

EVENT MANAGEMENT PLAN

CENTRESTAGE RECORDING STUDIOS

9 BAKER AVENUE



CITY OF VINCENT
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2 April 2022

INTRODUCTION

Centrestage Recording Studios provides a professional space designed for high quality live and recorded performances.

The majority of activity (90%) will be in conducted in private and not accessible to the public. In this setting, the facility usually accommodates 1-4 musicians/artists utilising the space at the same time.

This MANAGEMENT PLAN focuses on the 10% usage, when the studio becomes a 'venue' and made available to the community. This venue will be managed and operated by the Centrestage Concert Club management team.

CENTRESTAGE CONCERT CLUB

Community Focus:

Provide opportunity for the public to attend and experience high quality music performances within the unique concert setting offered at Centrestage Recording Studios, located within the City of Vincent precinct.

1 EVENT DETAILS

1.1 CONCERT CLUB EVENTS (10% of the facility usage)

1 x per month (we will not start at this frequency e.g. one event every 2-3 months in the beginning).

An EVENT: 1-4 concert sessions per week.

A SESSION: A session can vary between 1-3 hours in length.

Days/Times:

Saturday/Sunday Matinee (2-5pm)

Friday/Saturday/Sunday Evening (7-10pm)

** Slight changes to the above times/days may from time to time pending on artist availability/public interest/other events in the area.

1.2 NON-CONCERT CLUB EVENTS

- Educational collaborations e.g. masterclasses/other educational offerings
- City of Vincent initiatives (local community events) such as Senior Citizens Morning Melodies & other community arts programmes.
- Community Arts Exhibitions & other similar gatherings.

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1.3 EVENT MANAGER:

Centrestage Concert Club (Owner/Director/Event producer)

Point of contact: Nunzio Mondia (04 [REDACTED])

Nunzio will brief Concert Club and administration staff re: Facility procedures.

2 THE VENUE Management Guidelines

Centrestage Recording studios is fully compliant. Please see final certification document from The City of Vincent records. We have addressed all potential hazards following our risk management assessment by reputable solution agencies and external assessors (PLEASE SEE CITY OF VINCENT RECORDS FOR CERTIFICATION REPORTS):

2.1 CROWD CONTROL/NOISE MANAGEMENT

(No noise transmission as expected from a professional recording facility)

All Concert Club members can only secure tickets online. When members arrive, they will enter property from Baker Avenue only and walk down to the back area. This is where tickets are checked by a staff member and entry allowed into the studio seating area.

At the end of the concert performance, guests will make their way out from the same route (exit from Baker Avenue).

All patrons will be requested to:

- a) keep noise to a minimum upon arrival/leaving the venue.
- b) not stop and chat outside venue (at all times).

Please Note (minimise noise/disruption before & after concert):

- a) There will be no serving of foods/drinks outside the venue boundaries.
- b) Facility doors will be closed during performances.
- c) Staff will be present/guiding at both the arrival & leaving times

The above strategies will ensure minimal noise disruption to neighbours. Please bear in mind that the usual thumping from the Brisbane hotel and ambient traffic noise on weekend nights will significantly mask any of the above concerns.

Patrons attending our concert-type belong to our private concert club (become familiar to our staff) and will mainly be mature middle aged music lovers who understand concert attendance expectations/ behavior. Our policy is zero tolerance towards disruptive individuals – who if persist, will be asked to leave immediately.

A staff member will be at the entry/exit point and a second staff member will guide patrons to their seats and assist with other queries.

2.2 DELIVERIES, LOADING/UNLOADING OF EQUIPMENT

Deliveries and equipment loading/unloading will be conducted from Baker Avenue. The Astone Lane entry/exit point will only be used as a second Exit point if necessary, in the case of an evacuation emergency. (Fire Escape)

2.3 TOILET FACILITIES

In line (compliant – see report) with the O’Brien Harrop access solution report. The facility has 3 x toilet areas – standard unisex toilet/Ambulant and disabled facilities (purpose built – no portable toilets). All toilet areas are positioned to be in full view to new visitors as placed within the short route to/from concert entry point.

2.4 WEATHER PROTECTION

All facilities are within full roofing cover – protecting from extreme wet weather conditions, eliminating any potential slippery wet floor areas as well as providing excellent shade cover on hot days.

2.5 EMERGENCY RESPONSE PLAN

- a) In line with (compliant) TESH BUILDING SURVEYORS and the employment of a Fire engineer to facilitate a compliant Fire Performance Solution, the following have been put in place to ensure maximum safety to facility visitors;
- b) EMERGENCY LIGHTING throughout the entire facility.
- c) EMERGENCY EXIT LIGHTBOXES above entry/exit points.
- d) EMERGENCY EXIT SIGNS on the doors.
- e) EMERGENCY EVACUATION MAPS at the 3 strategic entry/exit points:
The colour maps provide a travel guide to the emergency evacuation points and the EMERGENCY ASSEMBLY AREAS.
- f) SMOKE ALARMS
- g) EVACUATION MAPS include the following information:
 - Emergency contact numbers
 - Evacuation Procedures
 - How To Use A Fire Hose Reel/Fire Extinguisher
 - Emergency Contact Numbers
 - Emergency Action Plan (R.A.C.E. Remove people/ Alert-raise an alarm/Contain Fire & smoke/ Evacuate)
 - Fire extinguishers and signage designed & installed by qualified fire and safety personel.
- h) **The above (2.5) Operational Strategies will be adopted in the event of an emergency, to facilitate the efficient and safe exit of patrons through this door (back sliding exit door).**

- i) Staff will be briefed on all emergency procedures and will be familiar with the designated emergency evacuation points/assembly areas.

2.6 WASTE MANAGEMENT AND RUBBISH DISPOSAL

Our initial concerts will have visitors attending the facility for concert performances only. Most of the concert goers will leave immediately after concert performance so food and beverages will be at an absolute minimal. Our current rubbish disposal system at 9 Baker will be sufficient. If the concert frequency and structure changes in the future, we will revisit this point at the time.

2.7 PARKING MANAGEMENT

Ticketing and website information will encourage visitors to:

- a) utilise the large carpark adjacent to the Brisbane hotel,
- b) use adjacent main street points (Bulwer & Brisbane streets) for drop-offs and pick-ups (Taxi or Uber facilities),
- c) use public transport and rideshare modes if possible,
- d) walk to venue (we would like for our local community to enjoy this space)
- e) Baker Avenue reserved for senior citizens or disadvantaged individuals who may have difficulty walking long distances.

Kind regards,

Nunzio Mondia

04 [REDACTED]