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CE at Melbourne Park



## OPERATIONS MANUAL

Your guide to planning your  
event at CENTREPIECE



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UNDER THE MANAGEMENT OF MELBOURNE & OLYMPIC PARKS



# WELCOME

## PURPOSE OF THIS MANUAL

The operations manual provides you with all the essential information that you will need to assist in the successful planning of your event within CENTREPIECE at Melbourne Park. This manual contains key details about the venue and Melbourne & Olympic Parks (M&OP), our facilities and services, operating procedures, and technical details.

Please take the time to read this manual and adhere to the regulations as set out within. It is imperative that all exhibitors, contractors, sub-contractors, and staff working on your event are also familiar with the regulations within.

## UPDATES TO INFORMATION WITHIN THIS MANUAL

The information contained within this document is current as of 28 October 2024, however it may be necessary to issue updates and/or changes to this information from time to time. Please ensure that you refer to the documents provided to you by your Sales or Event Planning representative for the most up to date information for your event.

For any questions about your event, please contact your Event Planning Executive.



# VENUE INTRODUCTION

## OVERVIEW OF VENUE

CENTREPIECE at Melbourne Park is Melbourne's most surprising conference and events venue, designed to bring people together for diverse occasions in the city's cultural epicentre. Our space is your blank canvas, ready to be adapted, personalised, and brought to life for your vision - no matter how vast or intimate.

Located in an iconic precinct that defines the passion and soul of our southern capital and attracts the world's best in music, sports, business, and entertainment. Draw your audience in to the home of a tennis Grand Slam and stay for astounding views of the CBD and the iconic green spaces of Melbourne Park.

The unparalleled versatility of our footprint is matched by a unifying purpose: to create memorable, magnetic experiences. Our expert team offers a new way to experience industry-leading tradeshows, global conferences, spectacular gala dinners or breathtaking weddings. From the architectural finishes to the view and every detail of our service, we know it's the little things that bring your vision to life.

CENTREPIECE is easy to get to and around, intrinsically linked with the CBD itself and all Melbourne has to offer - from the world's top music, art and sporting scenes to some of Australia's best food and hospitality. Our Victoria-first approach also celebrates the world-class produce and identity of the garden state, and our architecture embodies the allure of Australia's natural landscape.

When it comes to planning and delivery, collaboration is in our DNA. We will work with you to bring your vision to life, going above and beyond to join the dots and elevate your experience. Backed by the confidence of a global venue and the gravitas of key industry influencers, our team of experts respond quickly to the changing needs and trends of both the market and your business.

From the flexibility of our offering to the quality of our food and service, CENTREPIECE is here to consistently surprise, delight and make a lasting impression on those who spend time with us. It is a thriving, magnetic and dynamic place to experience Melbourne from a new perspective. An eventful destination worth telling others about, in a versatile and surprising conference and events venue that is easy to get to and harder to leave.

UNDER THE MANAGEMENT OF MELBOURNE & OLYMPIC PARKS





# GENERAL ENQUIRIES

## GENERAL CONTACT

### Street Address

CENTREPIECE at Melbourne Park  
Melbourne & Olympic Parks  
Olympic Boulevard, Melbourne

### Postal Address

CENTREPIECE at Melbourne Park  
C/O Melbourne & Olympic Parks  
GPO Box 4611  
Melbourne, VIC, 3001

### General Enquiries

T: +61 3 9286 1600

D: +61 3 9286 1118

E: [sales@mopt.vic.gov.au](mailto:sales@mopt.vic.gov.au)



## LOCATION

### PRECINCT LOCATION OVERVIEW

Melbourne & Olympic Parks (M&OP) is located between the Melbourne's CBD and Richmond with the Botanic Gardens and the Yarra River to the Southwest and the MCG to the Northeast. Comprising around 40 hectares, as the name suggests, it joins together the exceptionally unique premises of Melbourne Park and Olympic Park.

The precinct is notably acclaimed for hosting the Australian Open annually, as well as the city's most celebrated sport and entertainment events.

M&OP is the proud host of a range of sporting events, including tennis, football, rugby league, rugby union, basketball, netball, cycling and gymnastics, while also staging the highest calibre of international acts and musicians, including Elton John, Queen, P!NK, Beyoncé, Katy Perry, The Rolling Stones, Red Hot Chilli Peppers and Bruce Springsteen to name a few.

This is the place where Australians and visitors alike make memories of a lifetime.

### VENUE LOCATION OVERVIEW

CENTREPIECE at Melbourne Park is positioned at the heart of the Melbourne Park precinct and is easily accessible by vehicle, on foot, by tram or train or via the river by ferry. The main entry points can be found via Batman Ave, Olympic Boulevard and the Tanderrum Bridge.

### GETTING HERE



UNDER THE MANAGEMENT OF MELBOURNE & OLYMPIC PARKS



## PUBLIC TRANSPORT

### **TAXI or RIDE SHARE (Uber, Ola, didi)**

A taxi rank is located on Olympic Boulevard (formerly Swan Street), outside of Rod Laver Arena.

CENTREPIECE at Melbourne Park conveniently has a dedicated drop off point within the CENTREPIECE carpark which is accessible via both Entrance A (Batman Avenue) and Entrance D (Olympic Boulevard). Ask your driver to enter the Precinct via either entrance and proceed through the boom gates (your driver will be able to take a ticket that will provide them with 20 mins free access). Your drop off point will be within the CENTREPIECE Carpark off of the roadway that links both Entrance A and D together.

There is also a pick-up and drop-off point for ride share services in front of John Cain Arena on Olympic Boulevard.

### **Tram**

Tram 70 (Wattle Park) - Tram service from Flinders Street and Richmond Stations stop at Rod Laver Arena (Stop 7B). CENTREPIECE is a short walk from the tram stop through Garden Square.

### **Train**

Our closest stops are Flinders Street Station to the West, Richmond Station to the East and Jolimont Station to the North. All stations are major stops and connect to several lines and are only a 10–15-minute walk to CENTREPIECE. Plan your trip at <https://www.ptv.vic.gov.au/journey/>

### **Bus**

Bus 246 (Latrobe Uni – Elsternwick Station) stops at the corner of Olympic Boulevard and Punt Road, approximately a 10-15 min walk from CENTREPIECE.

### **Water Taxis**

Melbourne Water Taxis

Melbourne Water Taxis operate on the Yarra River seven days per week. Water taxis deliver guests to a docking platform opposite Rod Laver Arena on Batman Avenue. They can accommodate parties of up to 12 people and need to be pre-booked. For more information, or to make a booking, please contact Melbourne Water Taxis on 0416 068 655.

Melbourne River Cruises

Melbourne River Cruises can provide you with the ultimate experience for groups of up to 150 people when attending events at Melbourne & Olympic Parks. For more information, please contact Melbourne River Cruises:

T: +61 3 8610 2600

E: [info@melbcruises.com.au](mailto:info@melbcruises.com.au)

W: <http://www.melbcruises.com.au>



## PRIVATE AND OTHER TRANSPORT

### **Bike**

We encourage guests to cycle to our precinct. Bicycle parking is available within the dedicated CENTREPIECE carpark. Bicycle parking can be accessed from the following locations:

Tanderrum Bridge

MCG Bridge

Entrance A, Batman Avenue

Entrance D, Olympic Boulevard

Cyclists must provide their own locks and are encouraged to lock their belongings. Please note that M&OP will not take any responsibility for any loss or damage to bicycles secured on site.

### **Airport Transfer**

The quickest way from Melbourne Tullamarine Airport is via taxi outside of your terminal or following the signs and app instructions to the Rideshare pick up area.

There is also the Skybus service running direct between the airport and the city. The Skybus will arrive at Southern Cross Station. There are several access routes from Southern Cross Station to M&OP as follows:

Tram #70. Walk to Spencer Street / Flinders Street – Stop 1 (5 mins walk)

Taxi / Ride Share, approximately 10 mins

Train to Flinders Street, Jolimont and Richmond Stations

To plan your trip, visit <https://www.skybus.com.au/melbourne-city-express/>

### **Guest Car Parking**

There are 3 locations available for Guest Parking.

CENTREPIECE at Melbourne Park has a dedicated carpark adjacent to the venue. This carpark is accessed via the Northern Roadway using Entrance A (Batman Ave) or Entrance D (Olympic Boulevard). Entrance to the carpark is controlled via boom gates at various points.

The Northern Carpark. This carpark is accessed via the Northern Roadway using Entrance A (Batman Avenue). Entrance to the carpark is controlled via boom gates. Access to CENTREPIECE from this carpark is via Garden Square.

The Eastern Plaza carpark. A multi-level parking facility that is accessed via Entrance D off Olympic Boulevard. Entrance to the carpark is controlled via boom gates. Access to CENTREPIECE from this carpark is via Olympic Boulevard and across the oval in front of Rod Laver Arena or via the Northern Roadway and into the entrance off the dedicated CENTREPIECE carpark.

The following parking rates apply to all car parks within the Melbourne & Olympic Park Precinct.



Non-event days: \$10.00 (flat rate)

Event day: \$30.00 (flat rate)

Event day, pre-booked: \$20.00 (flat rate)

Car spaces can be booked online. Please follow the link below

<https://prebook.mopt.vic.gov.au>

Your Event Planning Executive can arrange pre-booked parking to be charged to your master account.

To discuss your parking options, please speak with your Event Planning Executive.

### **Valet Parking**

CENTREPIECE at Melbourne Park is pleased to offer your guests a valet service for your event. To learn more about these services, please speak with your Event Planning Executive.

### **Coach Drop off and Parking**

Coach pick-up and drop-off is available within the dedicated CENTREPIECE carpark. If using coach pick-up or drop-off, parking is not permitted within the carpark. This carpark can accommodate a maximum of three coaches at one time.

As coach arrivals and departures can impact the use of the Northern Roadway and Olympic Boulevard, it is important that we have as much information as possible to ensure the smooth facilitation of the coaches.

All coach movements within the Precinct will require traffic management from our logistics team and additional charges will apply. Please discuss your requirements with your Event Planning Executive, ensuring that you provide the following details:

- Arrival and departure dates
- Arrival and departure times
- Number of coaches
- Coach sizes and number of guests
- Contact name and telephone number of the coach company
- Dedicated coach parking is located at Entrance G, off Olympic Boulevard.



## SERVICES

### Reception Desk

CENTREPIECE at Melbourne Park has a built-in reception desk available for clients who book the whole venue. Complete with storage, this desk can be operated by you or by our event specialist team. Speak to your Event Planning Executive about your options for using this desk.

### Parents Room

We are pleased to offer a parent's room within CENTREPIECE. This room includes a microwave, fridge, baby change table and breast-feeding facilities.

### Multi Faith Room

We are pleased to offer a multi faith room with CENTREPIECE. This room includes a foot wash, basin and space for prayer.

### Changing Places

We are pleased to offer a changing places space within CENTREPIECE. This space includes a shower and toilet facilities.

### Cloaking Room

We are pleased to offer a dedicated cloak room facility for your events. Should you wish for this to be available for your clients, charges will apply to staff this facility. CENTREPIECE will not take any responsibility for any loss or damage to items cloaked on site. Please speak to your Event Planning Executive for more information.

### Building Security

CENTREPIECE at Melbourne Park is monitored by our 24/7 security control room.

### First Aid

For first aid assistance please contact the nominated on-the day Event Leader, contact details and additional information can be found on your event order. Should you wish to have dedicated first aid for your event, please speak to your Event Planning Executive. Please note additional charges will apply.

## CAFÉ's

### Collective Café

Located on Level 2 of Tennis HQ, the Collective Café operates from 0700-1700 Monday - Friday offering a light Breakfast, Lunch, coffee and snacks throughout the day.



## Edwins Café

Located on the forecourt of AAMI Park, Olympic Boulevard, Edwins is open from 0700-1500 each day offering a variety of Café Favourites.

## Internet

CENTREPIECE at Melbourne Park is pleased to offer complimentary WIFI services for your convenience. Our complimentary WIFI is suitable for basic internet browsing, email, social media and basic Video Calls (Teams, Zoom, Skype). It is not however suitable for streaming video, VPN connections, peer-to-peer file sharing, running internet-based workshops or presentations.

Speak to your Event Planning Executive for cabled or wireless options suited to your specific event requirements.

## Accessibility

M&OP is a universal Precinct offering an inclusive and safe environment for all clients, hirers, customers, guests, contractors, business partners and employees. For more information visit the M&OP website: <https://mopt.com.au/arriving-and-access/accessibility-info/>

## Assisted Hearing Devices

All spaces with CENTREPIECE at Melbourne Park are equipped with a state-of-the-art hearing assistance system. For more information, please speak to your Event Planning Executive to discuss your attendees' requirements prior to your event.

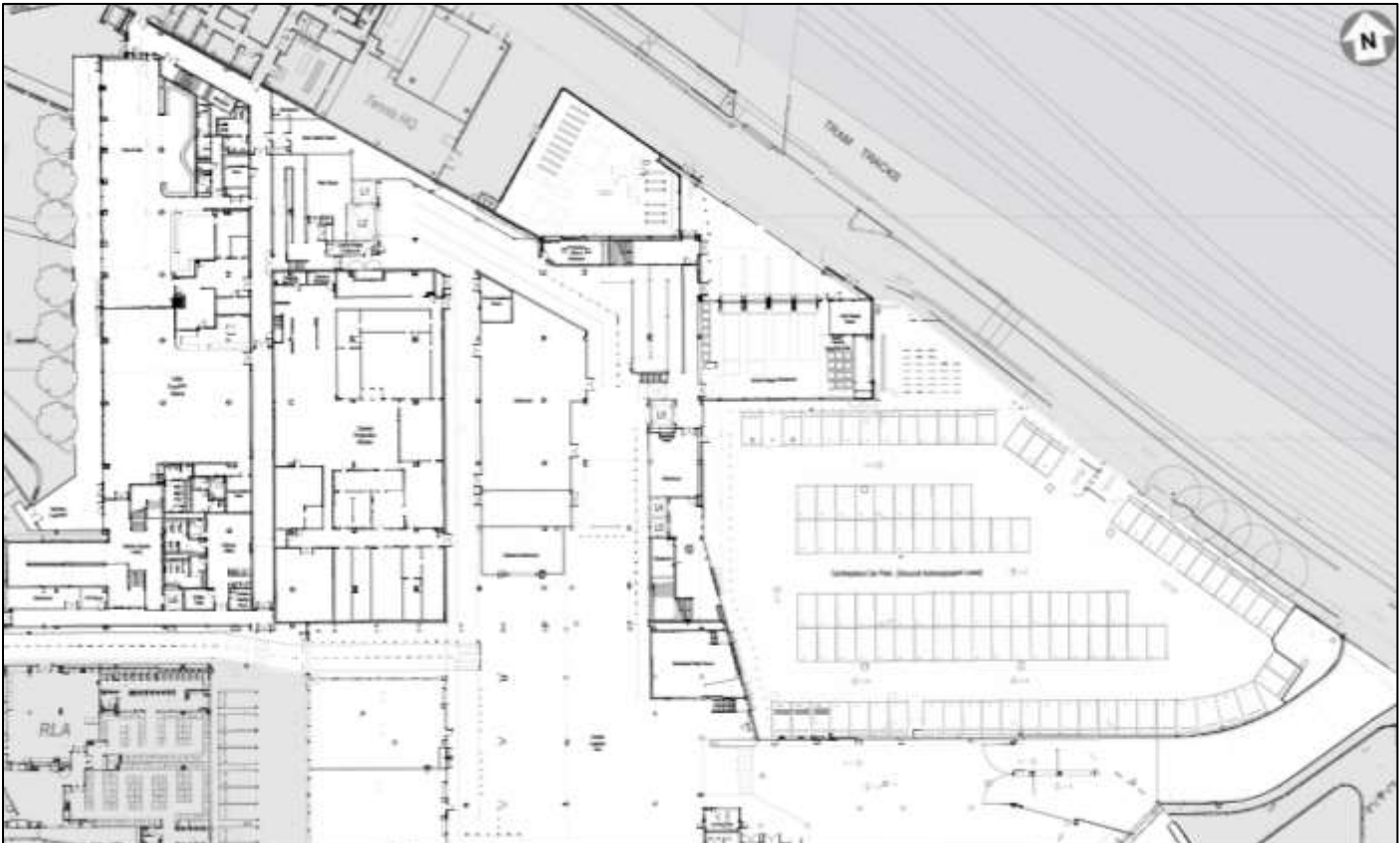
## Accommodation

Our enviable location includes a variety of hotels and serviced apartments near CENTREPIECE at Melbourne Park. For information on the closest accommodation providers, visit our website: <https://www.centrepiecemelbourne.com/#/location>



# VENUE FACILITIES (SPACES)

## LEVEL ONE



### Central Logistics Hub

Bump in and bump out, deliveries and staging take place undercover in the Central Logistics Hub (CLH). Access is via the Northern Roadway via either Entrance A (Batman Avenue) or Entrance D (Olympic Boulevard), your Event Planning Executive will let be able to advise which entry is best for your requirements closer to your event date.

The CLH has two 19m loading bays that can accommodate a maximum of two 19m semi-articulated trucks. Please note that 19m semi-articulated trucks will require some traffic management to access the CLH and we generally recommended using 12.5m rigid trucks or smaller to facilitate a smooth bump in and bump out.

The CLH maintains a 4.5m height clearance to allow trucks to access and manoeuvre. The manoeuvring area is flat to ensure safe truck manoeuvrability in this constrained area.

The entrances at Entrance A and Entrance D are equipped with boom gates and intercoms to allow M&OP staff to provide advice to arriving vehicles. Once you arrive at the CLH, you will be met by a manager who will provide guidance, security, and communication with CENTREPIECE staff.





Long term parking or vehicles is not facilitated in the CLH, the space is primarily designed to facilitate deliveries, loading and unloading of working equipment. If a vehicle is required to remain onsite for the duration of an event, please make the Event Planning executive aware so alternative onsite parking can be arranged.

### Garden Square Café

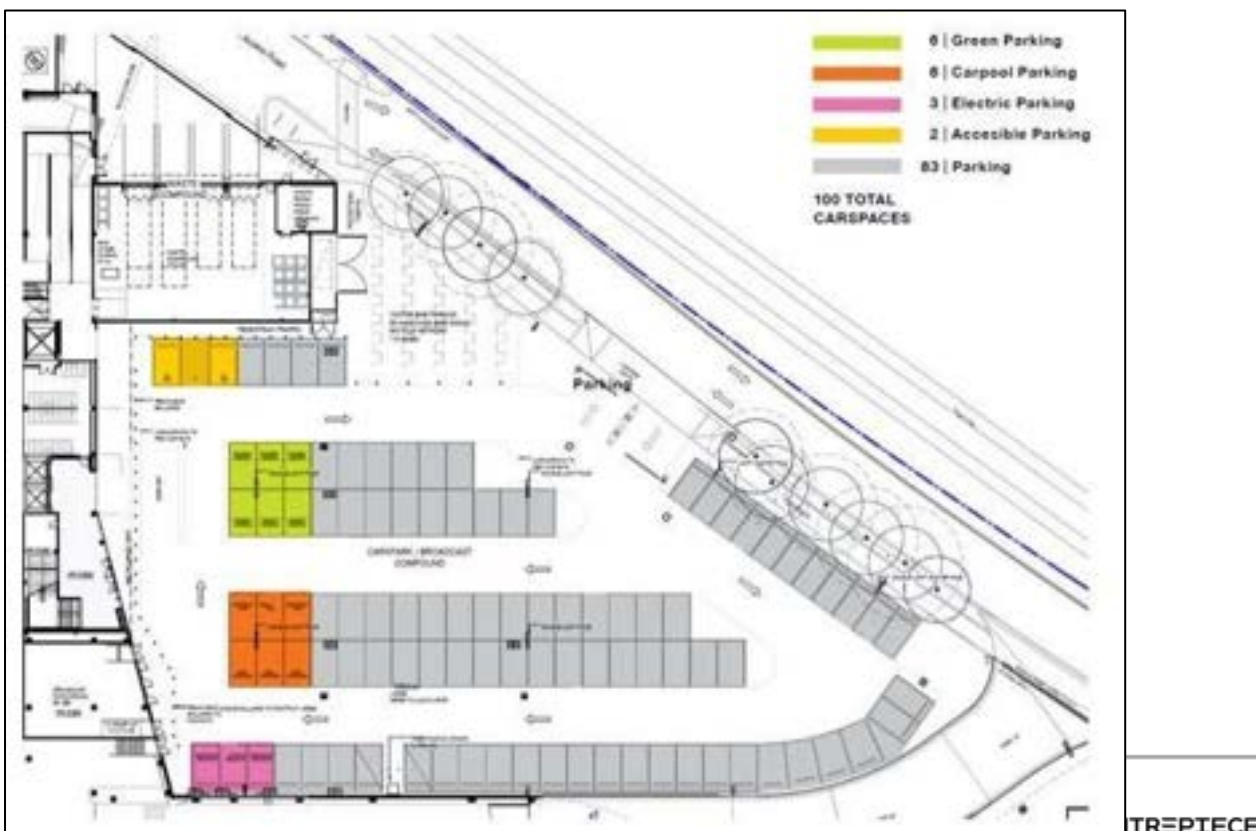
The Garden Square Café is a year-round public café and restaurant. Open 7 days a week from 0700-1700 and on event days for pre-event dining this space is 350 sqm with varying ceiling heights.

The Hirer space is a year-round space that can be hired exclusively for functions. Separated from the Garden Square Café via an acoustic operable wall, this space can also be used as an extension to the Garden Square Café. This space is 410 sqm with a ceiling of 2.7m throughout.

### Central Production Kitchen

A 1280 sqm production kitchen with the latest technology to support the culinary teams' paddock to plate philosophy and focus on sustainability.

## CAR PARK LEVEL





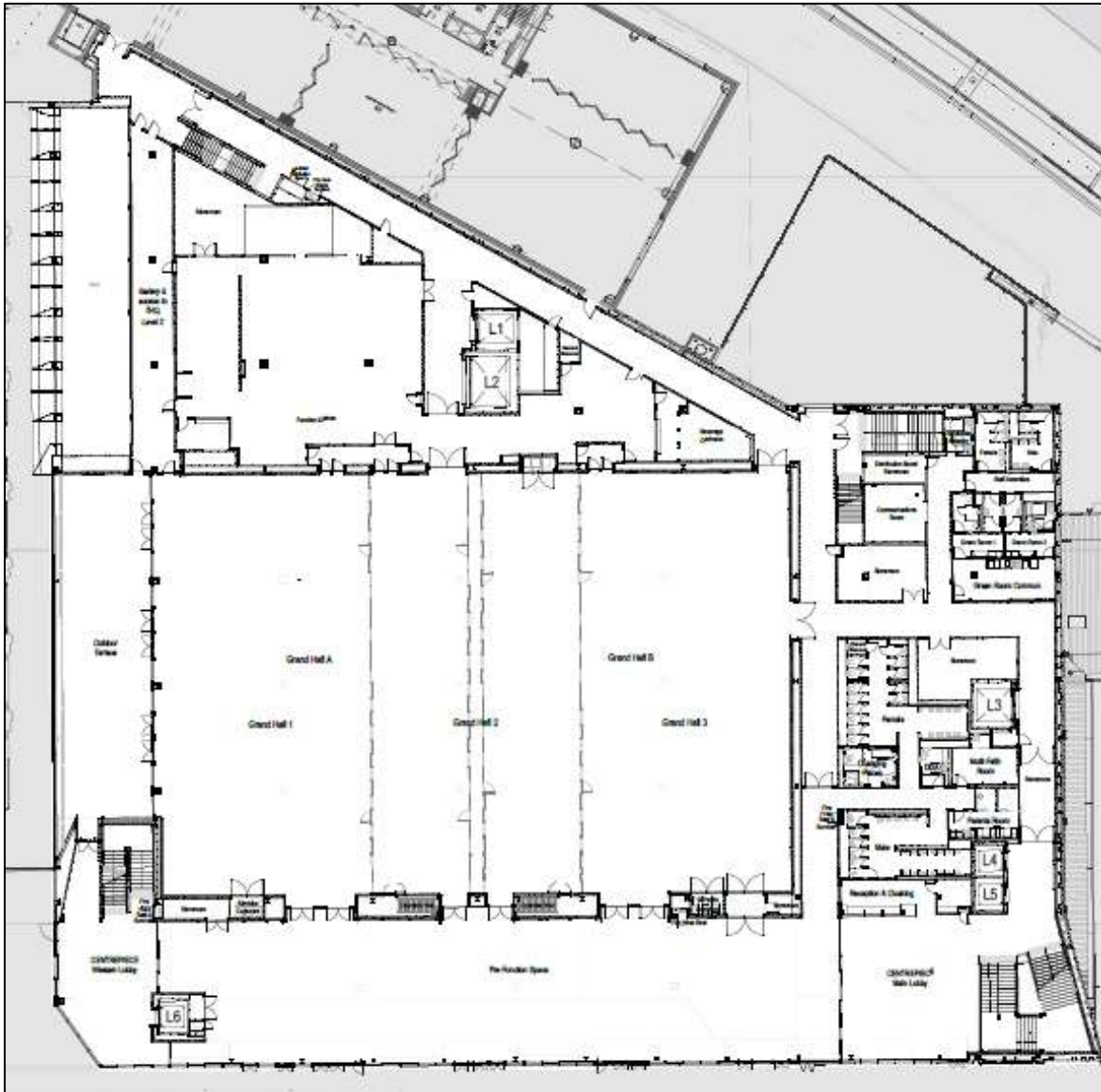
The CENTREPIECE carpark is conveniently located adjacent to the venue and provides direct access to levels 2 and 3 for both clients and guests. This level sits slightly above Level 1 and is accessed off of the Northern Roadway. With 100 car parks there is plenty of space for clients, VIPs and production staff to park. Please speak with your Event Planning Executive to finalise exact number of spaces required.

The carpark has the capacity for one 20m articulated vehicle. This allows for three articulated vehicles to park and unload within the Central Logistics Hub and the car park simultaneously for bump in and bump out of major events. The primary benefit of loading from the car park is access to the goods lift allowing direct access to levels 2 and 3.

Broadcast vehicle parking is available in the car park with designated areas for vehicles to connect to tie lines, power etc. Your Event Planning Executive will be able to guide you through this to ensure ease of access and maximisation of the car park space.



## LEVEL 2



### The Grand Hall

The Grand Hall is a versatile space that is complemented by an outdoor terrace with uninterrupted views of the Melbourne CBD, connecting you to the gardens outside. This 2,000 sqm space is divisible by 3, equally in half or by  $2/3$  and  $1/3$ , encouraging flexibility. The 8m high ceiling is complemented by a complex and versatile rigging system with nodes that sit at 8.5m, however the clear height is 8m throughout the venue and a feature LED lighting RGB system.

With architecture that embodies Australia's natural landscape, The Grand Hall features raw and earthy interior finishes including spotted gum wood panelling, repurposed aluminium, and terracotta tiles.

### The Grand Hall Dimensions



Description	Area	Length	Width	Rigging Grid
The Grand Hall All	1958 sqm	35.95 m	54.66 m	8 – 8.5 m
Grand Hall A	975 sqm	35.95 m	27.03 m	8 – 8.5 m
Grand Hall B	946 sqm	35.95 m	26.2 m	8 – 8.5 m
Grand Hall 1	670 sqm	35.95 m	18.64 m	8 – 8.5 m
Grand Hall 2	643 sqm	35.95 m	17.9 m	8 – 8.5 m
Grand Hall 3	645 sqm	35.95 m	17.8 m	8 – 8.5 m
Grand Hall 1 & 2, 2 & 3	1332 sqm	35.95 m	37 m	8 – 8.5 m
Outdoor Terrace	247 sqm	29.45 m	8.19 m	3.4 m

### Outdoor Terrace

The Level Two Outdoor Terrace is perfectly positioned to capture the allure of the Melbourne CBD Skyline. Connected to the Grand Hall and to the Western Lobby, this space is the perfect addition to your event in The Grand Hall. The Outdoor Terrace is protected from the elements with a roof cover that includes heaters for those cooler months. This space can be access from either the Western Lobby, The Grand Hall A (or one) or via the Gallery Connection to THQ. Use this space exclusively or as a catering space for your events in The Grand Hall, The Outdoor Terrace has a capacity for up to 250 guests.

### Pre-Function Space

A space for guests to mingle in or register prior to their entry to The Grand Hall, capable of hosting cocktails for up to 750 pax and great for putting your event on display as soon as your guests walk through the door. The Main Lobby is the location for cloaking and has the built-in reception desk for client use. At each end of the Pre-Function Space are the lobbies connecting CENTREPIECE'S three levels.

The Pre-Function Space has been designed with an 8m high skylight atrium, letting natural light stream into this bright space. The ceiling height of the remainder of the Pre-Function Space is 2.7m high.

Pre-Function Space Dimensions				
Description	Area	Length	Width	Ceiling Height
Pre-Function All	1071 sqm	12.4 m	79 m	Various
Pre-Function Space Only	751 sqm	12.23m	583 m	Various
Main Lobby (East)	216 sqm	12 m	12 m	Various
Western Lobby	117 sqm	12 m	8.19 m	Various



## Green Rooms

Located back of house the Green Rooms are designed for VIP's and artists to prepare for their event or performance or for the client to use as their secretariat or speakers prep room for their event in The Grand Hall. The space is made up of one common room and two separate dressing rooms with bathroom and shower facilities. A camera monitor has been installed that is connected to a PTZ camera within The Grand Hall for easy viewing of the event, ensuring timely performances.

## Gallery Connection

The Gallery is a walkway that connects CENTREPIECE Level Two to THQ Level Two. Overlooking The Garden Square Café, this walkway can be accessed from either inside The Grand Hall or from The Outdoor Terrace.

## Level Two Finishing Kitchen

CENTREPIECE at Melbourne Park is equipped with a finishing kitchen on Level Two complete with dispense bars. This space has been designed to operate with the ultimate flexibility allowing plate up stations to be set up in various locations throughout the space. The service doors that connect the kitchen to The Grand Hall have been designed with airlocks to ensure there is limited noise bleed and light bleed into your event.

Speak to your Event Planning Executive on what doors are required to be maintained as clear access doors for service for your event.

## Tennis HQ (THQ)

The spaces on Level Two of THQ boast more than 950sqm of break out spaces with a dedicated café and kiosk that will enhance your event. Connected via front of house and back of house pathways, using the spaces within THQ as breakout rooms for your events in CENTREPIECE is seamless.

THQ Space Dimensions				
Description	Area	Length	Width	Ceiling Height
THQ Level 2 All	951.30 sqm	21.2 m	68 m	3.4 m
THQ Café	320.30 sqm	13.95 m	20.1 m	3.4 m
THQ Level 2 Room 1	127 sqm	9.94 m	13.3 m	3.4 m
THQ Level 2 Room 2	133 sqm	9.94 m	13.6 m	3.4 m



THQ Level 2 Room 3	247 sqm	13.9 m	16.94 m	3.4 m
THQ Level 2 Room 4	124 sqm	7.36 m	17 m	3.4 m
THQ Level 2 Room 1 & 2	260 sqm	9.94 m	26.93 m	3.4 m
THQ Level 2 Room 3 & 4	371 sqm	21.3 m	17 m	3.4 m



### Level Two Access

CENTREPIECE at Melbourne Park has been designed with ultimate flexibility and has been built with several bump in and out access points. See below table that outlines each access point and the clearance or loading specifications.

Door Dimensions			
Door Description	Location	Clear Width	Clear Height
Main Load in Door	Northern Wall of The Grand Hall	3.1 m	2.64 m



Secondary Load in Door	Eastern Wall of the Grand Hall	3.0 m	2.40 m
Car Access Door	Between Pre-Function Space and The Grand Hall	2.78 m	3.25 m
Car Access Door	Pre-Function Space off the Central Terrace	3.3 m	2.7 m

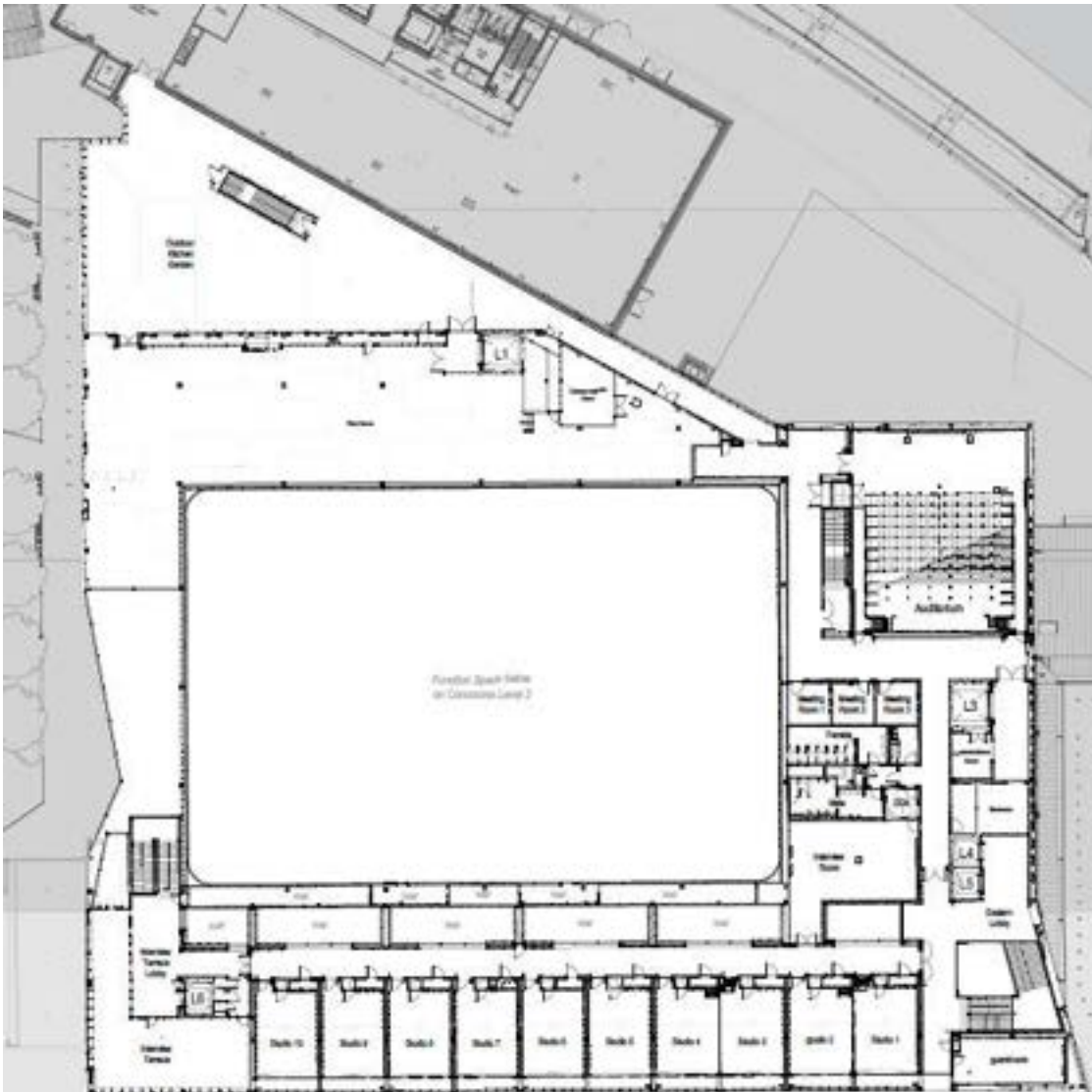
### Goods Lift Dimensions and Loading

Lift Number	Location	Door Width	Clear Height	Level Access	Loading Limits	Internal Size
Goods Lift 1	North	2.8 m	2.5 m	1, 2, 3	3.5 T	2 m wide x 3 m deep x 3 m high
Goods Lift 2	North	3.3 m	2.4 m	1 & 2	6.5 T	3.3 m wide x 4.2 m deep x 3 m high
Goods Lift 3	East	2.2 m	2.5 m	1, Carpark, 2, 3	4 T	2.4 m wide x 2.95 m deep x 3 m high





## LEVEL 3



### Auditorium

The Auditorium is a permanent tiered seating space that has been designed as the press auditorium for the Australian Open. This space can hold up to 250 guests. Each seat has access to a small tablet and USB ports for charging personal devices.

The projector screen size in the CENTREPIECE Auditorium is 2.5mx 4.3m and is 16:9 Aspect Ratio.

### The Studios

The Studios have been designed for the international broadcast media requirements for the Australian Open and as meeting rooms outside of the Tournament, however these spaces can also be used for broadcasting facilities throughout the year. There are 10 studios in total, each studio is 50 sqm with 5m high ceilings. Four of the studios have high acoustically rated operable walls in between which convert into two larger studios of 100 sqm each. Each studio has a balcony overlooking the Central Terrace.

UNDER THE MANAGEMENT OF MELBOURNE & OLYMPIC PARKS





Studios 5-10 have been set with a board table and 26 seats. Studios 1-4 are flexible and can be set as per your event requirements.

### The Boardroom

Our Boardroom is bathed in Natural light and can set up to 28 guests on the custom-built board table.

### The Interview Room

Designed as the secondary interview room for the Australian Open, this space is a flexible 85sqm breakout room.

### Meeting Rooms 1, 2 & 3

These small rooms are perfect as a small meeting room or client secretariat for events in The Grand Hall

### Interview Terrace

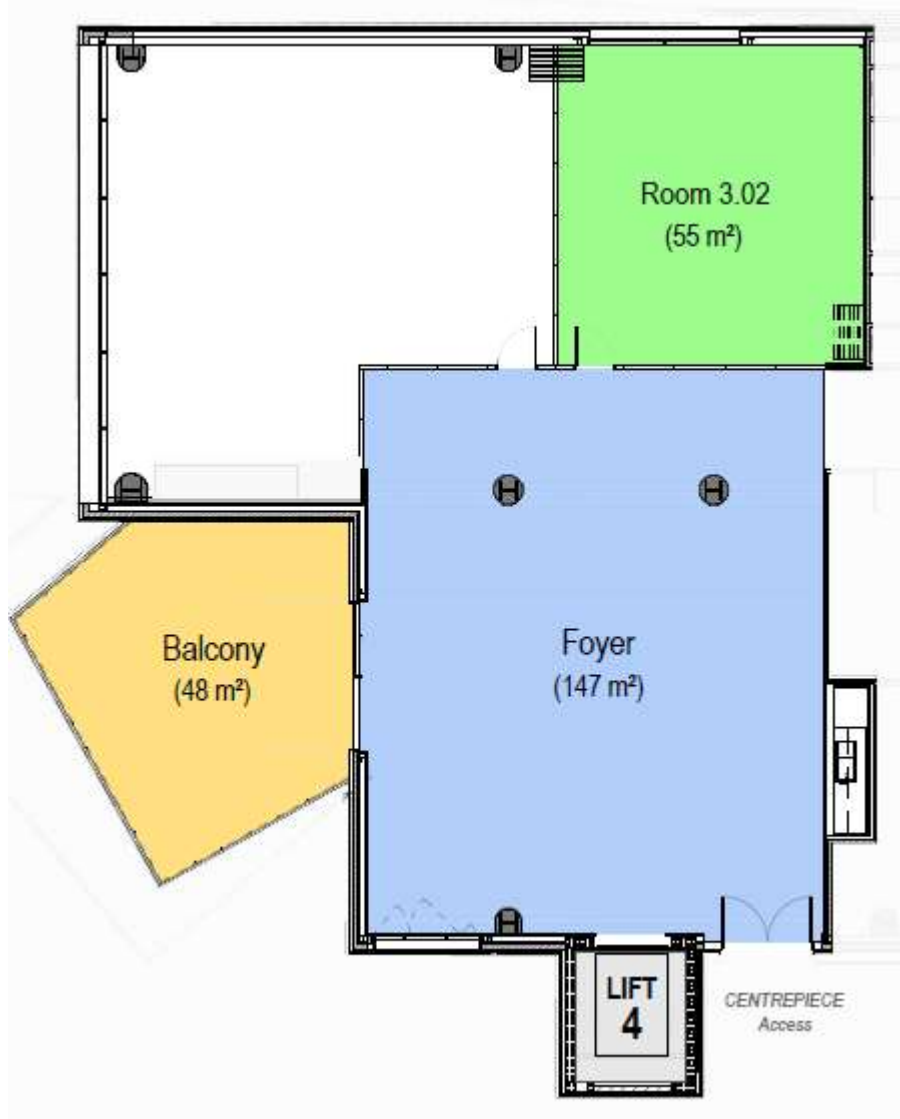
This outdoor covered terrace is located adjacent to The Studios and has sweeping views of the Melbourne CBD and the Central Terrace. This space can stand up to 180 guests using both the external terrace and the indoor foyer.

Level 3 Space Dimensions				
Description	Area	Length	Width	Ceiling Height
Auditorium	287 sqm	18 m	15.8 m	5 m
Studios 1 – 4	45 sqm	9 m	5.71 m	5 m
Studios 5 – 10	44 sqm	9 m	5.71 m	5 m
Studio 1 & 2	90 sqm	9 m	11.42 m	5 m
Studio 3 & 4	90 sqm	9 m	11.42 m	5 m
The Boardroom	40 sqm	4.15 m	11.3 m	5 m
Interview Room	96 sqm	7.11 m	11.6 m	3 m
Meeting Rooms 1-3	14 sqm	3.7 m	3.8 m	5 m
Interview Terrace	124 sqm	16 m	14 m	5 m



### Tennis HQ Level 3

The spaces on Level Three of THQ boast more than 330sqm of meeting room spaces connected to CENTREPIECE with uninterrupted views of the Melbourne CBD from the outdoor balcony.



THQ Space Dimensions				
Description	Area	Length	Width	Ceiling Height
THQ Level 3 All	334.90 sqm	21.20 m	18.08 m	3.4 m
THQ Level 3 Room 3.01	86.9 sqm	10.62 m	10.72 m	3.4 m
THQ Level 3 Room 3.02	52.2 sqm	7.5 m	7.11 m	3.4 m
THQ Level 3 Foyer	147.2 sqm	13.08 m	10.72 m	3.4 m



THQ Level 3 Balcony	48.6 sqm	7.5 m	7.3 m	3.4 m
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## HEALTH & SAFETY

### INTRODUCTION TO SAFETY AT M&OP

Melbourne & Olympic Parks takes safety very seriously. The team have a legal obligation to ensure that all venues operate in a safe environment for all clients, guests, and staff. In accordance with relevant Australian standards and legal requirements, M&OP has developed stringent safety procedures and policies and is responsible for ensuring that these are adhered to.

As the event organiser, you share this responsibility, as do your event participants, exhibitors, and contractors. We ask that you ensure that everyone working or attending your event always maintain the highest standards of safety.

### ONLINE SITE INDUCTIONS AND CONTRACTOR MANAGEMENT

The following people are required to complete M&OP's online site induction prior to commencing work at CENTREPIECE at Melbourne Park:

- Event Organisers who manage event contractors
- Event Contractors who are working within CENTREPIECE for your event this includes but is not limited to:
  - Audio Visual
  - Theming
  - Entertainers
  - Sign Builders
  - Exhibition companies
  - Exhibitors building or constructing their stand during the exhibition build

Once onsite all staff and contractors must adhere to the following:

- Ensure that they are clearly displaying access passes and wristbands
- Adhering to instructions from CENTREPIECE staff and security
- Familiarising yourself with the nearest exit and emergency assembly areas
- Confirm and familiarise yourself with the working Venue event contact; for safety, first aid and hazard response.
- Appropriate PPE including hard hats and Hi-Vis vests must be worn in designated work areas
- Report to venue staff all hazards, incidents, near misses and injuries that affect all persons including visitors.



## EMERGENCY EVACUATION

In any emergency, notify your event contact immediately. If you cannot reach your event contact, please phone the Precinct Operations Centre on 9286 1255.

In the event of an emergency one of two alarms may sound.

Alert alarm: "Beep! Beep! Beep!"

The alert alarm is operated from the building's emergency warning intercommunication system (EWIS). It is designed to alert everyone in the vicinity of a possible emergency. This is only a warning alarm – if it sounds, please standby and await further instructions from the venue wardens.

Evacuation alarm: "Whoop! Whoop! Whoop!"

The evacuation alarm is designed to notify all occupants that an evacuation is necessary. When the evacuation alarm sounds, all occupants will be directed by wardens to leave via the emergency exits. Everyone must follow directions issued by the wardens and meet at the nearest evacuation assembly area.

Volunteer briefings on emergency evacuation can be arranged via your Event Planning Executive.

## EXHIBITONS

### Stand Builds

The CENTREPIECE Venue Management Team will inspect all exhibition builds prior to your event start time to ensure that the build is safe and does not pose a hazard to the venue or any other user of CENTREPIECE. The Venue Management Team reserves the right to request modification or close any stand which is deemed to be a safety hazard.

Any stand build may be a safety hazard, even the simplest type of stands. As part of the inspection, the Venue Management Team will inspect the following;

- Dangerous goods and electrical equipment
- Fire hazards
- Trip hazards
- Sharp protrusions
- Safe from moving objects
- Structural integrity
- Placement (allowing 3.5m clearance for emergency egress pathways)

It is the event organiser and/or exhibitor's responsibility to ensure each stand is presented to the public in a safe manner and maintained as such.



## Exhibition Stand Materials

Materials used in the construction of your stands must be in accordance with the Building Code of Australia and must not cause any damage to the carpets or the walls of the venue. Materials used must not be ignitable or be capable of emitting toxic fumes should ignition occur.

The use of crepe paper, corrugated cardboard, straw, hay bales, sand, wood chips, untreated hessian or PVS sheet (except on floors as a protective membrane) will require approval by the Venue Management Team, therefore please request the use of these materials during the event planning phase with your Event Planning Executive should you wish to use these materials.

Display equipment that may cause injury to a member of the public must be separated from the public by a physical barrier and must be attended at all times.

Provided that suitable and adequate provision is made to prevent water leaking onto the floor and the floor is otherwise protected, you may permit an exhibitor to display fountains, aquariums, spas, rock pools and small swimming pools in the event area with prior approval from your Event Planning Executive.

A suitable safety plan to prevent stand materials igniting should be developed. This may include non-flammable surface sprays to remove risk and fire protection devices.

## Vehicle Displays

Motor vehicles can be displayed as part of your event provided you have booked a space a vehicle can access.

For up to three motor vehicle the venue requires 1 x 2.3kg A:B(E) dry powder extinguisher in a prominent location in accordance with relevant Australian Standards.

For up to four or more motor vehicle the venue requires 2 x 2.3kg A:B(E) dry powder extinguisher in a prominent location in accordance with relevant Australian Standards.

In addition to the above a 9-litre foam extinguisher should also be strategically located to the vehicles. Where vehicles are spread across multiple spaces, multiple extinguishers may be required.

Motor Vehicles fuel filler cap should be sealed or secured to prevent easy removal by unauthorised persons. Under no circumstances is fuel to be decanted or vehicles to be filled in the Central Logistics hub, inside the venue or onsite. Motor vehicles powered by flammable gas (LPG, CNG) may be displayed provided systems are fitted in accordance with relevant Australian Standards for gas fuel systems in motor vehicles– evidence must be provided to venue management.

Fuel tanks should be no more than  $\frac{1}{4}$  full.

Drip trays or appropriate mats are required to be positioned underneath each vehicle on display.

The exhibitor or organiser will be required to move the vehicle in and out of its allocated location under the direction of venue management. Keys should not be left in the vehicle whilst on display but stored with the venue management team.



## DANGEROUS GOODS

If you, your exhibitors or event contractors wish to use dangerous goods whilst within the venue, please seek approval from your Event Planning Executive during the event planning phase. Information about the type, size, volume, location and purpose of the dangerous goods will be required and Material Safety Data Sheets (MSDS) supplied.

No more than one day's supply of any dangerous goods shall be stored on a display stand or at any one time. Dangerous goods are to be stored in the appropriate containers and have the appropriate markings. Storage is to comply with the Dangerous Goods Act and Regulations.

## DISCHARGE OF NOXIOUS WASTE

No paint, oil, spirits, chemicals or other noxious substances shall be discharged into the Precinct sewage system. All such substances must be collected and disposed of in a lawful manner offsite.

## LP GAS CYLINDERS

All gas appliances need to be certified and fit for purpose prior to coming onsite. Any event that has a planned use of LPG gas Cylinders must notify your Event Planning Executive more than 72 hours prior to event commencement.

The Event Manager or Event Contractor must produce the following procedures to your Event Planning Executive prior to any LPG bottles arriving onsite.

- storage and handling of cylinders when they are not in use
- cylinder connection and changeover
- leak testing
- lighting of appliances (heaters, lamps etc)
- turning off appliances (heaters, lamps etc)
- emergency equipment procedures
- relevant risk assessment

The contractor responsible for the LP Gas Cylinders and Equipment must ensure that:

- all appliances available for hire are certified
- appliances shall be suitable for use in a commercial environment
- appliances are in good working order and condition when supplied
- details of maintenance and inspection relating to individual appliances can be made available upon request
- Cylinders are delivered in a safe manner, to a safe and complying location
- Cylinders, valves and connections are fit for purpose and in good working condition

The installation and use of gas appliances and gas cylinders shall be undertaken in accordance with current relevant acts, regulations and Australian Standards.

## FIRE SAFETY

Fire safety controls are determined based on the outcomes of the venue's risk assessment. Please ensure that any potential fire safety risks are brought to the attention of your Event Planning Executive and that all



fire equipment is visible and accessible to the public. CENTREPIECE at Melbourne Park will require a detailed risk assessment if implementing the following at your event:

- Pyrotechnics
- Smoke machines
- Confetti cannons

The following exhibition stands will be required to implement additional fire safety measures:

- A roof area greater than 18sqm or wider than 3m in any direction.
- Booths with raised floors of any height made of or containing combustible material; and
- Where pyrotechnics, smoke machines or confetti cannons are to be used

Stands in these categories will also be required to install smoke detectors and fire extinguishers. Fire extinguishers must be a minimum 2.3kg A:B(E) dry powder type and meet AS/NZS 1841: 2007 Portable Fire Extinguishers. Smoke detectors must comply with AS 3786: 1993.

CENTREPIECE at Melbourne Park may also require extra fire safety measures to be implemented on any other stands deemed to pose a fire risk and will advise you and the exhibitor in these cases. These requirements will generally be identified during the event sign off inspection, prior to the event commencing.

## NAKED FLAMES

Naked flames include the use of cooking equipment, barbecues, heaters, candles, oil burners, etc. You must advise your Event Planning Executive if you wish to use any of these elements within your event and note the following:

- A fire extinguisher and/or a fire blanket shall be kept accessible for the use of cooking equipment, barbecues, and heaters. This fire extinguisher shall be properly signed
- Under no circumstances can the flame be left unattended
- No flammable material shall be within 1m of the flame
- Flames shall be extinguished 15 minutes prior to the conclusion of the event
- Facilities used for cooking must have an automatic emergency cut off switch
- Appropriate first aid equipment/items must be in place

## ELECTRICAL INSTALLATION

All electrical leads intended for use within the venue need to be tested and tagged in accordance with Australian Standard 3760:2003 prior to use on site. This includes any brand-new leads, this includes, but is not limited to:

- Laptops
- AV equipment
- Lighting
- Extension leads & power boards
- Miscellaneous electrical appliances

Arrangements must be made with your nominated electrician for the purpose of testing and tagging all electrical items and leads. M&OP can arrange for its electrical contractor to perform this task for your



event at a cost to the client, however 72 hours' notice to your Event Planning Executive prior to event bump in is required.

Temporary electrical installations must be carried out by a registered electrical contractor. All electrical installations must be in accordance with Victorian OH&S legislation and relevant standards. Should you be performing any electrical works, an Electrical Safety Certificate must be completed by contractors after any electrical installation works. The electrical safety certificate must be provided to the Venue Management Team prior to the event commencement.

M&OP and contractors working on behalf of M&OP, in their sole discretion, reserve the right to shut down untested equipment and prohibit its use until adequate testing is completed.

## RISK ASSESSMENTS

For events involving high risk activities, please provide a risk assessment schedule that covers:

- The concept of the event.
- The contents of the event.
- Profile and details when appropriate of participants in the event.
- Possible controversial aspects of the event, e.g., political, environmental or social impact; and
- Risk analysis should be based on the WorkCover version available from [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

You will also need to source an activity specific risk assessment from your contractors for the following types of activities:

- Pyrotechnics
- Aerial artists
- Hazardous materials
- Fire twirling or other related activity
- Amusement rides
- Exhibition Builds
- Theming Builds
- Disposal of hazardous material and/or waste
- Any other temporary infrastructure builds (marquee, etc)

## INCIDENT REPORTING

In the case of an incident or emergency, Venue Management must be notified immediately stating:

- Nature of the incident or emergency
- If emergency agencies (Police/Ambulance/Fire Brigade) are required

A copy of all incidents including medical and security incidents shall be provided by the nominated event safety to Venue Management at the earliest time and no later than 24 hours after the incident.

First Aid kits are available throughout CENTREPIECE at Melbourne Park.





## WORKING FROM HEIGHT

It is important that all tasks that are undertaken from heights are identified. It is also important to evaluate the likelihood that someone may run the risk of a fall. Event organisers are urged to assess all factors that could contribute to a fall, including the type of job to be done, physical surroundings, conditions and the time needed for completion of the task.

It is the responsibility of the organiser to ensure compliance with the current OH&S legislation. All hazard identification, risk assessments along with appropriate solutions to the issues are to be provided during planning stages.

Working from heights procedures and approaches:

- Risk control measures should be put in place to first eliminate and minimise any risk of a fall
- Ladders should only be used where other methods of working from height are not practicable; the fall height is the distance the person's feet are supported on the ladder to the level below
- Chairs are not designed to be a safe work platform and the use of chairs as a ladder is prohibited.
- Organisers are advised to ensure that procedures are in place for any incidents and all employees gain all information, instructions, and training about risks of working from heights
- Elevated Work Platforms (EWP) should only be used by a licensed contractor. The license must be sighted by Venue Management prior to use. Any CENTREPIECE owned EWP's can only be operated by an M&OP staff member or nominated contractor.

Please see a list of machinery available from CENTREPIECE later in this guide.



## EVENT PLANNING

### INTRODUCTION TO PLANNING YOUR EVENT IN CENTREPIECE

Completed in August 2021, CENTREPIECE at Melbourne Park is a purpose-built conference and events centre located in the heart of the Melbourne & Olympic Parks Precinct. Our dedicated team of professionals will work with you on creating an unforgettable event experience for your guests. Please find enclosed everything you need to know to plan your event at CENTREPIECE. Should you require anything not covered in this section, please contact your Event Planning Executive.

### POWER

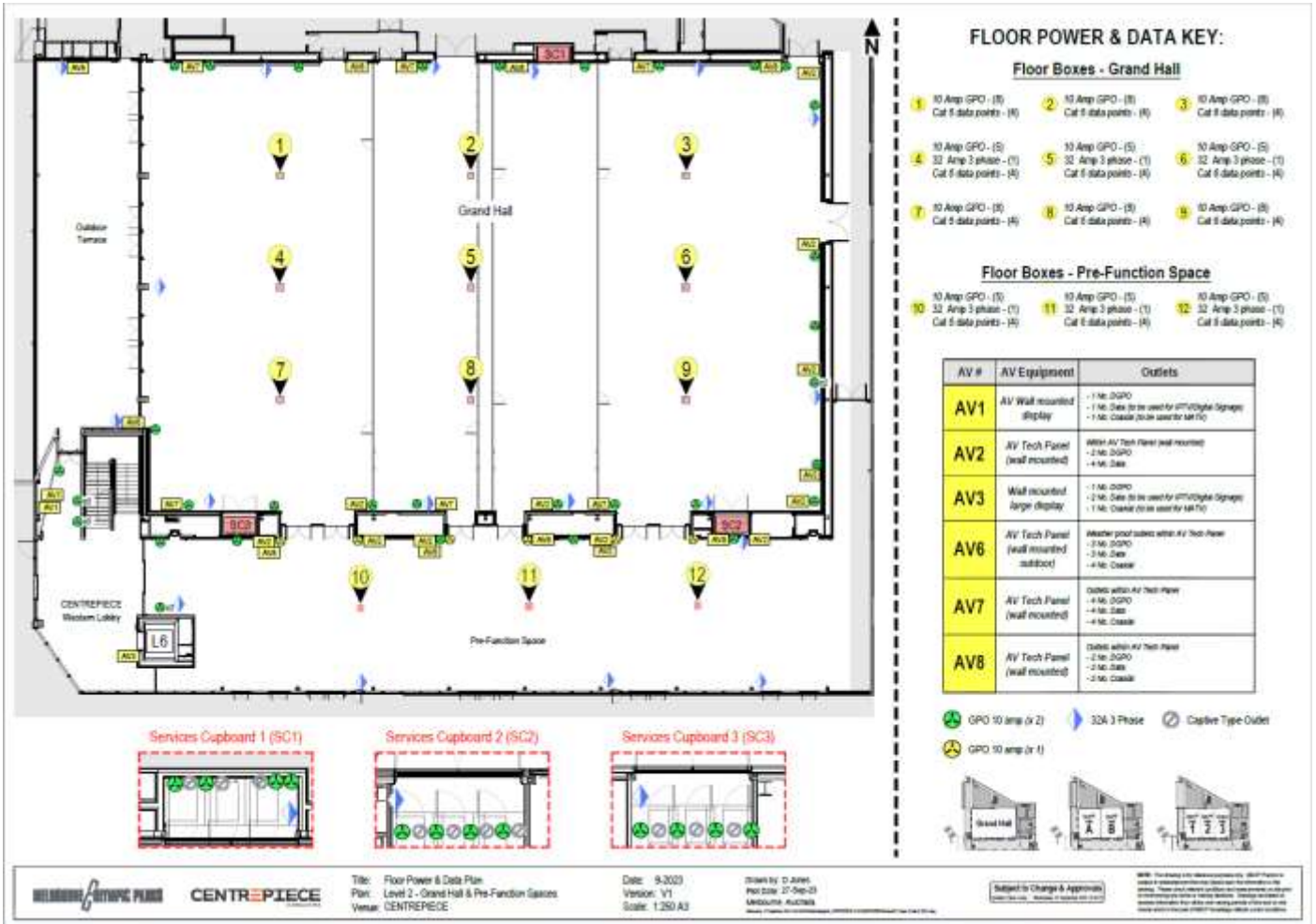
This state-of-the-art venue has been built with the most elaborate of productions in mind. CENTREPIECE has been designed with Floor boxes throughout the Pre-Function and Grand Hall, perimeter 10-amp single phase and 32 amp 3-phase power outlets, mirrored power within the ceiling and power locks with 20amp connections. See a breakdown below of available power throughout the venue. For complete electrical maps, please ask your Event Planning Executive. Our operations team will need to sign off on a detailed power plan for your event that also considers venue use of power such as catering etc.

All production companies are to present a power draw document to our Venue Operations Manager no less than 7 business days prior to event. This document will outline how much power is required for production for each event.

If an event is planned to be drawing 650A or above, our Venue Operations Manager must be made aware prior to the event taking place to ensure appropriate distribution of power across the room is put in place.



## Floor Boxes



Pre-Function Floor Boxes			
Description	10-amp GPO	32-amp 3 Phase	Cat 6 Data Points
Floor Box One	5	1	4
Floor Box Two	5	1	4
Floor Box Three	5	1	4

Grand Hall Floor Boxes			
Description	10-amp GPO	32-amp 3 Phase	Cat 6 Data Points
Floor Box One	8	0	4
Floor Box Two	8	0	4
Floor Box Three	8	0	4



Floor Box Four	5	1	4
Floor Box Five	5	1	4
Floor Box Six	5	1	4
Floor Box Seven	8	0	4
Floor Box Eight	8	0	4
Floor Box Nine	8	0	4

### Ceiling Power



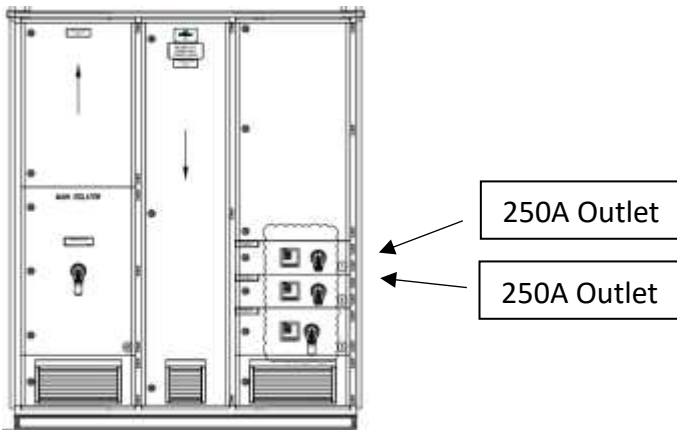
### Powerlock

Our venue offers power lock panels to production teams for larger power requirements inside The Grand Hall. A total of 1500 amps is available inside The Grand Hall which is spread across 3 locations allowing for each event mode that the main Function Area offers. Each location includes Two (2) 250-amp Input/Output sockets allowing use of 500 amp per power lock unit which will comfortably see any Audio/Visual requirements come to fruition.



In the case of power lock being utilized an M&OP supplied electrician will be required to connect and disconnect cables to/from the unit. This will come at an additional cost of \$120 per hour for an event and can be organised through our Event Planning Team.

### Generic Powerlock Unit



### Other Power

For production and rigging, power that is found within the floor boxes and perimeter walls and their location is mirrored within the roof. These run off independent switch boards to reduce the risk of power overloading and also reduces the need for large cables running from the ground up into the roof.

The power located in the roof, floor boxes, and wall locations run off a separate power supply than power lock. Both can be used simultaneously but a power distribution plan will be required to be submitted to our Venue Operations Manager for review no less than 14 days prior to the event taking place.

## OUTSIDE BROADCAST

CENTREPIECE offers its Clients a Broadcast Patch Room dedicated to creating a simple and functional system for connecting into our state-of-the-art Broadcast Studios.

Accessible via the CENTREPIECE Carpark, six (6) 500mmx500mm access hatch panels allow for temporary cabling to be installed from the carpark into the Broadcast Patch Room. Once inside, there is an abundance of power & data available and is outlined in the below table.

Broadcast Patch Room		
	Quantity	Notes
5 Pin 32A,3 Phase Inlet	31	Linked to Broadcast Studio



5 Pin 32A, 3 Phase outlet	31	Linked to Broadcast Studio
5 Pin 32A, 3 Phase Outlet	8	
5 Pin 63A, 3 Phase Outlet	8	
Double Switched 10A outlet (GPO)	8	
AV Wall Mounted Display	2	2 x GPO, Data input/output (IPTV/Digital Signage), Coaxial input/output (MATV)
Data Outlet (Wall & Ceiling Mounted)	6	Wall plates include 4 x inputs

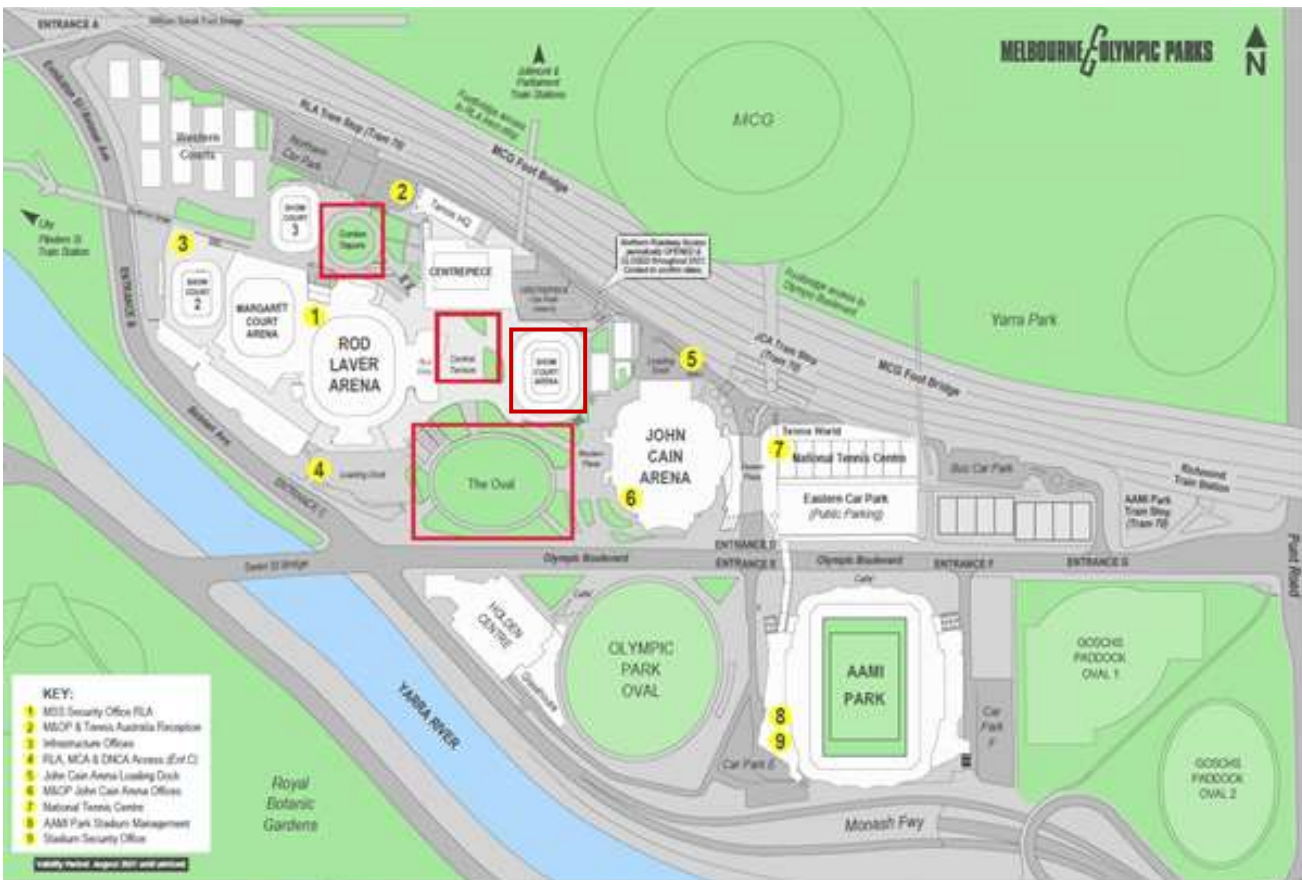
## INDIGENOUS PROTOCOLS AT EVENTS

CENTREPIECE welcomes the acknowledgement of Aboriginal and Torres Strait Islander people at events. This is most frequently conducted through a Welcome to Country and/or Smoking Ceremony. Should your event wish to move forward with either or another cultural ceremony please contact your Planning Executive to arrange.

Welcome to Countries can be held inside or external of the venue or event space. If you have specific location in mind that is not included in your contracted event spaces, please contact your Planning executive to seek approval.

A Smoking Ceremony must be undertaken outside of the venue in an open-air space due to the use of fire and/or smoke. There are a number of suitable locations within close proximity to the venue as highlighted in the map below. Please contact your Planning Executive to discuss locations and specific event requirements.





Melbourne & Olympic Parks - Precinct Site Map

## ACTIVATIONS

For safety purposes, activation space is strictly controlled by Venue Management and the following conditions must always be adhered to:

- All activations and their proposed locations/footprint must be submitted to your Event Planning Executive for approval at least fourteen (14) business days prior to the event bump in and must comply with M&OP commercial agreements. Please note that submission of activations does not grant approval.
- Activation proposals must include accompanying safety documentation (where applicable) including:
  - Risk Assessment
  - Safe Work Method Statement(s)
  - Certificate of Compliance (Design)
  - Wind Ratings
  - Place of Public Entertainment Permit (if applicable)
  - Power Requirements
  - Food Business Registration/Food Handling Certificate
- Activation areas (including roaming activities) are confined to the areas specified by your Event Planning Executive. Your Event Planning Executive must approve the use of space outside of the designated area
- Where event dates clash due to another event or during the Australian Open build phase, activation locations may become limited, to ensure safe patron flow throughout the precinct



- No sampling or giveaways are allowed in any activation without written approval. Additional cleaning costs may be applicable for removal of litter
- Additional operational costs (including access to power) may be applicable and will be quoted on receipt of the activation proposal. All electrical items used on site must be tested and tagged.

### **Bump In**

- All external activation locations must have its final arrangements set up prior to public opening times as specified by your Event Planning Executive. After this time, no large items can be bumped in
- No more than one vehicle at a time is permitted in the activation area
- Vehicles cannot drive faster than 5km/h and must always have a spotter
- Crew lists, vehicle and delivery schedules must be received by your Event Planning Executive 72 hours prior to the bump in
- TOD charge (as outlined on page 39) will be applicable for any external Audio Visual supplier who is onsite for activation bump in
- All bump in, deliveries and bump out must occur within the contracted event period
- All staff and crew involved in the activation must complete the online induction

### **Bump Out**

- Activations are not to be dismantled or moved from the space in any way until approval is granted by the Venue Management
- Approval will not be granted until majority of patrons are clear of adjacent spaces
- All activation components must be bumped out on the day of the event
- The costs of any repairs to M&OP property caused by the activation/s will be payable by the Client.
- TOD charge (as outlined on page 39) will be applicable for any external Audio Visual supplier who is onsite for activation bump out

## **DIVIDING OPERABLE WALLS**

CENTREPIECE offer its clients several rooms that can be utilized as spacious or as intimate as your heart desires via its Operable Dividing Walls. Located in the Café (Level 1), The Grand Hall (level 2), & Broadcast Studios 1 & 2, 3 & 4 (Level 3), the Operable walls can transform these spaces from a petite room for close gatherings and conferences into a grandiose area for dining and networking.

All our panels are acoustically treated and when all panels are locked in place have a rating of up to 40-45Db for the Café & Broadcast Studios to create a clear separation of these spaces and up to 60Db for The Grand Hall which allows for multiple events to be held at the same time with minimal to no audio bleed – depending on audio requirements of each event.

### **Café**

9 panels at 2.5m high are strategically placed to separate the Garden Square Café from our 410 sqm Hire Space which is accessible via Garden Square and overlooks its greenspace.

### **The Grand Hall**

58 panels at 8m high will be utilised to separate the main function space into Two (2) or Three (3) depending on the size and capacity of your event (Please refer to 'Venue Facilities (Spaces) – The Grand





Hall Dimensions' table for sizing and capacity of each wall location). These walls offer two 'pass-through' doors located at the North & South end of the wall. These allow for low-level foot-traffic to enter and exit a space without the need to remove entire wall panels.

### **Broadcast Studio 1 & 2, 3 & 4**

14 panels split between 4 studios focused on expanding these 50sqm spaces into 100sqm for larger meetings or studio requirements.

## **RIGGING**

Showtech Australia are the exclusive rigging partner of CENTREPIECE at Melbourne Park. Showtech Australia is required to oversee the operation of any movement, loading, or unloading, of suspended loads. All chain motors and top point hanging must be undertaken by Showtech Australia and cannot be performed by an external provider. Any items to be suspended, whether technical, or scenic, theming, etc., are to be supplied "fit for purpose" and must meet the appropriate Australian or international standards.

All plots and related safety documentation must be submitted to your Event Planning Executive for approval at least 14 days prior bump in for sign off at which point a quote will be provided to perform the works required to hang any loads within the venue. No rigging will take place without prior approval as per the aforementioned.

### **Load Limits**

Load limits can vary as a result of the current or required room configuration. For specific information please contact your Event Planning Executive who will introduce you to Showtech Australia in order to ascertain the relevant information for your event.

## **AUDIO VISUAL**

Experience excellence with CENTREPIECE and Encore Event Technologies. As the leading event production company in the Asia Pacific region, Encore offers end-to-end creative, technical and production services, ensuring a seamless journey from start to finish.

With a focus on immersive experiences, Encore's award-winning teams deliver bespoke solutions for events of all sizes. From intimate meetings to grand galas, trust Encore to exceed your expectations with cutting-edge AV technologies and internationally recognised expertise. Backed by global resources and local knowledge, Encore creates transformative experiences that deliver real results. Whether you aim to educate, motivate, reward, or inspire, let Encore design the perfect solution for you.

Elevate your events today. Contact Encore's in-house team at Melbourne Showgrounds and discover the future of event production.



## VENUE CONDITION REPORT

At the commencement of your first contracted day an inspection of the contracted area will be conducted by a member of the CENTREPIECE operations team and a condition report will be completed. This report must be signed by the Event Organiser and CENTREPIECE.

All parties are responsible for reporting damage during the contracted period and you as the event organiser will be responsible for any damage to the venue within your contracted event area.

At the conclusion of the contracted period, an inspection of the event area will be conducted by the event organiser and CENTREPIECE.

## STORAGE

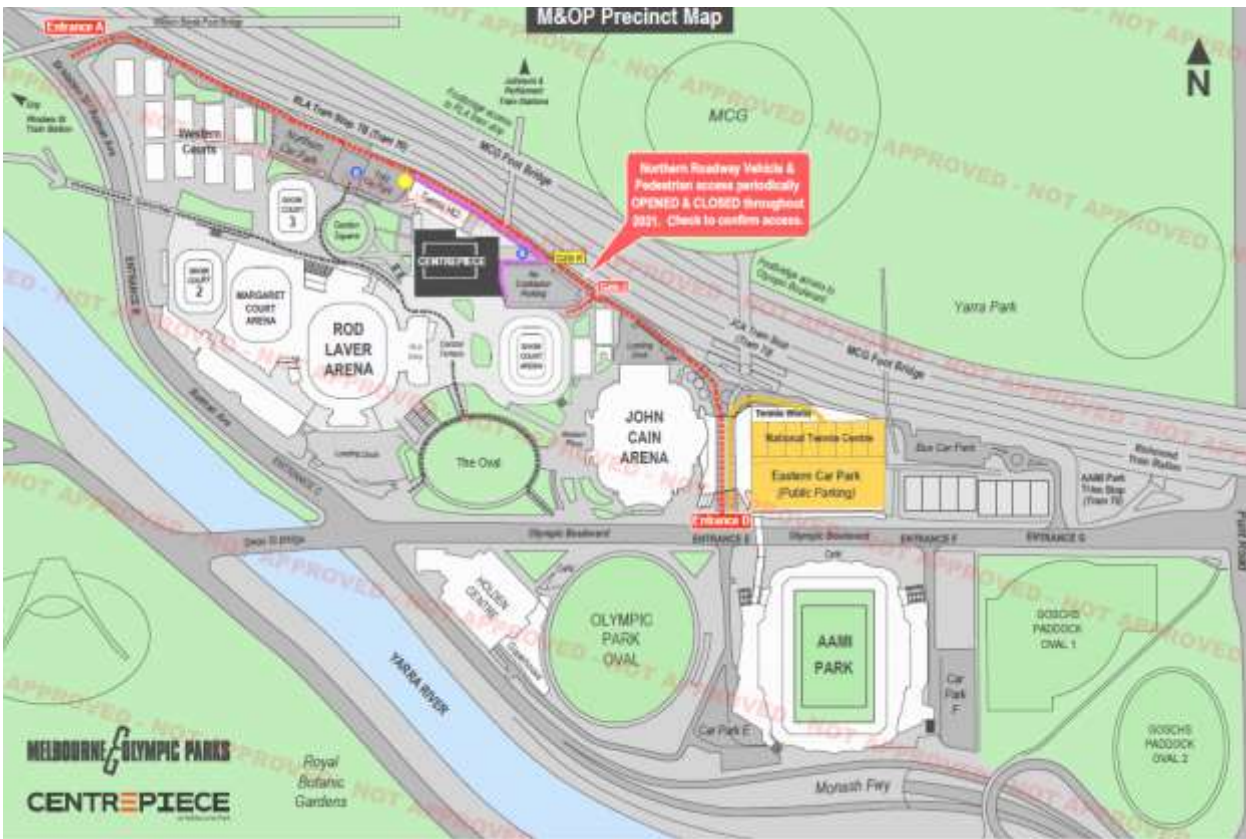
There are small allocations of storage throughout CENTREPIECE at Melbourne Park for you to use. For exact allowances, please speak to your Event Planning Executive.

Whilst small areas of storage are available, it is recommended that exhibitor and production storage is factored into your floor plan or allowances be made in other spaced throughout the venue.

There is a small amount of storage onsite for packages to be stored pre and post event. For more information, please speak with your Event Planning Executive.

## ACCESS

CENTREPIECE at Melbourne Park is located in the heart of the Melbourne & Olympic Parks Precinct. Access to the venue is via Entrance A off of Batman Avenue or via Entrance D off of Olympic Boulevard. There is a strict Vehicle Management System in place, your Event Planning Executive can provide you with more information on this system. Please find further information below about access and logistics into the precinct and the venue.



## Dock Management

The CENTREPIECE Logistics Hub (CLH) is located via Entrance A or D and then through Gate J. The CLH is managed by the Loading Dock Management team. All access via foot should be made via the Carpark Gate K as depicted in the map below.



All persons and vehicles must check in with the Dock Manager. The Dock Manager will issue a fast facts and sign in all persons. Any working personnel must complete the contractor induction, this will be checked by the Dock Manager upon arrival.

Whilst working in the CLH all personnel should follow the safety signage and direction provided by the Dock Management team and Venue Management.

### Truck Information

The Central Logistics Hub (CLH) is located within the CENTREPIECE basement and services the entire venue, including Central Kitchen and Rod Laver Arena (RLA) Central Carpark, from a delivery perspective. Access is provided from the Internal Access Road via the Northern Roadway. Trucks can arrive from the Northern Roadway via Entrance D (to/from the East) or Entrance A (to/from the West). Vehicles over 19 meters in length may enter and exit via Entrance A only. Both Entrance A & D allow for a maximum 4.5 meter Height Clearance which is maintained within

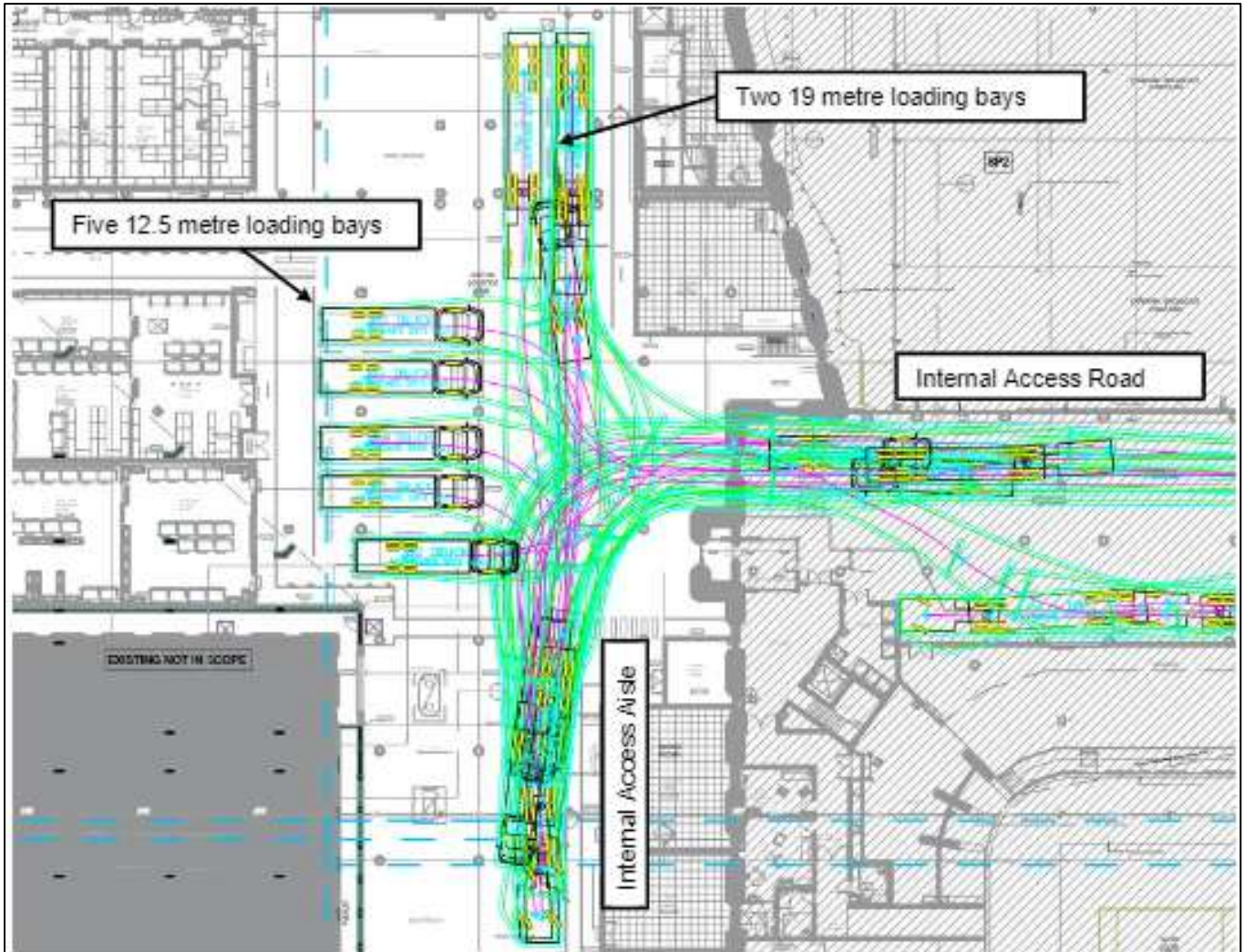
Trucks may enter the Internal Access Road via Gate J and continue past Show Court Arena (SCA) toward the Loading Dock Management Office. Two (2) loading bays have been provided to the North of the CLH, allowing for the loading and unloading of vehicles up to a maximum of a 19-meter Semi-articulated vehicle. Five (5) loading bays have been provided to the West of the CLH allowing vehicles up to 12.5 meters (rigid trucks) in size.

Entry into the CLH loading bays requires the vehicles to reverse from the internal access aisle into the loading bays as shown in the figure below (i.e. Vehicles turn left from the Internal Access Road into the Internal Access Aisle then reverse into bays as required).





NOTE: A 12.5-meter truck may restrict movement of other large vehicles in the CLH and the parking of them in the bays provided must be done so with due consideration of other incoming deliveries. The Bays to the West of the CLH will operate optimally with other vehicles at a 8-meter maximum length.



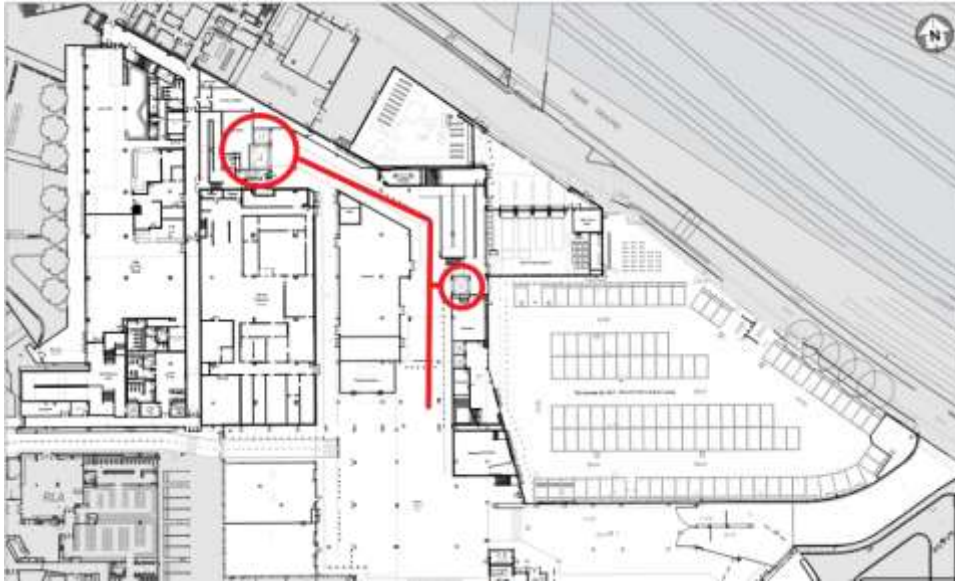
### Bump In/Bump Out

Access to the Central Logistics Hub, Venue or CENTREPIECE carpark will only be granted once the contract event time has begun. Should you require extra time to bump in or out, please speak with your Event Planning Executive.

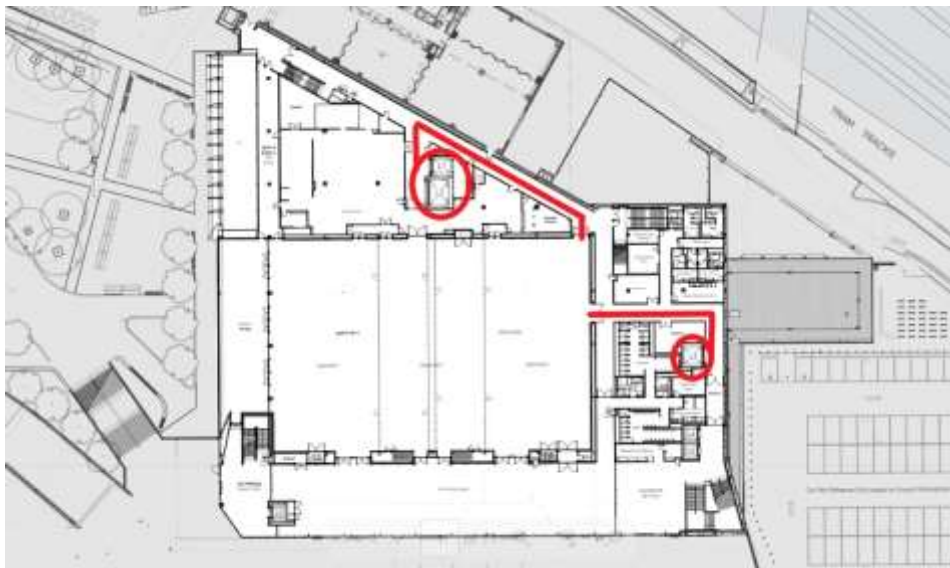
Bumping In on all levels at CENTREPIECE has been made easy with our goods lifts and their locations. All equipment can be unloaded inside the Central Logistics Hub and be ferried to one of the following locations for access to all three levels (Note: Only Lift 3 grants access to Level 3).



### Level 1 – Central Logistics Hub Goods Lift Locations



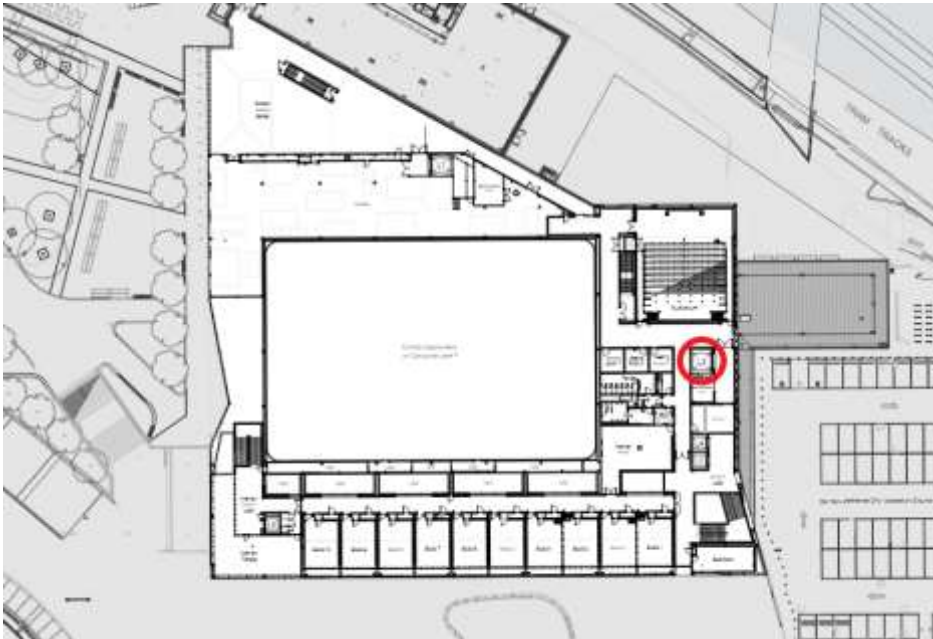
### Level 2 – Grand Hall Goods Lift Locations



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### Level 3 – Broadcast Studios & Auditorium Goods Lift Location



CENTREPIECE Lift Dimensions – Car (C) & Door (D)				
Description & Capacity	Area	Length	Width	Ceiling Height
Lift 1 – 3.5t	6.05 sqm	(C) 3.1 m	(D) 1.80 m (C) 1.95 m	(D) 3.10 m (C) 3.00 m
Lift 2 – 6.5t	13.33 sqm	(C) 4.1 m	(D) 3.30 m (C) 3.25 m	(D) 2.40 m (C) 3.00 m
Lift 3 – 4t	7.05 sqm	(C) 3 m	(D) 2.20 m (C) 2.35 m	(D) 2.50 m (C) 3.00 m
Lift 4 & 5 -	117 sqm	(C) 2.5 m	(D) 1.20 m (C) 1.80 m	(D) 2.10 m (C) 2.40 m

### Vehicle Access to Rooms

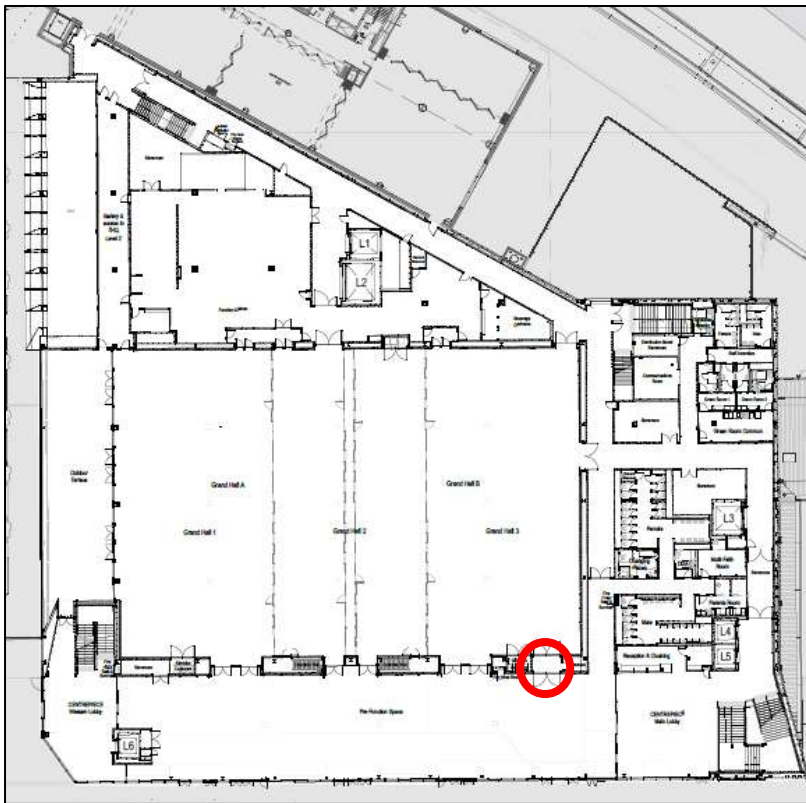
Vehicles will have the ability access to the CENTREPIECE Grand Hall via our vehicle door, located on Level 2 in the South/West of the Grand Hall, which will allow for vehicles to be driven from Central Terrace through the Pre-function space and into The Grand Hall. (Please see below for location and size).

If your event requires vehicles to be driven into the venue it is essential that it is raised during the planning stages and discussed with our Venue Operations Team prior to any decisions being made. These discussions will determine where the vehicle can enter the Precinct and a pathway for safe transportation into the venue.





Vehicle Door Size - W:3140mm x H:3300mm



## COURIERS

All items being shipped to CENTREPIECE must only be sent with approval from your Event Planning Executive and be addressed to the CENTREPIECE Central Logistics Hub, as per the delivery label, which can be found in the appendices of this document.

Ensure your freight company is instructed correctly on Central Logistics Hub timings and understands how to gain access when being directed to the venue. The delivery labels provide ample detail to ensure goods arrive to the correct location and in the designated time, therefore Melbourne & Olympic Parks and associated Business Partners will not accept responsibility for goods which have not been delivered due to misdirection, misadventure, or misinterpretation of these instructions.

## DELIVERIES

A delivery label, located in the appendices of this document, must be affixed to all packages which are being sent to CENTREPIECE prior to the commencement of your event. Pre-delivery of goods will be accepted no earlier than 24 hours prior to the contracted event date, between 0730 and 1500. If it is anticipated that delivery will be made outside of these hours please contact your Event Planning Executive for further instruction. Melbourne & Olympic Parks and associated Business Partners do not accept goods received or left at the venue outside the timeframe, unless arranged in advance.

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## COLLECTIONS

Any goods left onsite post-event must be collected by midday on the next business day (or by prior arrangement). Goods left onsite must display a clear collection label detailing return address, company name, how many items are being picked up, and receiving point contact information – including a telephone number. Any uncollected items will be disposed of at the discretion of the CENTREPIECE Venue Team. If you are unable to adhere to the collection deadline, please speak to your Event Planning Executive prior to the end of the event.

## MACHINERY HIRE

### Forklifts

All forklifts on site are to be driven by M&OP staff only. If there is a requirement for forklift access this must be requested via CENTREPIECE Venue Team during the planning stages to ensure a driver is readily available on the day.

Three (3) forklifts are available upon request and consist of varying capacities:

1 x Crown Forklift – Gas- 1800mm Tines

1 x Crown Forklift – Gas – 900mm Tines

1 x Crown Forklift – Electric – 900mm Tines

Our focus is to provide all clients with a clean and presentable venue each time they arrive. This is complimented by reducing the need for plant vehicles within The Grand Hall which limits any potential damaged caused to the carpet by the driving of vehicles across the main floor. Alternatively, we can provide pallet jacks which allows bulky items to be manoeuvred by hand and reduces the safety risk of having plant vehicles and pedestrians in one space.

Forklift hire is \$450 per day. This fee includes:

- Forklift operator
- Spotter
- Gas

A surcharge may apply for public holidays.

### Elevated Working Platform (EWP)

We have two (2) types of lifters available onsite for hire by our clients:

One (1) JLG 20 MVL – Single Person Lifter

Five (5) JLG 3246Es Scissor lifts

These units are available for hire and can be done so via your Event Planning Executive. To hire and operate our lifters, an operator must present either the Loading Dock Manager or a member of our Venue



Operations Team a copy of their High-Risk License to sign out and operate these vehicles on our Precinct.

Elevated Working Platform hire is \$120 per machine, per day.

A surcharge may apply for public holidays.

The operator is solely responsible to perform a Pre-start Check and inspect the vehicle for damage or anything that could compromise the safe operation of the vehicle before undergoing works. A logbook will be located on the vehicle where any findings must be logged. In the case of damage or a fault that poses as a safety risk being identified by the operator, the vehicle must be tagged out immediately and a member of our Venue Team must be notified immediately.

### **Manual/Electric Pallet Jacks**

Our Venue Team can provide both Manual & Electric Pallet Jacks upon request. This is our preferred method of transporting palletised or bulky items across The Grand Hall to minimise the impact plant vehicles have on the carpet and to reduce the safety risks caused by a shared space between plant vehicles and pedestrians.

Our Venue Team will strive to assist with any movement of large items to ensure its transportation is done so in a safe and timely manner and so that our clients focus can remain on the event.

### **Carpet Protection**

When using any plant or equipment within The Grand Hall, Pre-Function, Auditorium or Studios the carpet MUST be protected at all times. The venue will provide Heavy Duty but light-weight protective boards which can be used to create a pathway for production installation and maintenance as well as safely moving vehicles and large loads across our event spaces.

The use of these protection boards is non-negotiable, so please ensure that you build this into your bump in and out plans. There is a requirement to engage a spotter for the purpose of laying the boards for the plant operator as the plant moves across the floor.

## **STAGING**

CENTREPIECE offers its clients a dynamic SICO 'Fold & Set' stage which allows for a range of configurations to cater to every Event's needs.

Our Venue Operations Team will set the stage as per the Client's request and will be responsible to carry out any alterations required on an Event Day.

Our staging caters for all client needs and includes a range of DDA ramps which we connect for ease of access along with multi-steps, handrails, & stage drapery all provided as standard.



## Staging



Dimensions: 2.44m X 1.83m  
Height Adjustment: 410-610mm  
Black Carpet  
Quantity: 6



Dimensions: 2.44m X 1.83m  
Height Adjustment: 610-810mm  
Black Carpet  
Quantity: 18

## Ramp



Dimensions 1220mm X 2440mm

Height:

- 0-200mm (x1)
- 200-410mm (x1)
- 410-610mm (x1)
- 610-810mm (x1)



## DANCEFLOOR

Our dancefloor is comprised of Cam-lock laminate squares allowing for a lightweight and scratch-resistant timber floating floor look for all occasions.



Dimensions: 1220mm Square Panel

Colour: Pasadena Oak

Quantity: 144

## ORGANISER OFFICE

Events that have contracted the entire Grand Hall have access to the Reception Desk to utilise as an office for one to two individuals. Where part of the Grand Hall has been contracted please speak to your Event Planning Executive to confirm availability of the desk.

Where a larger office space is required, please reach out to your Event Planning Executive to ascertain other suitable spaces available.

## EVENT SECURITY

CENTREPIECE has a core team of security to facilitate delivery of events. Certain security roles are outsourced to M&OP's security contractor MSS. All staffing is managed and engaged by the venue at the client's cost. External security providers cannot be engaged for the delivery of an event at CENTREPIECE however can be engaged to manage the security needs of a high-profile individual, secure a particular asset/item, etc. Should the event engage or require external security provider a clear document outline their planned responsibilities should be provided for approval by the Event Planning Executive.

The determination of required security rests with Venue Management in line with the venue's safety, security and emergency management procedures and policies. Security personnel might be required for several reasons such as but not limited to:

- Demographic
- Event History
- Nature of event e.g. celebration, political, etc
- Size of event – spread across two buildings or an entire floor
- Quantity of public/guests onsite
- Alcohol Service – RSA Officer
- Event Risk Level – ascertained by the venue event risk assessment.



## GUEST SERVICES

CENTREPIECE has a core team of guest services to facilitate delivery of events at the clients cost. Guest services can facilitate a range of services such as but not limited to:

- Concierge
- Hosting Duties
- Registration duties
- Cloaking/reception
- Wayfinding
- Ticket scanning/checks

## OTHER STAFFING

### **(Fire) Wardens**

All CENTREPIECE staff are trained and working in a Warden capacity at an event. Wardens will respond to direction from the Venue Chief Warden – Event Leader.

### **FIP Operator (FIP)**

A Fire Indicator Panel (FIP) operator if required will be provided by the Venue at the clients cost. The determination of whether an FIP is required will be made by your Event Planning Executive. In summary an FIP is required when a contracted event requires an isolation due to an activity such as theatrical smoke, pyrotechnics or cooking causing a risk of producing a false alarm or where an event exceeds a guest number of 1000.

### **Traffic Management**

Traffic Management requirements will be determined by Venue Management. The implementation of Traffic Management is primarily to facilitate safety and smooth operations where increased vehicle movement and traffic around the precinct occurs.

### **Cloaking Assistant**

CENTREPIECE's Guest services can facilitate this role. Contact your Event Planning Executive to arrange the service.



## FOOD AND BEVERAGE

Levy are the exclusive culinary providers of CENTREPIECE at Melbourne Park and therefore hold all catering rights and exclusive use of all kitchen facilities. Externally prepared food and beverage as well as commercial take away products are not permitted inside CENTREPIECE unless prior approval from your Event Planning Executive at which point an appropriate displacement fee can be discussed and an indemnity form will be required to be completed.

### SAMPLING

Please speak to your Event Planning Executive for approval of any sampling at your event. Please note that additional charges may apply.

The following guidelines apply for exhibitors:

- Sample portions must be of tasting style and size only, no larger than 50g or 50ml
- Samples must be directly related to the core business of the exhibitor
- Alcohol sampling portions must be no more than 10ml for spirits and 30ml for wine, beer and cider
- Samples must be offered free of charge
- It is the responsibility of each vendor to be fully self-sufficient in terms of storage and service equipment specific to their food and/or beverage sampling
- Additional cleaning charges may apply for spillage, the removal of food or wet waste incurred at the exhibitors stand. This will be added to the clients final invoice.

Each exhibitor will be required to complete a temporary [Street trader certificate](#). If the exhibitor does not have a Street trader permit they will need to contact the City of Melbourne for a temporary permit to serve food or beverage.

If an exhibitor is offering samples of alcoholic beverages, it is imperative that the vendor follows RSA regulations, which includes;

- Visible RSA signage in the stand
- the person offering the samples has a valid RSA certificate
- guests eligibility to consume alcohol is checked

### ALLERGENS

Dietary Requirements are due no later than five (5) working days prior to your event date. If this date is not met, M&OP cannot be held responsible for the availability of the dietary request.

When planning meals and designing your menu, it is important to understand if your guests have any special food restrictions or allergies to consider. Our team will endeavour to accommodate any requests that are made if provided the information to the above timelines.

Please note: Depending of the severity of a nut-allergy, the culinary team may not be able to guarantee a complete nut free meal option, except fruit platters due to the multifunctional use of our kitchen spaces and equipment.



## Judaism (Kosher)

Jewish dietary laws are known as Kashrut and are among the most complex of all religious food practices. The term Kosher means fit and describes all foods that are permitted for consumption.

A Kosher kitchen is divided into separate sections one for dairy, meat and pareve. Different sets of utensils, pots, pans, plates, knives, and chopping boards are used in each section of a Kosher kitchen. The CENTREPIECE kitchens are not equipped to deliver Kosher meals. A certified Kosher Caterer will be required to provide all meals and would also include Kosher utensils, cups and plates for the occasion.

Kosher meals are an additional cost which can be provided to you by your Event Planning Executive.

## RESPONSIBLE SERVICE OF ALCOHOL

CENTREPIECE is licenced under the Melbourne Park Liquor Licence. The Melbourne Park licence in summary permits and stipulates the following:

- All catering staff hold current RSA certificates.
- Liquor served from public beverage outlets must be served in plastic containers or opened cans
- Supply of liquor in public outlets cannot exceed four containers per transaction of which a maximum of two product may be other than beer or wine.
- Liquor may be supplied glass containers in all enclosed areas, including outdoor and balcony areas within an enclosed café or restaurant, or within an area set aside for the exclusive use of guests or corporate visitors. No glass containers in which liquor has been supplied are permitted to leave these areas.

Trading hours for alcohol service are:

- Good Friday Between 12 noon and 11pm
- ANZAC Day Between 12 noon and 3am the following morning
- Sunday Between 8am and 3am the following morning
- On any other day Between 7am and 3am the following morning

## Managing Alcohol Consumption

There are a range of measures that the Venue Management and Planning team can put in place to manage the alcohol consumption in line with RSA.

- RSA guards
- Adequate signage at outlets or bars servicing alcohol promoting limits and beverages on offer
- Tailoring the beverages available at an event for example providing beverages with a lower alcohol content.
- Promoting the alcohol restrictions/conditions through the conditions of entry and pre-function area screen signage, predominately for publicly ticketed events.
- Increasing security presence at bars or areas servicing alcohol
- Signage at each bar reflects the licencing rules and quantities that can be served
- Venue Management and service staff all hold current RSA certificates

As standard best practice, CENTREPIECE bars closures and cease of alcohol service will occur between 15-30 minutes prior to the conclusion of an event which is in line with both liquor licence agreements



which state that alcohol service must cease 15 minutes prior to the end of the event. This timeframe also reduces the risk of alcohol being taken offsite and external to the venue.

## CLEANING

Quayclean is the trusted cleaning partner of Melbourne & Olympic Parks, servicing the Precinct venues and public parklands. With over 20 years experience in the cleaning industry covering a broad range of sectors including, but not limited to, Commercial, Retail, leisure & Aquatic centres, Venues & Events, Quayclean are committed to providing solutions, adding value, striving for improvement, and working towards the minimisation of environmental impacts. Working closely with the Centrepiece management team, a tailored service offering will be provided to ensure the presentation and hygiene needs are not only met but exceeded.

### Pre-Event Clean

A Pre-Event clean is included in the price of the hire of your event, **and as such, your event spaces will be clean prior to the arrival of you and/or your guests.** The venue will be clean prior to your arrival or post any bump in, prior to the event commencement. Should your event require any cleaning that is not covered in a standard clean or should your event generate higher waste levels than a standard event, please advise your Event Planning Executive prior to your event start date to arrange a more thorough or additional clean.

The availability of cleaners for ad hoc requests cannot be guaranteed, and while CENTREPIECE will always look to meet your requirements, it is best to be prepared.

### Dedicated Event Cleaning

CENTREPIECE has routine cleaning coverage of the venue, Monday to Friday from 7:00am to 8:00pm, with spaces such as common areas and amenities receiving spot-checks, however it does not provide a dedicated event cleaning resource.

The purpose of this coverage is to ensure a general cleaning upkeep of the venue is maintained, as well as provide a high level of presentation and hygiene for users of the venue, be they staff or guests.

Dedicated event cleaners are to be organised based on the timings, profile & requirements of the event, and through discussions with your Event Planning Executive, the need for dedicated resources will be determined following which a detailed quote will be provided as necessary.

Please note that additional cleaning charges will apply for instances of, but not limited to, the following;

- Use of confetti
- Excessive event waste generated
- Onsite disposal of event collateral and material
- Hirer bump-out of collateral and material does not reflect commitments made during the planning process

It is important to note that CENTREPIECE is committed to landfill diversion by redirecting waste streams to meet best practices of sustainability.





As such, information on the waste streams available to CENTREPIECE will be provided to you and your guests and we strongly encourage cooperation and compliance in this area.

CENTREPIECE is also open to work with you regarding your own sustainable targets, and this is best raised with your Event Planning Executive through the event planning process.

We would request that any promotional giveaway / sample items are provided to your Event Planning Executive in advance, so that we can ensure sustainability opportunities are maximised.

## Post-Event Cleaning

A post-event clean is included within the venue hire price, however, if the client has not completed their own bump-out to reflect the condition of the venue and event spaces of which they were provided, additional cleaning charges may apply and then reflected in event settlement if necessary.

Some events, such as but not limited to Trade Shows and Exhibitions or large capacity corporate events, may require a greater level of coverage for the post-event clean and this will be discussed with your Event Planning Executive through the planning process.

Damages to the venue will also incur a cost with examples being, but not limited to, the following;

- Excessive stains
- Marks and/or damages to walls and other surfaces
- Marks and/or damages to fittings and fixtures

## Sustainability

From the materials chosen to build our venue to CENTREPIECE's water harvesting and recycling program, sustainability plays a leading role in all our decisions. CENTREPIECE is committed to actively reducing our carbon footprint, among other considerations in our effort to protect Australia's environment, which include:

- Utilising Melbourne Park's rainwater harvesting system for toilets and irrigation of green spaces
- Hydration stations throughout CENTREPIECE to encourage a reduction in single use plastic
- Electricity demand offset by recycling initiatives roof-mounted Photovoltaic Cells. The total output of the 370 solar panels provides an estimated 160,000kWh every year
- A focus on waste management and recycling initiatives
- CENTREPIECE is committed to reducing our carbon footprint on the planet and so do not provide pads and pens for conferences. Should you wish to have Pads and Pens available for your event, please speak to your Event Planning Executive. Please note that a Carbon Offset charge will apply per person should you require this.
- As part of our commitment, CENTREPIECE will only provide tablecloths for events that have a plated meal component (Breakfast, Lunch, or dinner). Our tables have been made locally in Keysborough and do not require a cloth. Should you wish to have a cloth for your conference or non-plated event, please speak to your Event Planning Executive. Please note that charges will apply.

## Sustainable Giveaways and Marketing Collateral

To reduce landfill, we ask that you make every effort to act environmentally responsible and minimise the impact of any giveaway products.



#### Guidelines for activations/giveaways;

- CENTREPIECE discourages the use of polystyrene packaging, as it takes a long time to break down and is damaging for the environment.
- Recycling practices must be adhered to at all times onsite by the hirer and relevant activation agencies.
- Where possible, the amount of packaging that is used to deliver products should be kept to a minimum.
- CENTREPIECE discourages the use of short life or unsustainable products (use once and dispose into landfill).
- CENTREPIECE discourages the use of flyer handouts – “do not litter” should appear on flyers and we recommend recycled paper is used.
- Use biodegradable and/or environmentally friendly packaging that can commonly be recycled, such as PET plastics.
- Where possible, engage suppliers who provide products which are not detrimental to the environment and packaging which is recyclable.

#### Items to consider when determining the suitability of giveaways & marketing collateral:

- How is the item packaged? Is item individually packaged in plastic and how can you change that to reduce unnecessary packaging?
- Can bulk items be delivered with minimal packaging to reduce waste?
- Is the item designed to be disposable or long lasting?
- Is the item something that guests will value for a long time and take home?
- What waste stream will the item end up in – either onsite or at home?
- What is the item made from? Is it made from renewable or recyclable resources? Is it biodegradable? What will happen to it at the end of its life?
- If it is recyclable, is it likely to be recycled or more likely to end up in landfill?
- Can the item be used to damage property e.g. graffiti, stickers on windows/poles etc.
- Bottled water – would a reusable water bottle be a better option so patrons can refill onsite, and may be more likely to take home and use post event?
- Is the giveaway a food or beverage item? Please speak to your Event Planner before proceeding with this giveaway option.

### Recycling and Waste

Melbourne & Olympic Parks has a renewed focus on waste management with a strong desire to divert waste streams away from landfill, as well as create sustainable incentives for deployment across our entire events precinct.

CENTREPIECE will be our catalyst for implementing relevant strategies such as an extensive series of waste streams to support the sustainable infrastructure the venue will house.

Apart from the standard general and comingled waste streams, CENTREPIECE will work closely with our Waste & Sustainability Service Provider to ensure additional streams including soft plastics, polystyrene, organics & coffee grounds, batteries & electronics, and materials like metals and wood are disposed separately onsite and taken to the relevant waste management plants for recycling purposes.

CENTREPIECE will also house a cardboard and soft plastics bailer which enables large amounts of these waste streams to be separated, compacted and bailed onsite for easy collection and diversion, as well as a food dehydrator where venue generated organic waste can be processed into a nutrient rich organic matter, suitable for use in parkland spaces throughout the Melbourne & Olympic Parks Precinct.



## Food and Beverage Sustainable Practises

Surprising, fresh and inspired, our desire is to deliver a menu that invokes an authentic and memorable connection to Melbourne's rich culture through our culinary experience

At CENTREPIECE, we place the highest importance on the seasonal and local sourcing of our kitchen ingredients. Our paddock to plate menu showcases ambitious dishes that remain classic in style and taste. Just like our great city. Some of our city's finest exports are on display on our beverage menu too, including local craft beers from internationally recognised brewers, acclaimed wines from vineyards throughout Victoria, milk from Melbourne's only Micro-Dairy and coffee from renown Melbourne coffee roasters. Our menu is designed for you, inspired by Victoria.

In the kitchen is where our sustainable practises are highlighted. Our chefs create most of your meals and condiments onsite in the state-of-the-art production kitchen. Using the whole animal including bones for stocks and offal for sauces, nothing goes to waste.

## Organic Waste

It is inevitable in events that food waste exists. Our food waste is organically treated onsite and composted for our onsite rooftop kitchen garden and wider M&OP gardens

## Kitchen Garden

On level 3 of CENTREPIECE you will find an onsite kitchen garden that produces vegetables, fruits and herbs all year round for your menu.

# MARKETING and ACTIVATIONS

## Signage

CENTREPIECE offers a variety of branding and signage opportunities for your event. Opportunities are strictly controlled by Venue Management and the following conditions must always be adhered to:

All signage artwork, including proposed locations/footprint, risk assessment, plant & power requirements must be submitted to Venue Management for approval five working days before the event. Submission of signage plan does not grant approval

Some signage locations may incur an additional fee due to installation labour/plant use. This will be quoted on receipt of your signage plan

All bump in, deliveries & bump out must occur within the contracted event period

The costs of any repairs to M&OP property caused by the signage or fixings will be payable by the Client

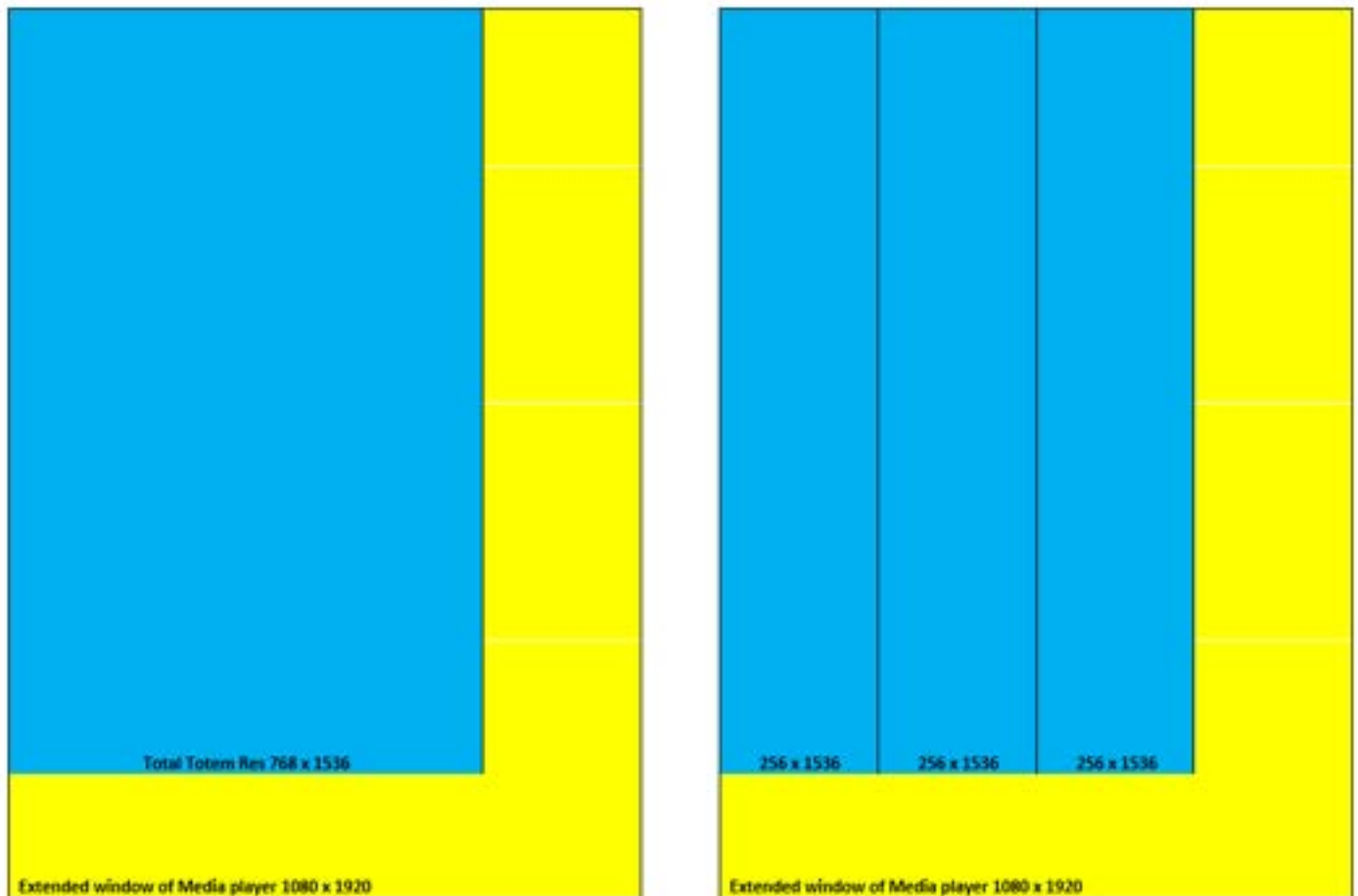
Crew lists, vehicle & delivery schedule must be received by Venue Management 48 hours prior to the event

Digital signage is available throughout the venue at request and venue management approval. Screen content should be tailored to 1080x1920.



All staff and crew involved in the activation must complete the online Melbourne & Olympic Park 'Event Operations Contractor Safety Induction' ([www.onlineinduction.com/mopt](http://www.onlineinduction.com/mopt)) at least 48 hours prior to the event.

Totem Signage on the Central Forecourt can be made available at request. Specs for the signage are:



For more information on available locations and dimensions please contact your Event Planning Executive.

### Betting and Gambling Activations

It is important to acknowledge that Melbourne and Olympic Parks (M&OP) is a government facility and must be mindful of the activities it aligns itself with. For this reason, betting and gambling activations are strictly prohibited at any event on the precinct. Exceptions may be made if the activation is requested in the contracting stage of event planning and is approved by the Trust. Any requests made to include these activities after the contract has been signed should be directed to the Venue Manager and Contracting Manager to resolve with the Client.

A request to include activations aligned with betting and gambling agents should also be directed to the Venue Manager and Contracting Manager as several considerations need to be made:

- What is the relationship between the gambling/betting agent and the Client?
- If the betting/gambling agent is a naming rights sponsor, then best efforts should be made to ensure that the relationship is maintained but doesn't conflict with the values and image of M&OP. This might mean permitting an activation internal of the venue, permitting flyers, etc.



- What does the activation entail?
- Does it promote gambling onsite or during the event?
- Is there paraphernalia being handed out?
- If so, what is it? Does it align with safety requirements?
- Will it contribute to cleaning costs?
- Where would the activation be located?
- Generally, no external activations with betting/gambling imagery should be permitted due to public perception and M&OP reputation. Exceptions can be made through by the Trust when the sponsor is a naming sponsor and/or extenuating circumstances apply e.g., UFC did not know they had to communicate in advance that TABCORP was a naming sponsor of their event and it wasn't known to M&OP until a month out of the event. For this reason, exceptions were applied due to the specifics of the event and relationships involved.

When/if an activation is approved, they should be set up according to the activation guidelines.

### **Activations or Signage promoting other Events and Venues**

Generally, Melbourne & Olympic Parks will not permit any activations or branding that promotes events that are being held in other venues outside of the Melbourne & Olympic Parks precinct.

The Venue Manager and Sales Manager may approve exceptions on a case-by-case basis, considering whether the advertisement is commercially competitive with M&OP in any way.

### **Fundraising**

Clients intending to fundraise at an event at CENTREPIECE as part of an activation or part of the event need to advise your Event Planning Executive for approval.

Documentation from the fundraising organisation authorising the fundraising activity will need to be provided, such as a Certification of Fundraising or a Fundraising Registration.

Considerations to fundraising approval will also factor in what type of fundraising activities are being conducted, such as:

- Tin rattling/coin collections – may occur externally or on the concourse, however, is not permitted inside the auditorium primarily as guests are not able to move from their seat and ensures that they do not feel pressured or harassed into donating
- Fundraising samples, handouts or merchandise is involved - this may impact on merchandise sales and is not currently factored into merchandise commissions