



Venue Information

Vehicle access:

Roller door – approx. 3 metres wide x 3.2 metres height.

Driveway – approx. 3.6 metres wide.

Internal venue dimensions:

Width of venue: approx 9 metres.

Height of venue: approx 4.5 metres to the underside of timber trusses

The floor area is approx 300 sqm. A floor plan with dimensions can be downloaded from the website.

Back-of-house area:

The open area at the rear of the venue can be used in conjunction with the kitchen area. This area is approx 6m x 3.1m and is fully paved and covered. It has external flood-lighting.

Timber truss safe loading:

Each timber truss can accommodate a maximum safe additional load of 200kg. All high level work at twotonmax is to be undertaken by the venue's preferred contractor.

Travelling overhead crane:

The crane will be located in the desired location by the venue manager, then electrically isolated and locked in order to eliminate risk from the busways.

Electrical arrangement:

Electric outlets are scattered around the venue and all 240 volt outlets are rated at 10Amps.

Two 32Amp three-phase outlets are located in the North-West corner of the venue.

On the North side of the venue an overhead cable race carries a number of additional circuits, fitted with plug bases and switched from the main lighting control area adjacent to the front entry. These circuits are suitable for feature lighting and projection equipment.

All electrical leads and equipment used at twotonmax must be tested and tagged.

Use of adhesive tapes:

Any tape used to temporarily adhere things to floor or wall areas at twotonmax must be low-adhesion, and must be tested on the surface prior to use. We note that products which bond firmly to the surface will damage the wall and floor finish, and will result in costly repairs to the venue at the expense of the lessee.



Caterer Information

Equipment list:

Stainless steel benches – approx 7 metres length.

Induction cooktop – four burners (600mm wide)

Underbench ovens – 2 x electric ovens, 900mm wide and 600mm wide

Underbench refrigeration – 3 doors.

Wash-up area – 2 commercial stainless sinks.

Overhead stainless steel shelves. Stainless steel commercial canopy. Handwash area.

Instruction manuals for the equipment are available if required.

Electrical arrangement:

Please discuss your electrical requirements with your event manager. Depending on the AV and power requirements of an event, we can generally arrange up to 6 additional single phase circuits and access to 3-phase.

The kitchen area is equipped with its own switchboard, with all circuits labelled and identified. The induction cooktop is on a dedicated circuit and is also isolated by a switch located on the wall behind the cooktop. Any equipment that draws large current (over 10 amps) must be discussed and approved prior to arrival on site. All appliances should be tested and tagged and fit for safe use.

Additional back-of-house area:

External to the venue is an area that is often used as additional preparation/plating/clearing/storage space. The area is paved, covered and floodlit.

Intensive cooking processes and open flames:

Cooking processes such as char-grilling, deep frying, charcoal spit grills, wood-fired ovens and highoutput gas ring burners (for paella, etc) must be approved by your event manager before they are allowed within the main venue area.

Kitchen cleaning:

The kitchen area and equipment is to be cleaned to the same condition in which it was found, ready for professional cleaning. Additional costs will apply if cleaning is not satisfactory.

Rubbish removal:

Two large skips (one 660L general waste and one 600L comingled recycling) are provided for use in the back of house area of the venue. All rubbish must be bagged and placed in the appropriate bin. If the rubbish does not fit, it must be removed from the premises or placed neatly next to the bins (in which case an additional rubbish removal charge will apply).



Terms & Conditions of Hire

Hours of operation

Twotonmax is permitted to operate to 12.30am.

Liquor licensing

Service staff responsible for the service of alcohol must be RSA qualified and hired from either the venue, or a supplier approved by the venue. The venue does not have a liquor license. Your event manager can arrange a liquor license for your event through one of the venues catering partners, or advise on obtaining a temporary liquor license.

Bond

A security bond will be held for all functions and events. It will be returned after the venue has been vacated and inspected by the venue manager. If damage has occurred to the premises or the venue is not adequately cleared and presented, the value of works required to and additional management time will be deducted from the bond monies.

Noise restrictions

Amplified music such as DJs and live musicians are allowed at the venue and can play to a moderate level which will be monitored by the venue manager. Music can be played until the venue closing time of 12.30am.

Whenever music is being played the bi-fold doors to the West must be closed to assist in containing the noise.

Venue Management

Basic venue management services include our attendance at the venue during the event. The onsite venue manager will attend to bathroom areas, replenish consumables as required, and monitor and attend to all issues that may arise in relation to the venue. The onsite venue manager cannot assist with serving guests or clearing tables during an event.

Event Management

Twotonmax is managed by the event agency Refresh Hospitality. Please ask your event manager if you required any additional event services.

Security guard/s

Whenever alcohol is being served at twotonmax, a security guard must be present to monitor guest behaviour and in particular the venue entry. It may also be deemed necessary to have a guard present on other occasions.



A single guard is typically sufficient to secure the venue, although the number of guards may be increased according to the type of event and number of attendees (or any particular risk we have determined).

General cleaning

All areas are to be left in a tidy condition, ready for professional cleaning. The kitchen area (including ovens and cooking equipment) is to be cleaned to the same condition in which it was found.

If the venue is excessively dirty, if the outdoor kitchen area requires cleaning, or if cleaning is required for multiday events, this will be charged in addition.

Lighting, audiovisual, rigging

All overhead work, including the suspension of décor items such as floral arrangements, is to be performed by, or supervised by, our preferred supplier.

Responsible drinking on/around dance floor

Patrons are reminded that for safety reasons, beverages are not to be consumed on the dancefloor area. If the venue manager considers that the dance floor has become dangerous for any reason, they may insist that footwear be worn by patrons who are engaged in dancing.

Deliveries via Langford Street entry points

The roller door entry can accommodate small trucks up to approx. 3.2 high. A spotter is required at all times to ensure pedestrian safety and to prevent damage to the building. Larger vehicles should parallel park in Langford Street while loading/unloading goods.

Vehicles within the venue

By prior arrangement only. This is to be discussed with the venue manager.

Scissor lifts and motorised access equipment

By prior arrangement only. This is to be discussed with the venue manager. Please note there is no facility for

safe storage of access equipment within the venue or on the premises.

Rear access via Steel Street

All cooking equipment, trestles or marquees are to be delivered and collected via the rear entry. Note the gate can be opened from inside and is accessed from the rear of the venue.

Skip bins and mobile storage rooms/coolrooms



If required, coolrooms and skip bins should be parked adjacent to the Steel Street entry point. These must be removed from the area immediately after each event, to minimise disruption to on-street parking facilities.

On-site storage of goods

Due to the venue's limited storage facilities we cannot safely store goods on behalf of our guests or event organisers. Please discuss requirements with the venue manager.

Set Up and Pack Down

We note all bump-in and bump-out must be achieved during the agreed times. Please ensure the appropriate number of staff are allocated to achieve the tasks within the agreed times. If the venue is not completely vacated at the agreed time we may charge an additional \$300 plus GST per hour or any part thereof.

Outdoor cooking

Intensive cooking processes (such as deep frying or char-grilling) are not to be undertaken within the venue or the venue's kitchen area. The outdoor area at the rear of the venue may be used for these processes after prior arrangement with the manager. Availability of adequate power, safety of appliance under the marquee, and maintenance of adequate egress passageways are all to be discussed during setup. Any additional cleaning or repairs, including the disposal of liquids such as oils, will be charged.

Rubbish removal

All rubbish is to be removed from the premises. We can provide a rubbish removal service. If rubbish is left on site, or identified in the bins of neighbouring properties, the venue manager will immediately engage the appropriate contractors and the cost of rubbish removal and management time will be deducted from the security bond.

Decorations

Products which leave stains or marks on the concrete floor may result in a deduction from the bond ie: Confetti, bunting, ribbons, streamers & sparklers. Please discuss the use of these items with your event manager. If the floor is stained or damaged during an event the cost to repair the floor will be deducted from the bond.

Photography

Images taken before or during an event by the venue manager or provided to the venue manager by clients of twotonmax or their representatives, may be published on our website and social media pages without obtaining specific permissions. Please let your event manager know if you do not wish this to occur.

Indemnity



Push projects (trading as) twotonmax and Event Market (trading as) Refresh Hospitality take no responsibility for any personal injury or property damage incurred on the premises.

Public Liability Insurance

The venue has public liability cover to \$10million.

Rate adjustments

Venue hire rates and any related event costs may be reviewed each financial year



Bond Notes

A bond is taken for all events.

In almost all cases the bond is returned in full. To assist you with your event and ensure there are no surprises, here is a quick list of some of the key areas to look out for. If you have any questions about the below, please feel free to ask your event manager at anytime.

- If there are no issues regarding bond payment, the bond will be returned in full one week prior to the bond payment being made.
- The hire times are strictly enforced. If the hire times are exceeded during the event itself, or during bump out, there is a cost of \$300 (ex gst) for each additional hour (or part thereof).
- If staff/security/equipment has been hired for a specific number of hours, this is strictly enforced. If hire times are exceeded the staff/security/equipment will be charged at the same rate for each additional hour (or part thereof). E.g. If staff & security are required to stay the venue 1 additional hour as guests stayed onsite longer than planned, this additional hour of staff & security time will be charged from the bond.
- If the polished concrete floor is damaged, often the only cleaning method available is to have the floor repolished which can be quite costly. Heavy items, metal, wax, tape, confetti or any other items that may mark the floors should be avoided to treated with care
- Candles must be in vases or containers, any candle wax on the floor/walls is very difficult to remove & will result in a deduction from the bond.
- You can stick items to the walls with 3M removable hooks or bluetac. Any markings on the walls may result in a deduction from the bond.
- Tape should not be used on any walls or floors - this may result in a bond expense.
- Significant rubbish in the garden and outdoor area may result in an additional cleaning expense.
- The rubbish removal service (if selected) includes the cost of emptying 1 x 660L rubbish bin and 1 x 600L commingled recycling bin.
- The first 5 glassware breakages are not charged, after this glassware breakages are charged at \$5 per glass. Equipment breakages (such as tables/chairs etc) are charged at cost. Missing cutlery is charged at \$15 per piece.
- If you are paying the bond via credit card, we will make an authority payment before your event. This will put a hold on the funds on your card, but not charge the card. If payments are required, we will notify you within 7 days after the event before we make any charges.
- If items are hired through Twotonmax (cutlery, crockery, glassware) - it is the responsibility of the client to ensure that furniture and hire equipment is returned as it was found. If this is not the case, additional staff & cleaning hours will be deducted from the bond payment.
- The Twotonmax Venue Manager is on site for the event duration for the sole purpose of venue duties only. These duties may entail adjusting lights, cleaning spills, topping up bathroom amenities, assisting with use of kitchen appliances. This does NOT include set up, service or pack up and cleaning of the venue.