

# Venue Management Plan – Club Premises Lot 1 (No. 201-203) Oxford Street, Leederville

## 1.0 Introduction

The private club premises proposed on the existing rooftop terrace of Lot 1 (No. 201-203) Oxford Street, Leederville (the 'subject site') will operate on a membership basis whereby patrons will pay an annual fee for the right to use the club subject to a number of other criteria.

It is intended that the private club premises will service people who are from the local community and customers of the existing business at the subject site. The club will provide a space for members to use for meetings for a variety of purposes.

This Venue Management Plan provides guidance on the operation of the facility and is provided to all club members.

## 2.0 Hours of Operation

The Private Rooftop Terrace Club will be open for access by members between 7:00am and 10:00pm. No access to the club premises will be allowed outside of the prescribed hours of operation.

## 3.0 Patron Capacity

The Private Rooftop Terrace Club will have up to 100 members however the capacity of the premises will be limited to a maximum of 50 members. It is anticipated that there will be significantly less people using the space at any one time – likely to be between 0 to 10 people.

## 4.0 Patron Management

The use of the proposed club premises will be carefully managed to ensure that it can only be accessed by members and their guests, with a strict limitation on the number of guests that are permitted. This approach will ensure that appropriate monitoring of activities can be undertaken and actions implemented (membership revoked) in the event that members do not follow the conditions of use.

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Members will be required to pre-book use of the space via a mobile app. They will be provided with an electronic swipe card that will be used to enable access to the building.

The swipe card will be activated based on the booking schedule. Access to the premises will be monitored both through visual/camera recording and electronic recording of use of the swipe cards.

This will allow management to assess and police behaviour with the ability for membership to be cancelled should members not abide by the rules for use of the premises.

Contact details of the venue manager will be provided to all surrounding businesses and residences.

## 5.0 Membership

It is intended that the private club will operate on a membership basis whereby patrons will pay an annual fee for the right to use to club subject to a number of criteria. The criteria include:

- Access to the club area is only permitted between 7am to 10pm
- A member may have a maximum of two (2) guests unless otherwise approved by management
- By entering into the club membership, members agree to being recorded via the on site camera system
- Whilst low level background music may be played through the existing ceiling speakers (given it does not exceed the noise level outlined in the Acoustic Report), no amplified music is permitted unless otherwise approved by management (see section 10.0)
- Access may be denied if the occupancy is at maximum levels
- Members must leave immediately if instructed to do so by management

Before membership is granted, members will be required to sign a legal document agreeing to the terms of use and Code of Conduct for the club premises. Members that do not abide by the Code of Conduct will have their membership terminated immediately.

The Code of Conduct will be posted at the front of the entrance with all emergency contacts.

## 6.0 Use of the Premises

The private club premises will provide a space for members to use for meetings for a variety of purposes. It is anticipated that people who reside in the locality and work from home may use the venue as a business meeting space, as may members who share a common interest (i.e. photography, astronomy etc).



The venue may on occasion be used to host meetings for specific purposes (e.g. photography / astronomy club meetings). Given such gatherings would exceed the maximum number of guests for any single club member, any such meeting would require the prior approval of management and would be communicated to the membership via the mobile app.

## 7.0 Supply and Consumption of Food and Alcohol

The premises will not be the subject of a liquor licence however members may choose to bring their own alcohol. Likewise, members will have the ability to have catering at the premises.

The private club premises will not be used for parties or for events where large quantities of alcohol are involved, but rather club members may bring some alcohol for responsible/light consumption at meetings.

Members will be provided with a Code of Conduct upon membership and must sign an agreement to the terms of use which will require the responsible consumption of alcohol on the premises.

## 8.0 Anti-Social Behaviour

Management will be able to assess and police behaviour at the premises by requiring the space to be pre-booked via the mobile app and by monitoring access to the site both through visual/camera recording and electronic recording of use of swipe cards.

Behaviour that is considered anti-social or does not comply with the Code of Conduct, will result in membership being cancelled should members not abide by the rules for use of the premises.

A security guard that lives locally will be available at request to remove any patron from the venue.

## 9.0 Access and Egress

The proposed Private Rooftop Club will be accessed and egressed from the car park area via the existing lift and the existing stairs at the rear elevation of the building.

Guests are encouraged to enter and leave the premises using the enclosed lift to ensure that any potential noise impacts to adjoining properties are avoided.

It is not anticipated that large numbers of patrons will be entering or exiting the premises at once but will rather be on a sporadic basis (i.e. 1 – 2 patrons) as it is unlikely that the venue will be at full capacity.



## 10.0 Noise Attenuation Measures

Noise levels associated with the private club premises have been calculated to comply with the relevant assigned noise levels for the area.

The existing balustrading on the terrace area is to be increased in height and the existing louvered door is to be replaced with a solid door to ensure that any off-site noise impacts are avoided.

Music, if any, is to be played through the existing speaker system on the roof terrace and limited to background noise levels only. Music levels are to be restricted to 77dB(A) at a distance of 1 metre from the speakers located in the ceiling of the roof terrace, which will not be audible outside the premises of the rooftop terrace. No separate speaker system or amplified music is permitted.

Members will be required to request prior approval from management via the mobile app if low level background music is intended to be played.

Refer **Attachment One – Acoustic Assessment**.

## 11.0 Parking

The existing development currently contains four (4) car parking bays to service the site. The landowner and manager of the building will be responsible for the management, operation and maintenance of the parking facilities.

Sufficient alternative public street parking is also available to meet the demands of the development in addition to the existing parking already provided within the development.

Refer **Attachment Two – Parking Management Plan**.

## 12.0 Waste Management

The current waste collection measures for the existing development are not at capacity and as such it is anticipated that there is sufficient capacity to accommodate any additional waste generated by the club. Should it transpire that the amount of waste generated by the club exceeds the capacity of the existing infrastructure, the frequency of collection by the private contractor will be increased accordingly.

The emptying of glass bottles and other waste associated with the club premises will be carried out on the rooftop behind a closed door (rather than outside the venue) to mitigate potential noise impacts associated with the activity. However it is not anticipated that there will be many glass bottles or other waste associated with the club premises given the nature of activities.

# Code of Conduct – Club Premises

## Lot 1 (No. 201-203) Oxford Street, Leederville

### 1.0 Policy Brief and Purpose

Our Member Code of Conduct policy outlines our expectations regarding members' behaviour towards other members, venue management, surrounding residences and businesses.

We promote use of our private club premises for various purposes but it is expected that all members and their guests follow this code of conduct. They should avoid offending, participating in serious disputes or disrupting our venue or the surrounding area. We expect all members and their guests to foster a well-organised, respectful and collaborative social environment.

### 2.0 Scope

This Code of Conduct applies to all members and their guests.

### 3.0 Policy Elements

Club members are bound by their contract to follow our Member Code of Conduct while using the club premises. We outline the components of our Code of Conduct below:

1. Consumption of alcohol will only be permitted at low levels by members and guests over the age of 18 years.
2. No access to the premises is permitted outside of the prescribed hours of operation (7am-10pm). All members must vacate the premises by 10pm.
3. Music shall not be played unless otherwise approved by management. If approved, music is to be limited to background noise levels only and shall not be played above 77dB(A) from the existing roof terrace speaker system to ensure compliance with acoustic regulations.
4. Members are permitted to have a maximum of two (2) guests unless otherwise approved by management.
5. All guests must be registered via the mobile app and accompanied by a member to enter the premises.



6. Members and their guests must be mindful and respectful towards the community and neighbourhood.
7. Members and their guests must enter and leave the venue in a quiet and respectful manner.
8. Members and their guests must enter and leave the venue promptly and shall not loiter on the street.
9. Members must leave immediately if instructed to do so by management.
10. Members and their guests must respect others using the venue.
11. Members and their guests are expected to dress in smart attire and to present a clean, professional appearance. Clothing with offensive or inappropriate designs or stamps, shorts, singlets and thongs are not permitted. Clothing and grooming styles dictated by religion or ethnicity are exempt.
12. Drunk and disorderly behaviour will not be tolerated inside or outside of the premises.
13. A relaxed and enjoyable social environment is encouraged.
14. Anti-social behaviour will not be tolerated.

#### 4.0 Disciplinary Actions

Our club may have to take disciplinary action against members or their guests who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Members are given a maximum of two (2) warnings for misconduct prior to access to the club being denied and their membership revoked.
- At the discretion of venue management, membership and access to the premises may be terminated immediately without warning following a serious breach of the Code of Conduct by a member or their guests.
- Any instances of theft, vandalism or other unlawful behaviour will be reported to the relevant authorities.