

## EVENT ORGANISER CHECKLIST

Please complete and return with a copy of your event run order 7 days prior your event to [functions@devonport.tas.gov.au](mailto:functions@devonport.tas.gov.au)

ITEM	x	DETAIL
Date of event, times		
Rooms Booked		
Organisation/business name		
Hirer name		
Contact at event if different		
Contact phone		
Public liability supplied		
Deposit Paid		
Number of Attendees (final catering numbers due 5 business days prior)		
ROOM SET UP		DETAIL
SIGNAGE – wording for digital signage throughout building @ [ c ' d ' Y U g ' i g d d ' m U g ' d ]		
Room Set up  If allocated seating, please supply seating plan 24 hours prior		
Audio Visual Requirements		

Breakout Rooms Required			
Linen Requirements: (table cloths supplied for seated lunches / dinners)  Conference Tables - \$16 each Linen Serviettes - \$1.10 each		Black Cloths White Cloths  Colour:	
Green Room Required			
Access cards required for organiser (Please note \$30 lost card fee applies)		Number of cards:	
Parking passes (all day) required for delegates, \$5 each		Number of passes:	
<b>CATERING</b>		<b>DETAIL</b>	<b>SERVICE TIME</b>
Catering Requirements			
Bar Requirements: (Options: Bar tab, beverage package, guests pay for own drinks)  Wine bottles served on tables during dinner?		Bar Tab Limit \$	

Dietary Requirements		
Entertainment Rider Required		
<b>DELIVERIES / SUPPLIERS</b>		<b>DETAIL</b>
Are deliveries arriving prior your event (see below for instructions)		
Please advise any suppliers attending your event: band, photographer, security, theming, etc		
Bump in date / time (access must be arranged prior the event)		
Bump out date / time (all items must be removed at conclusion of event unless otherwise arranged)		
<b>INFORMATION SUPPLIED BY PCC</b>	x	
Instructions for attendees	<input checked="" type="checkbox"/>	See below
Loading bay map	<input checked="" type="checkbox"/>	See below
Delivery Instructions	<input checked="" type="checkbox"/>	See below
Emergency Evacuation Procedures	<input checked="" type="checkbox"/>	See below
Venue housekeeping briefing	<input checked="" type="checkbox"/>	See below

ONSITE EVENT DETAILS / CONTACTS	DETAILS
PCC Front Of House Staff Member	
Contact Phone:	
Audio Visual Technician	
Contact Phone:	
Front Entrance Times (Please note, outside these times guests will need to call Front of House Staff member for access)	Open:  Closure:
Building Alarm Activation	

**SIGNED** for and on behalf of **The Devonport City Council**  
(ABN: 47 611 446 016)



Felicity Duff – Function and Event Coordinator

\_\_\_\_\_  
DATE

**SIGNED** for and on behalf of the **HIRER**

\_\_\_\_\_  
Signature of Authorised Person

\_\_\_\_\_  
Office held

\_\_\_\_\_  
Name of authorised person (BLOCK LETTERS)

\_\_\_\_\_  
Date

### **Instructions for Attendees:**

Our website provides helpful information for guests attending your event - <https://www.paranableconventioncentre.com.au/attending-an-event/>

Venue: paranable centre (Convention Centre, Level 3)  
Location: 137 Rooke St, Devonport 7310  
Contact Number: 03 6420 2950

Entry to the paranable convention centre is via Market Square, the central pedestrian square located off Rooke street and in the heart of the paranable precinct.

Market Square is adjacent to the multi-level carpark, accessible from Best Street and Fenton Way.

The entrance to the paranable convention centre is through automatic doors directly off Market Square. Universal access is available at the touch of a button, providing ease for patrons with access difficulties.

Inside the paranable centre, you will discover both escalators and elevators to take you to the relevant floor for your event.

### **Parking**

Parking is in the Multi-level car park next door, entry is via Best Street or Fenton Way:

- First 30 minutes free – then \$1.00 per 30 minutes, Monday to Friday 8.30am to 6.00pm
- \$2.00 flat fee, Saturday and Sunday and after 6pm Monday to Friday
- \$5.00 all day parking available on the **top level** Monday to Friday
- Undercover parking
- Please note that the height clearance is 2.3 meters.

### **Accessibility**

Wheelchair Access: There are accessible toilets, ramps and lifts throughout our venue, including wheelchair friendly access from the car park.

Parents Rooms: Located on the ground floor, the parent room feature everything you need to change or feed in privacy and comfort.

### Loading bay

- Loading bay access: accessed by a laneway, off Best Street (between Molly Malones and the Multi-level car park)
- Access to level 3 is simple and convenient with a large 4-tonne freight elevator capable of transporting goods and materials directly on to the floor from an external undercover loading bay.
- Upon arrival with your goods please contact Matt Groom 0417 341 377 or 03 6420 2950
- The loading bay is for drop off and pick up only with a time limit of 15 mins.



*Street View from Best Street Entry*



*Paranable Loading Bay – Parking limit 15 minutes*

### **Deliveries**

All prior deliveries to your event should be clearly address with your function name to:

paranable convention centre

Attention: Felicity Duff

Mobile: 0418 313 689

137 Rooke Street, Devonport TAS 7310

Equipment or training manuals delivered prior to the start of the function cannot be stored unless prior arrangements have been made.

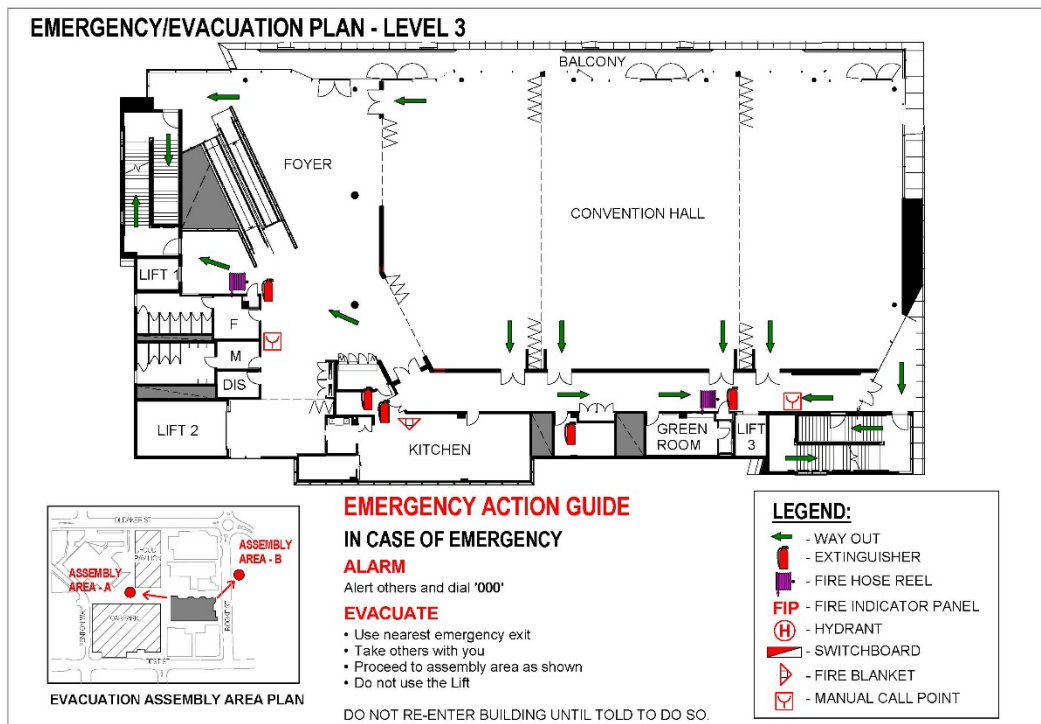
<p><b>Delivery Charges</b></p> <ul style="list-style-type: none"> <li>• Deliveries will only be accepted 3 days prior to your event or storage charges will apply.</li> <li>• Boxes left at the venue must have a con note attached with details of pick up.</li> <li>• PCC do not take responsibility for freight charges</li> </ul>	
<p>Acceptance of delivery</p>	<p>\$50.00</p>
<p>Storage of boxes over 3 days</p>	<p>\$20 per box</p>
<p>Administration Charge – if staff are required to print and attached con notes</p>	<p>\$50.00</p>

## Emergency Evacuation Procedures

When in the building during an emergency, please take direction from the fire wardens located on the floor.

To Evacuate:

- Use the nearest emergency exit.
- Take others with you.
- Proceed to the assembly area.
- Do not use the lifts or escalators.
- Emergency Evacuation map for your event:





### **House Keeping Introduction for MC**

#### **Toilets**

Located in the level 3 convention centre Foyer.

#### **Smoking**

Level 3 Balcony closest to the Foyer

#### **Emergency Evacuation**

In case of emergency, please take direction from paranapple convention centre staff. Use the nearest emergency exit, take others with you. Make your way down the emergency stairwell to the ground floor and assemble on the grassed area next to the multi-level car park. Do not use lifts and do not re-enter the building until clearance is given by emergency services.

#### **Closure of the Building (Only to be addressed for out of hours events)**

During evening events the building will close shortly after guests arriving for patron safety. To exit the building please proceed to the ground floor and press the green exit buttons. If you wish to re-enter the building during the event, please see paranapple centre staff for an access card.