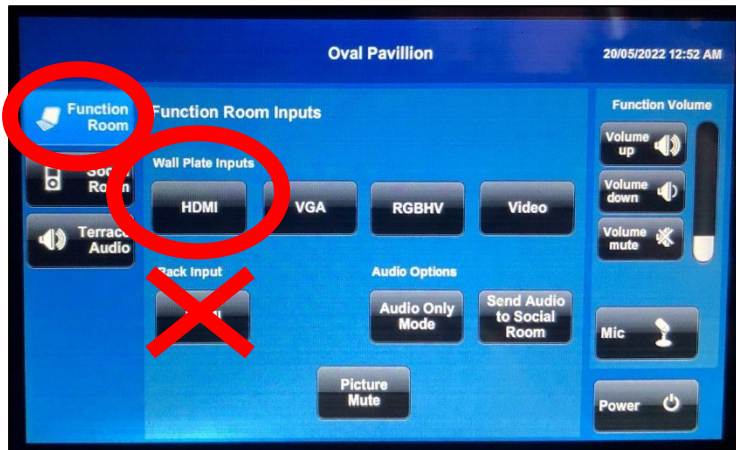
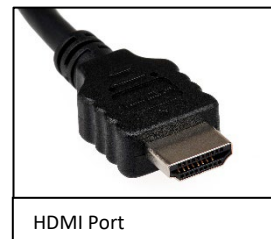
The wall plate for the Function Space is located on the main wall of the room, below the light switch and projector. This is where all AV input cables, and power are located. There is also an audio (AUX) port located in the Social Space corner between the trophy cabinet and the black bar tables for any music which is being played through the Social Space.



## HDMI – Audio and Visual (Function Space only)

When using the HDMI plugin from the wall plate, select HDMI (within Wall Plate section) when in the Function Space section of the AV Panel. This will bring down the projector, turn it on, automatically display the image, and begin playing the sound that is playing through the computer.

If the computer doesn't automatically display on the projector, you may need to change the Display Settings on the computer.



### Instructions

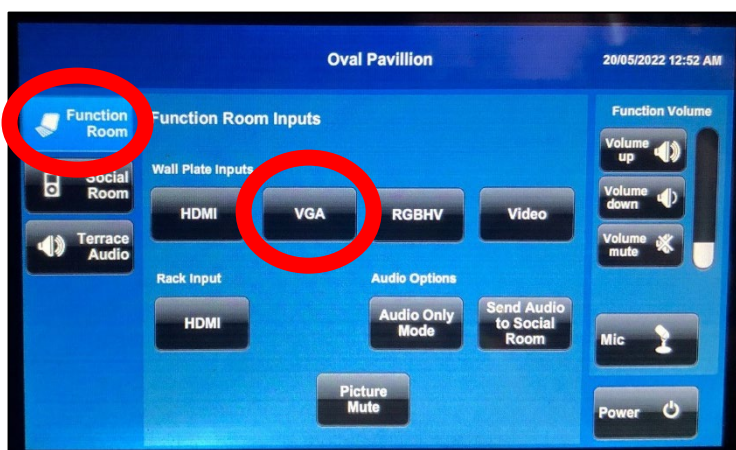
1. Touch the panel screen to activate
2. Select "Function Room"
3. Select Wall Plate "HDMI"

Do not select "Rack Inputs" HDMI

## VGA – Audio and Visual (Function Space Only)

When using the VGA plugin from the wall plate (both the thick port for Visual, and AUX connector for Audio), select VGA (within Wall Plate section) when in the Function Space section of the AV Panel. This will bring down the projector, turn it on, automatically display the image, and begin playing the sound that is playing through the computer.

If the computer doesn't automatically display on the projector, you may need to change the Display Settings on the computer.



### Instructions

1. Touch the panel screen to activate
2. Select "Function Room"
3. Select Wall Plate "VGA"



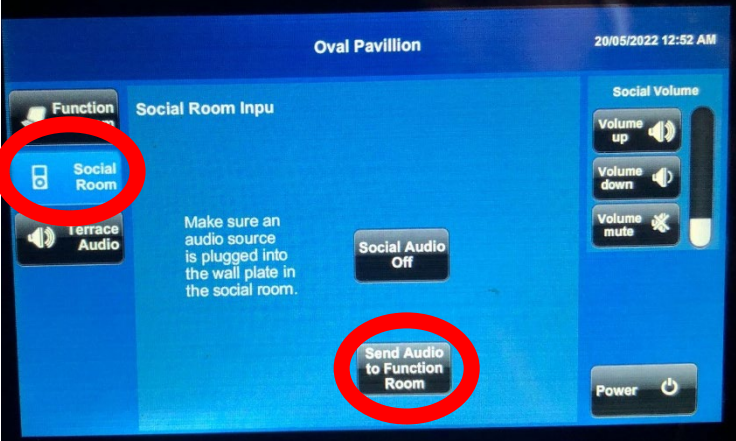
## AUX – Audio only (Function Space, Social Space and Outside Terrace)

### Function Space

#### *Social Space AUX Sharing*

Connecting the audio source to the AUX port (located in the Social Space corner between the trophy cabinet and the black bar tables) and selecting “Social Room” on the AV panel will play the audio in the Social Space. However, you can then select “Send Audio to Function Room” on the panel to play the music across both rooms. Select “Social Audio Off” to play the music just through the Function Space.






**Instructions**

1. Touch the panel screen to activate
2. Select “Social Room”
3. Select “Send Audio to Function Room”

### Social Space

Connecting the audio source to the AUX port and selecting “Social Room” on the AV panel will play the audio in the Social Space.

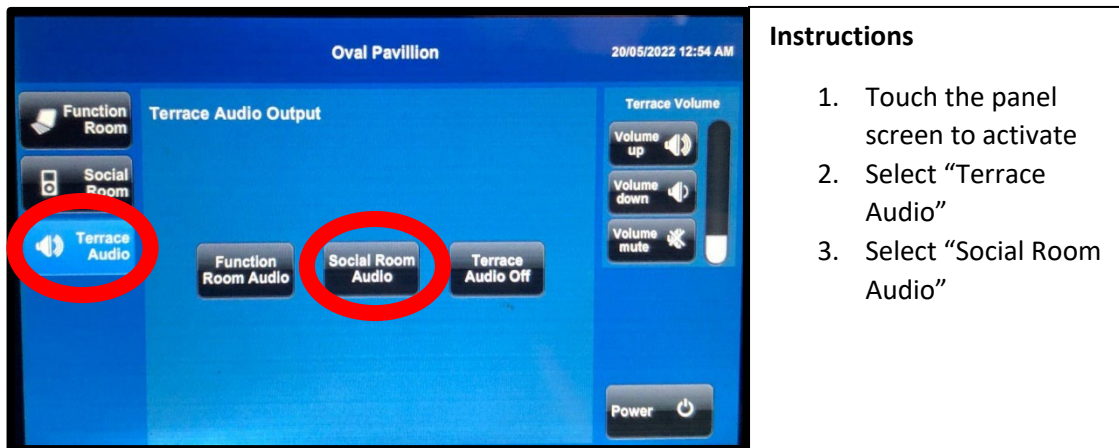


**Instructions**

1. Touch the panel screen to activate
2. Select “Social Room”

### Terrace Audio

Connecting the audio source to the AUX port, selecting “Social Room” on the AV panel will play music in the Social Space. This can be extended outside to the Terrace by pressing “Terrace Audio” and selecting “Social Room Audio”. To only have the audio playing outside, mute the audio in the social space by pressing “Social Audio Off” from the Social Room screen.



## Volume

Note the volume should always be adjusted on the computer/phone before adjusting the volume of the system at the AV panel. Please keep this low at all times and avoid changing it as much as possible.

## Microphone – Handheld

### Handheld (Wired)

To use the provided handheld microphone, plug the XLR cable into the wall plate under the projector in the Function Space, and then into the Microphone. This will automatically work through the speakers in the Function Space without requiring you to touch the AV panel. The sound is quite sensitive so the microphone volume should be as low as possible on the AV panel – please do not adjust this.

The microphone audio can be sent to the Social Space and outside Terrace using the methods described above on the AV panel.



### Lapel (Wireless)

We also have a wireless lapel microphone which automatically ties into the speakers in the Pavilion. Simply slide the switch to ON on top of the microphone and clip the microphone to your shirt. As above, do not adjust the volume for the wireless speaker on the AV panel as it needs to be set to the minimum volume.

You may need to check on the AV panel that the microphone you are using (wired or wireless) is unmuted, with the other muted to ensure no interference.



### Lectern Microphone (Wired)



The handheld microphone can also be set up on the lectern to avoid needing to hold it. Simply plug the XLR cord (above) into the wall plate and connect the other end to the port underneath the bench of the lectern. Then connect the stand to the port on the top side of the lectern (same side as the under-plug) and attach the Handheld Microphone to the stand.

The settings are the same as the Wired settings above.

## Power Access

### Internal

There are multiple, regular 3 pin single-phase power points (240V, 10Amps), located around the rooms in both the Function and Social Space. **Note:** the main entrance wall facing out to the oval is glass, and this is the only wall without access to power, so if you are planning on setting up something along this wall, extension leads will be required.

### External

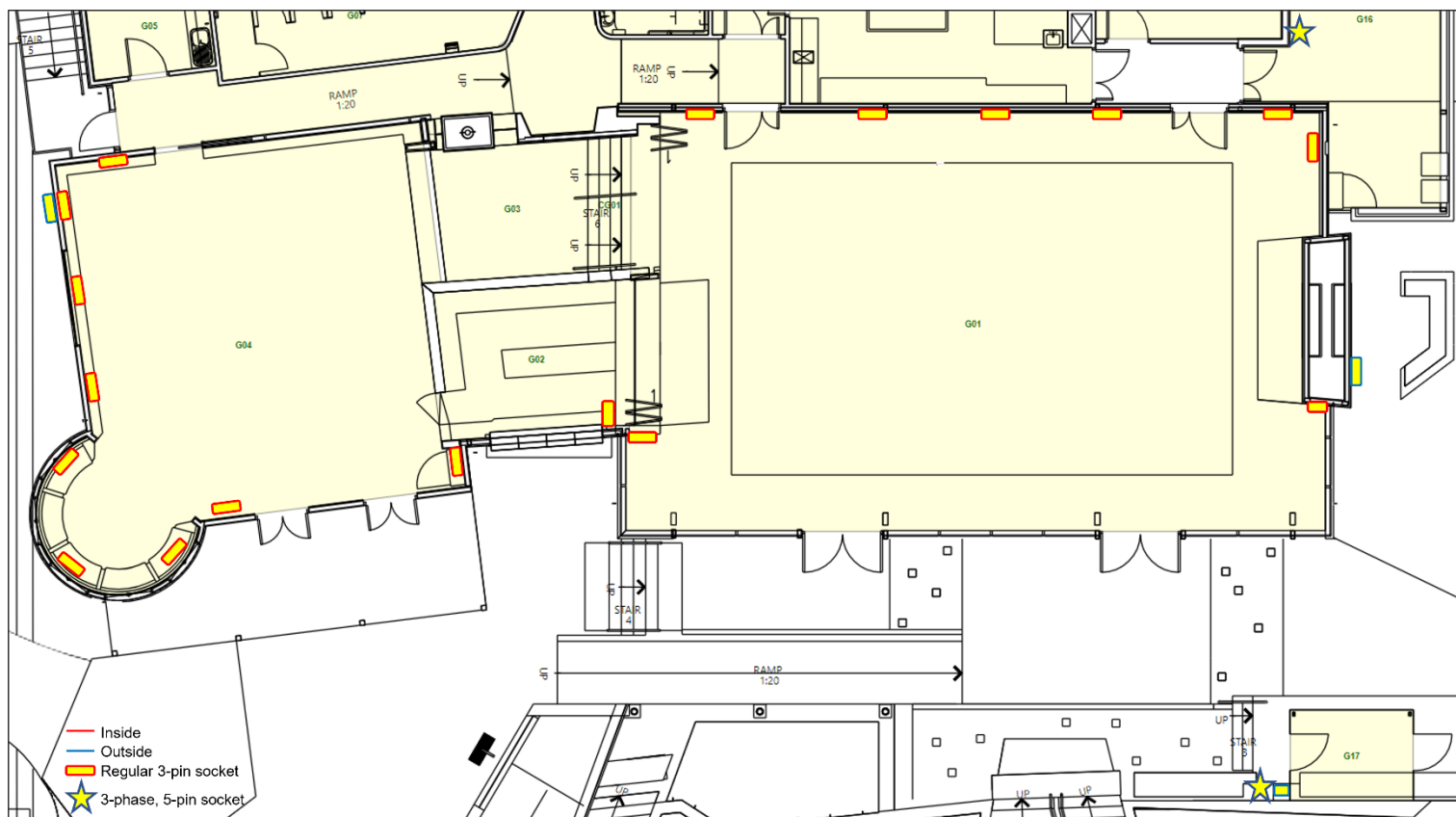
There are three power points on the outside of the Pavilion (next to scorers' box, on wall of service yard, and on the west side of the building outside the Social Space). There are also 2 with 3-phase power (with a 5-pin socket located next to the glass Scorer's Box, and inside the Service Yard) for higher power requirements.

### Overload

Please be aware that overloading the Pavilion with power requirements can result in a power outage. If you intend on having multiple pieces of high-demand power equipment (e.g., DJ with speakers, lighting), please make this clear to the Venue and Events team so we can make sure the power requirements are within the capabilities of the building. In some instances, it may be best to engage one of our electrical contractors to come in and assist in set up.

## Diagram

See below a map of the power points in the Ernie Cropley Pavilion below:



## BBQs

There are 2 BBQs located out the front of the Social Space.

### Operation

1. To start or stop BBQ, press, and hold button until beep is heard.
2. While light is flashing, BBQ is heating up. Begin cooking when light is steady
3. BBQ will automatically switch off after 20min cooking time

Please clean the hot plate and surrounding bench space at the conclusion of use.

### Equipment

Both BBQs have a bolted in scraper which can be used. Apart from that, all equipment, oils, and cleaning products must be brought in.

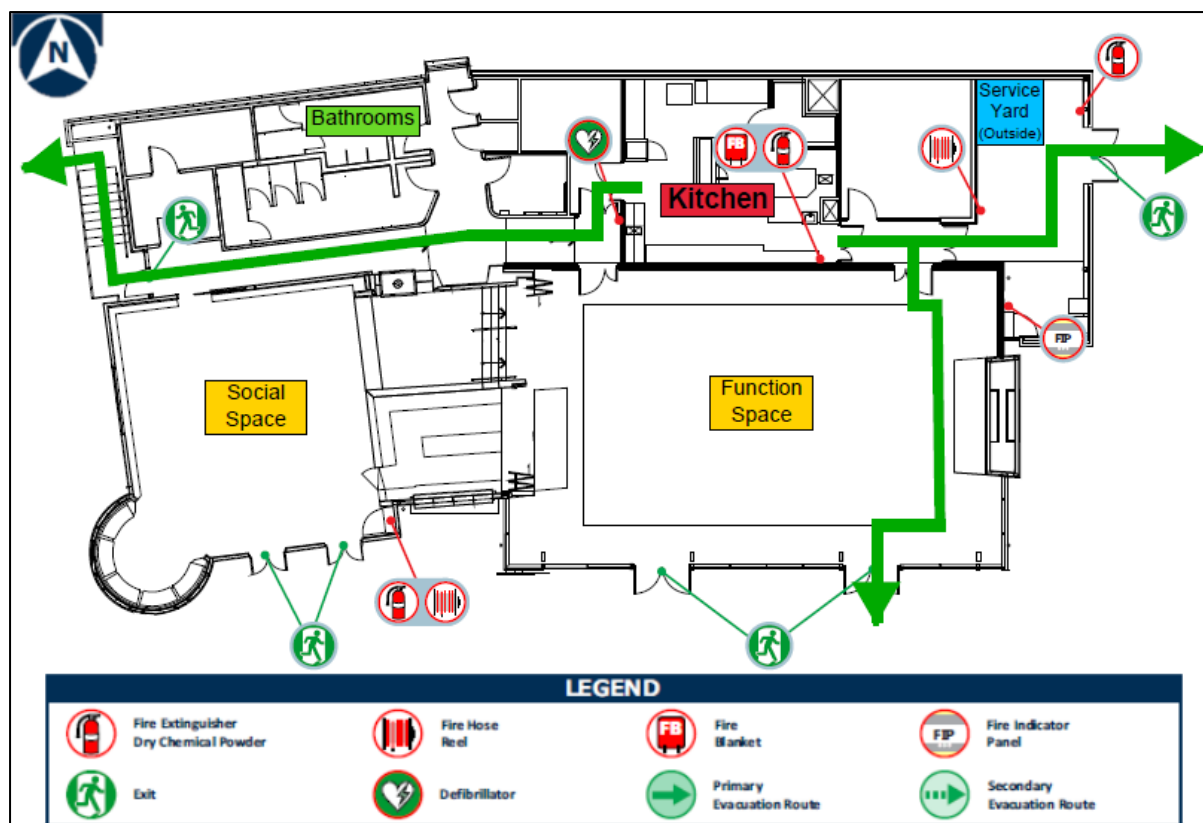


- 1) The location of the 2 BBQs
- 2) A close-up of one of the BBQs



## Evacuation Protocol

Below is a map of emergency exits and equipment:



Note the following:

- There are 6 **Emergency Exits**: 2 out of the Function Space and Social Space, 1 at the end of the corridor to the West, and 1 out the Service Yard to the East
- The **AED (Defibrillator)** is located outside the Function Space attached to the scorer's box
- 3 **Fire Extinguishers** are located in the Commercial Kitchen, Service Yard and Social Space
- 1 **Fire Blanket** is located in the Commercial Kitchen
- 2 **Fire Hose Reels** are located next to the Social Space entrance, and outside in the Service Yard
- The **Fire Indicator Panel** is located outside in the Service Yard

### In case of an Emergency

- When the **alarm sounds**, attendees must leave the building immediately via the nearest safe emergency exit
- Move to the assembly area – **the University Oval**
- **Emergency contact numbers:**
  - o 000 (Police / Ambulance / Fire)
  - o 1800 246 066 (Unimelb Security)
- If you need to call emergency services (000), you will also need to call Unimelb Security on the above number so they can assist emergency services access and navigate the campus to the Pavilion



# EMERGENCY PROCEDURES

## EVACUATION

1. Upon hearing **BEEP, BEEP, BEEP** prepare for emergency evacuation.
2. If safe to do so:
  - a. Switch off or make safe equipment, chemicals and substances.
  - b. Secure valuables and personal belongings.
3. Upon hearing **WHOO, WHOO, WHOO** or instructed to evacuate, leave immediately via the nearest safe emergency exit.
4. Assist occupants with disability or mobility impairment, if safe to do so.
5. Assemble at designated assembly area and follow warden instructions.
6. Remain at designated assembly area until all-clear is declared by emergency services, Security or Chief Warden.



## SHELTER IN PLACE

1. Upon it being unsafe to evacuate a building and/or instructed by wardens, Security or emergency services prepare to shelter in place.
2. Maintain **silence**, when sheltering from violent acts.
3. If safe to do so:
  - a. Call 000 for Police and 834 46666 for Security
  - b. Alert other occupants
  - c. Set mobile phones and other devices to silent
  - d. Lock or secure building entrances, access doors, individual rooms and offices. If appropriate, barricade entries and doors
  - e. Cover windows
  - f. Move to a **secure area** below the window line
4. Maintain "shelter in place" until confirmation of all-clear is declared by emergency services, Security or Chief Warden.



Building name: **Ernie Cropley Pavilion**

Building no: **498**

Address: **Tin Ally, Parkville**

Designated assembly area: **University Oval**

**In a life-threatening emergency, call 000**

Date: October 2019 Version: 1.0 Authorised by: Emergency Planning Specialist, Health & Safety Next Review: October 2024  
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## First Aid

- There is **no First Aid Kit available** in the building, and you must bring your own. If you require major First Aid, call 000 and Unimelb Security (1800 246 066)
- We recommend having at least one First Aid trained person at all functions