

V E N U E
H A N D
B O O K

107

107 Projects Inc. 107 Redfern St, Redfern Venue Information Handbook, 2017

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107 Projects or **107 Projects Inc.** refers to the not-for-profit organisation which runs **107**, the premises located at 107 Redfern Street, Redfern.

107 Projects Incorporated Inc 9889435: an incorporated association constituted under the Associations Incorporation Act 2009 (NSW).

ABN 56 103 488 699

1. Venue Contacts

107 Projects Inc.

Where possible, please limit phone calls to office hours (10am - 6pm). For non-pressing issues email is the best method of contact.

Website: 107.org.au

General enquiries@107.org.au | 02 9690 1007

Managing Director Jess Cook | jess@107.org.au | 0405 336 409

Creative Program Manager James McDonald | james@107.org.au

Bookings Manager Lauren van Doornum | lauren@107.org.au

Development & Partnerships Dario Phillips | dario@107.org.au

Food & Beverage Manager Jeremy Thomas | jeremy@107.org.au

Media and Promotion Amy Willing | amy@107.org.au

Other organisations licensed for 107 Redfern St.

Tribal Warrior | accessed from Turner St, appointments essential.
tribalwarrior.org | 02 9699 3491

The Bower | accessed from Turner St, appointments essential.
bower.org.au | info@bower.org.au | 02 9568 6280

2. Operational Hours & Site Visits

107 Site Office 11am to 5pm, Monday to Friday

Co-working space 11am to 5pm, Tuesday to Sunday

Cafe & Bar from 4pm, Wednesday to Saturday

Evening events until midnight Tuesday to Saturday, until 10pm Sundays

Hirers are able to access the venue during the times designated in their hire agreement. Events that will generate large amounts of noise that are not contained in the sound treated space (space 3 on the floor plans) are limited to run until 10pm.

Site visits are by appointment only, and take place every Monday at 1pm and 5pm. Fill in a [contact form](#) on our website to book a time.

3. Parking & Deliveries (see attachment 1 for access map)

There is no onsite parking at 107 Redfern St. All parking in the surrounding area is on-street and a mixture of metered and 2 hr parking.

The closest train station is Redfern Station, followed by Central station.

Bus routes 308, 309, 310 have stops a short distance from the venue on Redfern St.

Deliveries are most easily made via the entrance off Redfern St. 107 staff are not able to sign for deliveries. Addressees will need to organise to be present for all deliveries unless otherwise agreed to by 107 in advance.

Large items requiring delivery via vehicle may be delivered via the Redfern St driveway before 11am and after 6pm by prior arrangement with venue management.

Deliveries to the Turner St entrance are not recommended and strictly limited to between 9am and 5pm due to the residential areas opposite and the narrow width of Turner St.

4. Accessibility

107 is fully accessible for people with disabilities.

Disabled parking is available on Redfern St adjacent to the 107 Redfern St entrance. There is a ramp access to the building via the main entrance. The upstairs space is accessible via a lift (see floor plans for location).

Accessible toilets are located on the ground floor at the rear of the exhibition space and upstairs adjacent to U1 (accessible via lift). The ground floor bathroom is RH transfer, while the upstairs bathroom is LH transfer.

Companion animals are welcome in all areas of 107 except food preparation areas.

5. Contractors and Subcontractors

Contractors engaged by hirers are bound to the same terms and conditions of hire agreements. Hirers are responsible for directing their contractors to work within the agreed conditions, WHS and use of approved materials.

6. Technical Equipment

All electrical equipment must be tested and tagged by a certified tester before use on site. Equipment must be operated by persons familiar with and/or certified for safe and correct operation.

7. Venue Alterations and Installation Methods

Venue alterations are strictly at the discretion of 107 and must be fully reset and/or repaired on vacating the venue.

8. Storage

107 is able to provide limited storage on request and for a fee dependant on the nature of the items being stored.

9. Liquor Licensing

107 Projects Inc. has a full liquor licence for the areas designated in attachment 2. No alcohol is allowed to be brought into the venue for consumption by hirers or patrons.

10. Noise

Please be considerate of noise levels escaping the venue to the street, surrounding businesses and residential property. Events that will generate large amounts of noise that are not contained in the sound treated space (space 3 on the floor plans) are limited to run until 10pm.

11. Security

Licensed areas of the venue are monitored by CCTV in accordance with late night trading venue regulations.

Security staff are contracted from time to time for events that will attract large attendance that may exceed venue capacities.

107 Projects does not take responsibility for items lost or stolen while onsite.

12. Fire Safety (see attachments 1 & 4)

Egress routes are marked in yellow on the provided floorplans, these routes will need to be kept clear at all times.

Fire safety equipment must not be obstructed or moved unless being used for the purpose of fighting a fire. Individuals responsible for triggering fire detectors and/or alarms may be liable for the costs associated with emergency service callouts.

13. WHS & Hazardous Materials

Hirers and contractors are obliged to work in a manner that does not put themselves, 107 Staff, volunteers, or the general public at risk. All identified hazardous materials, practices or installations will need to have a completed risk assessment and hazard reduction plan (attachment 4).

Users of hazardous or dangerous materials will be required to present relevant Material Safety Data Sheets (MSDS), a completed risk assessment before storing or using the materials and demonstrated compliance with Work Cover NSW guidelines.

Substances that require fume extraction are not able to be used onsite.

Smoking is not permitted inside the venue or within 4 meters of public access doors at any time, or in designated dining areas during signposted times.

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APPENDICES & ATTACHMENTS

Appendix 1 / Exhibitions

1. Install/deinstall times

Install occurs on the first Tuesday from 10am until 1 hour before the opening event on the first Wednesday at 6pm. Exhibitors will be issued a key for the Redfern St entrance for the duration of the exhibition for after hours access. Deinstall occurs on the second Monday from 10am until 6pm.

2. Installation Methods

Exhibitors are responsible for installing their own works unless otherwise arranged and providing any specific equipment required. 107 is able to provide a cordless drill and some basic equipment. Exhibitors are also responsible for repairing the plaster board walls at the conclusion of the exhibition, 107 will provide the materials for this.

Wall hung works are able to be attached by nail or screw directly into the plasterboard walls. Adhesive tapes are not recommended for installing works.

Floor standing works must be capable of supporting themselves in a safe manner and must not block any emergency egress routes.

Powered works with extension cables must not run across main walkways or egress routes and must have the cables secured to the floor with heavy duty cloth tape or cable covers to prevent trip hazards.

3. Electronic Equipment Safety Tagging

Electronic works and equipment must be tagged and tested for electrical safety by a certified tester.

4. Public Opening Hours

Exhibition opening events are held on the first Wednesday from 6pm to 8pm. Public viewing hours are 11am to 5pm, Tuesday to Sunday.

Evening events may occur from 5pm onwards and may be within the exhibition space or in other spaces at 107 Redfern St. 107 venue staff will be present for the duration of these events.

5. Artwork Sales

Artwork sales at 107 are on consignment. Artists can either provide the wholesale price to which a 22% consignment and GST will be added, or, the inclusive sale price.

e.g. (wholesale price of \$500 x 1.22 consignment) x 1.1 GST = \$671 sale price, or (inclusive sale price of \$700 div. 1.1 GST) div. 1.22 consignment = \$521.61 return to the artist

6. Insurance

Hirers of 107 Redfern St running public events must hold current Public Liability insurance. See the T&C's for full details. For valuable items of equipment or artworks it is also advisable to hold additional insurance covering damage and/or theft.

Appendix 2 / Performance & Music Events

1. Access Times

Venue access times are specified on the hire agreement. In general from 10am for day-time events and from 5pm for evening events. Evening events may run until midnight Tuesday to Saturday and until 10pm on Sundays.

2. House Equipment

House PA equipment will need to be returned to the default setup (see attachment 5). Borrowed XLR cables, power cords, microphones, stands etc. will need to be returned to their designated storage places.

3. Audio & Lighting Technicians

Hirers supplying their own audio & lighting technicians will need to arrange a time prior to the event for the technician to be inducted by 107 staff.

4. Special Effects Equipment

Please inform venue staff of any special effects equipment intended for use during the event.

5. Ticketing

107 is not able to process ticketing and does not take commission on ticket sales. Hirers are responsible for online presales and ticketing on the door, and must also provide their own cash float if required.

6. Venue Capacities

Venue capacities are listed on the floor plans (attachment 1) and are not to be exceeded under any circumstance.

7. Insurance

Hirers of 107 Redfern St running public events must hold current Public Liability insurance. See the T&C's for full details. For valuable items of equipment or artworks it is also advisable to hold additional insurance covering damage and/or theft.

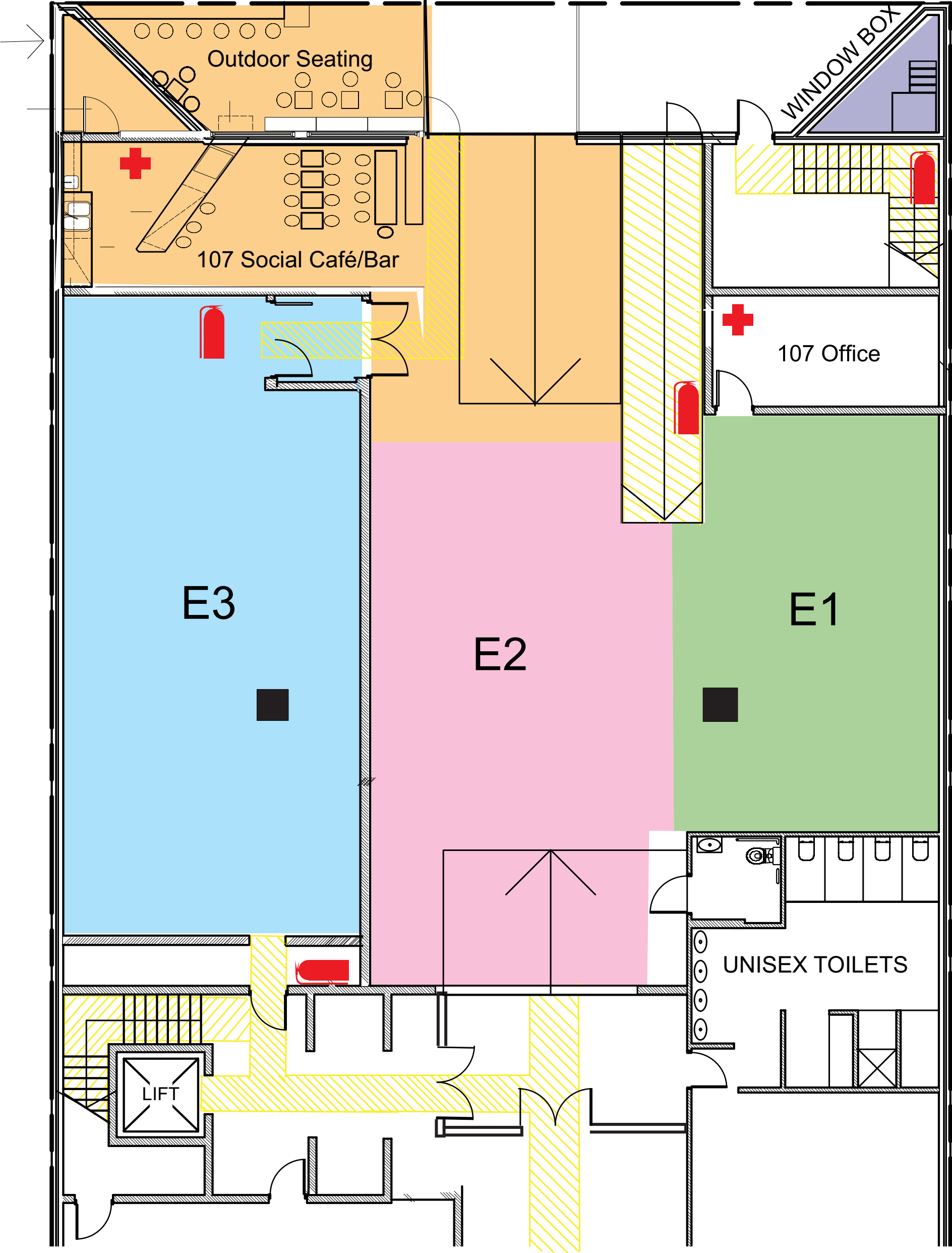
FLOOR PLANS

GROUND FLOOR

These floor plans are indicative and not
necessarily to scale.

Site visits are highly recommended.

REDFERN ST
Main Entrance



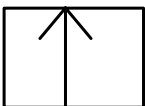
Pole



First Aid Kit



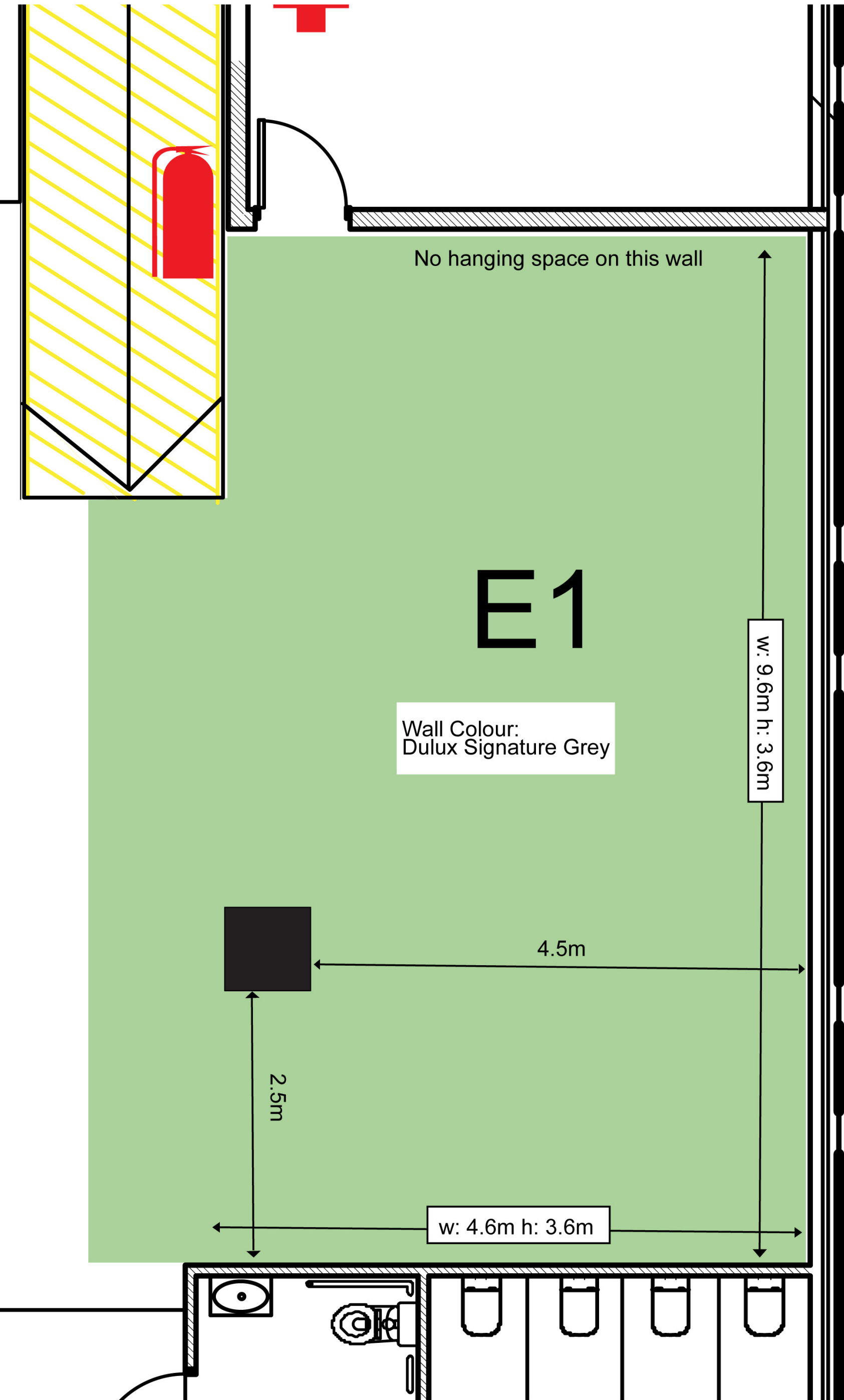
Fire extinguisher



Ramp



Emergency egress



No hanging space on this wall

E1

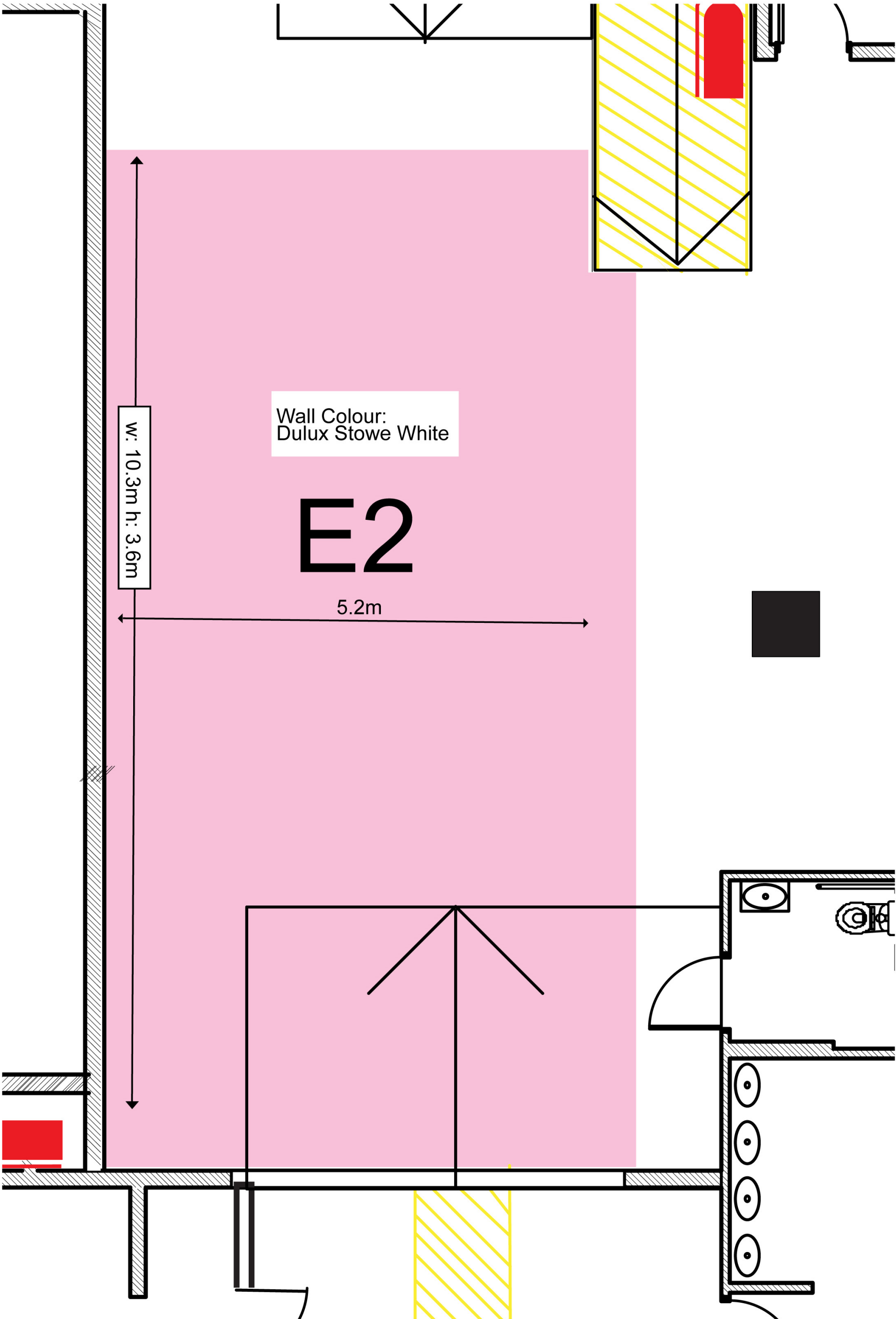
Wall Colour:
Dulux Signature Grey

w: 9.6m h: 3.6m

4.5m

2.5m

w: 4.6m h: 3.6m

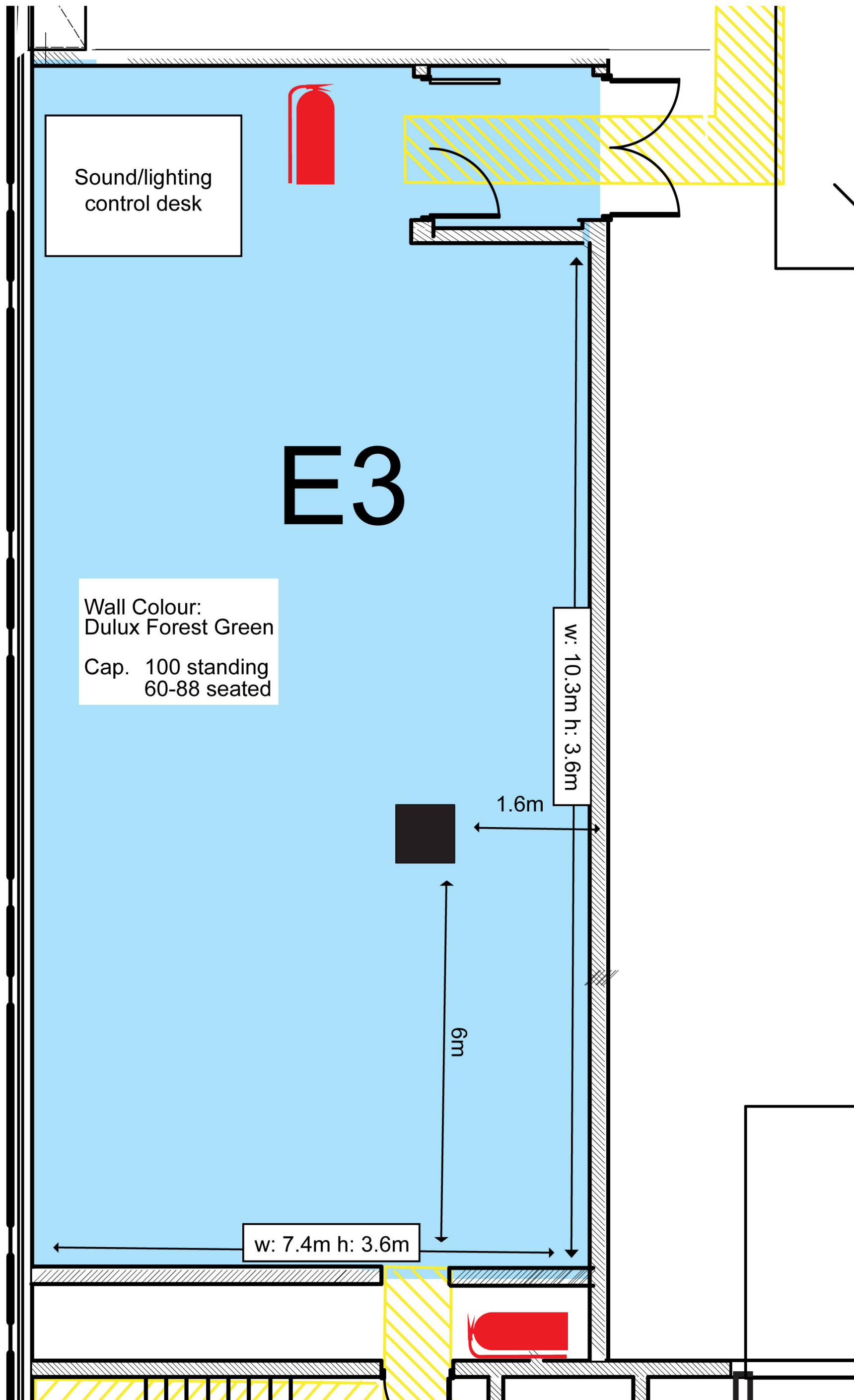


Wall Colour:
Dulux Stowe White

E2

5.2m

w: 10.3m h: 3.6m

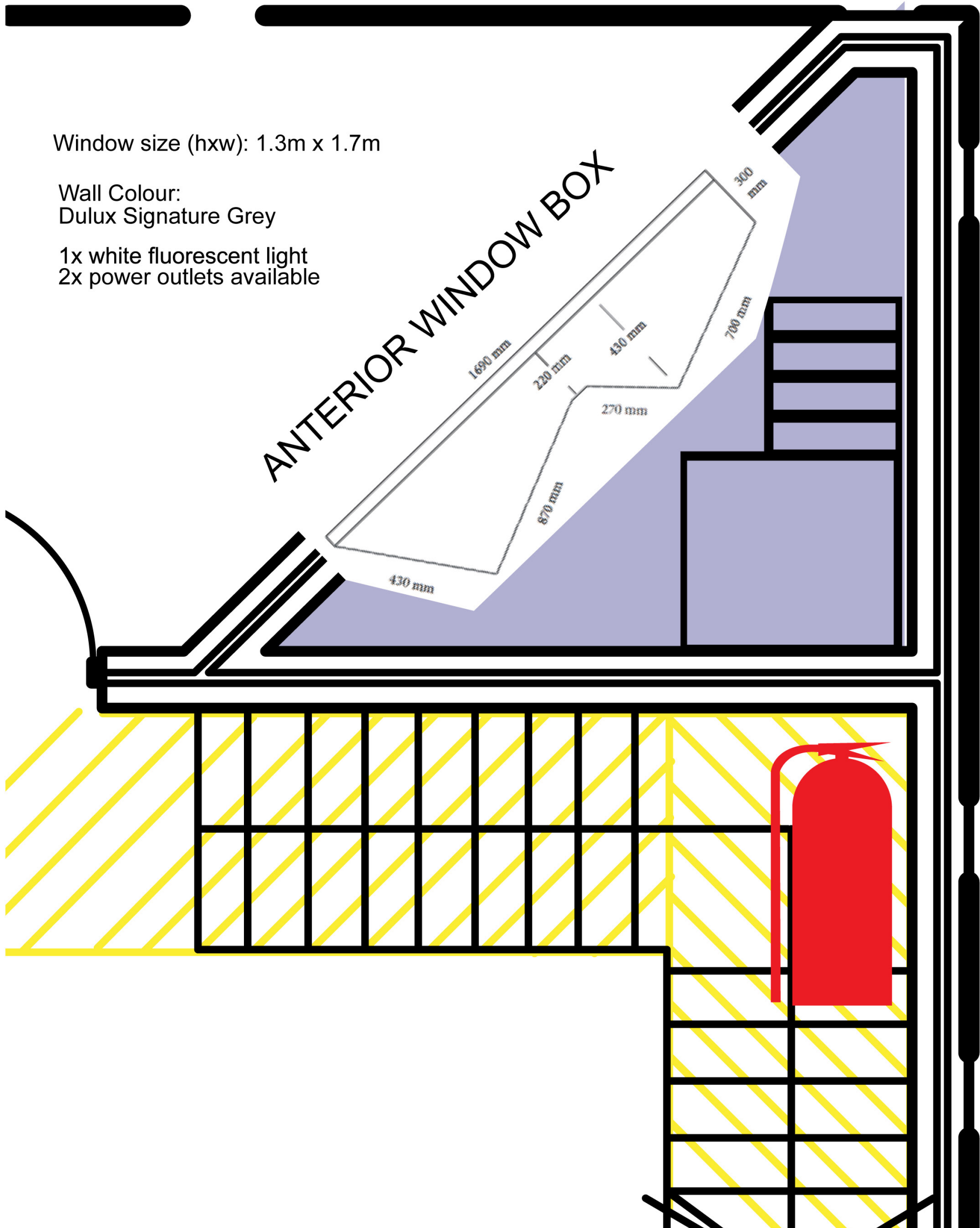


REDFERN ST

Window size (hwxw): 1.3m x 1.7m

Wall Colour:
Dulux Signature Grey

1x white fluorescent light
2x power outlets available



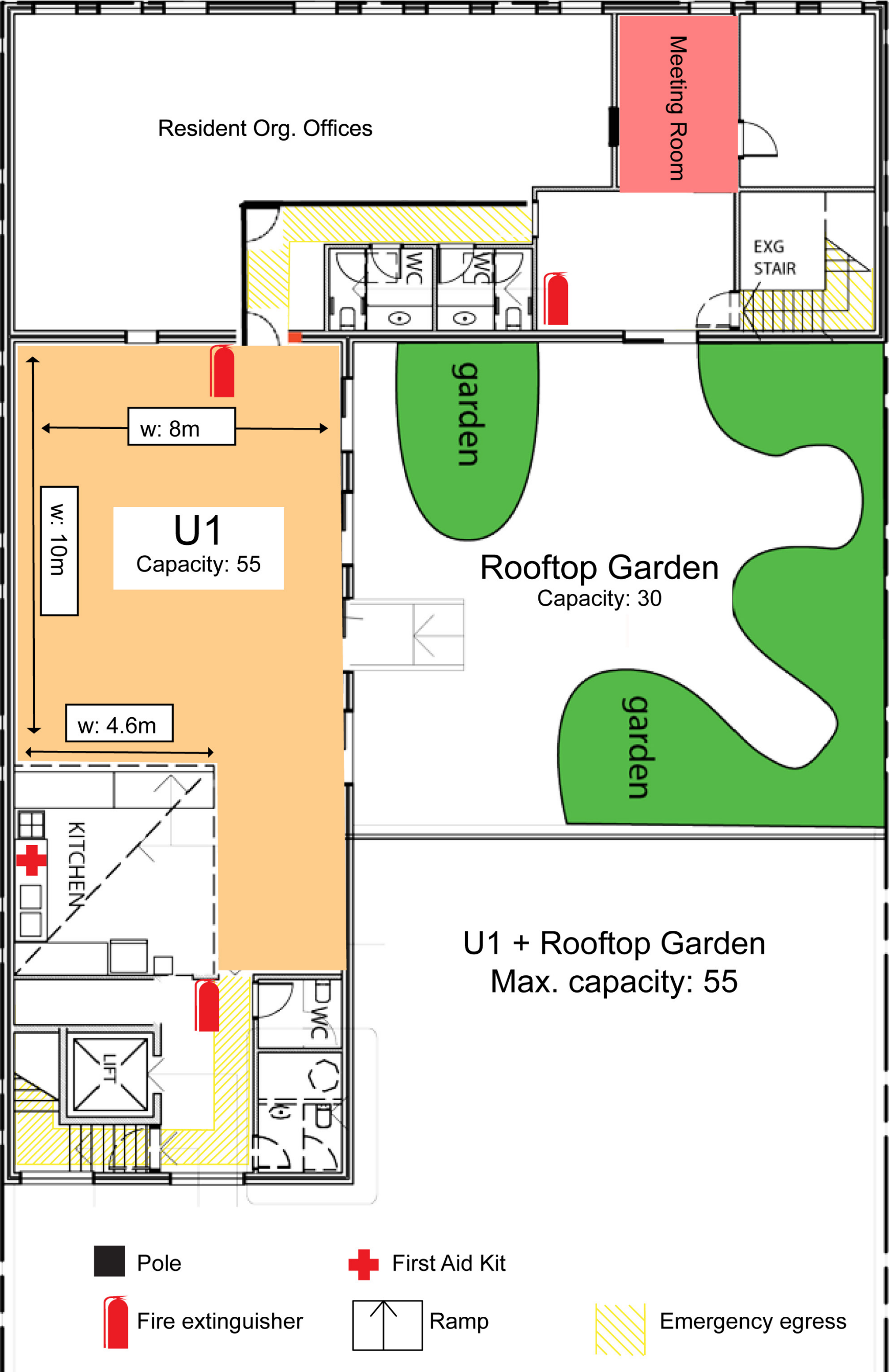
FLOOR PLANS

UPSTAIRS
& ROOFTOP
GARDEN

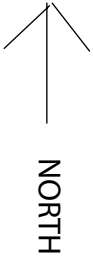
These floor plans are indicative and not
necessarily to scale.

Site visits are highly recommended.

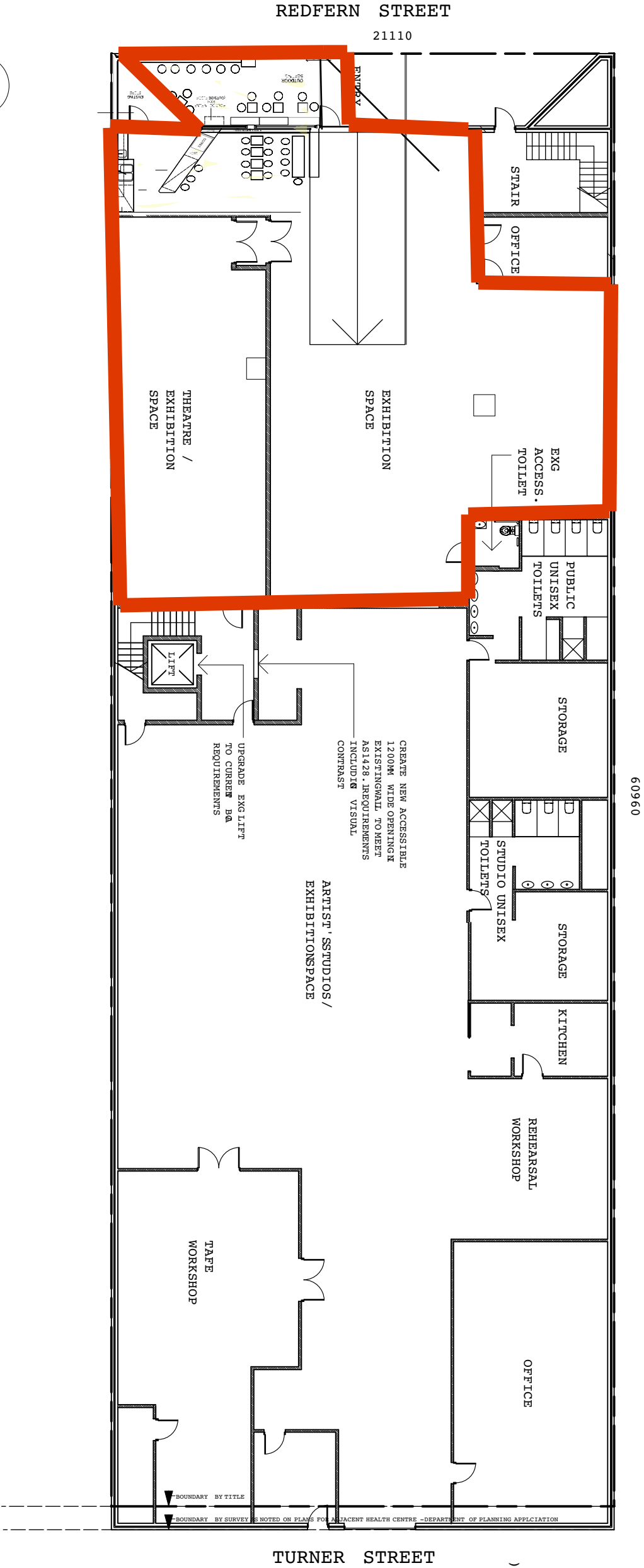
REDFERN STREET



107 PROJECTS INC
107 REDFERN ST, REDFERN
LIQ0660031905



EXISTING LICENCED AREA GROUND FLOOR
PROPOSED EXENTION OF LICENCED AREA TO FIRST FLOOR



1 LEVEL 0 PLAN
Scale: 1:200

PAGE 1.

GRAPHIC SCALE
5000 (1:100)
10000 (1:200)
A3

LEVEL 0
FOR REVIEW
REV: B. 10 Jan 2015
107 Redfern Street, Redfern
City of Sydney

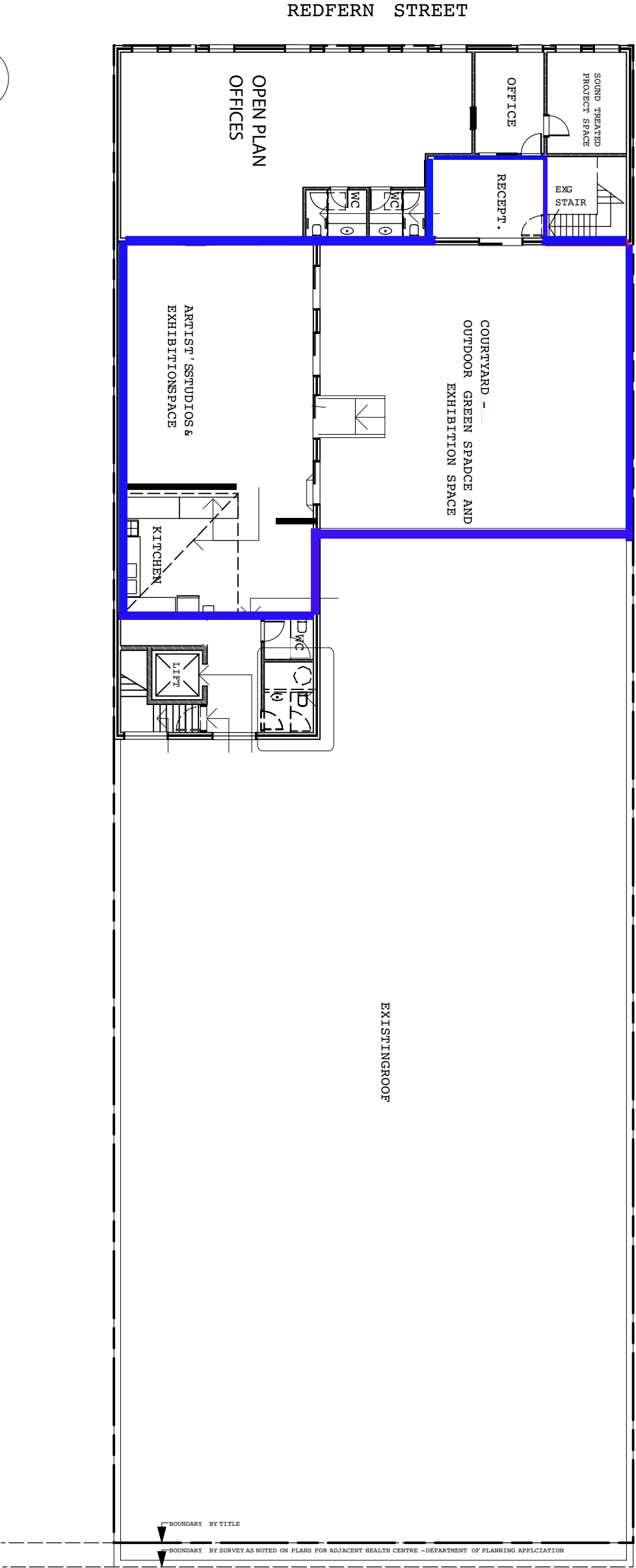
ARCHITECTURE URBAN PLANNING
ABN 9614 020693
PO Box 240 Alexandria NSW 1435
P 02 969 1600 E email@cityofsydney.nsw.gov.au
S-cityofsydney.com.au



12_096DA-A-100

107 PROJECTS INC
107 REDFERN ST, REDFERN
LIQ0660031905

EXISTING LICENCED AREA GROUND FLOOR
PROPOSED EXENTION OF LICENCED AREA TO FIRST FLOOR



ACCESS UPGRADE:
7.ACCESS TO BE UPGRADED TO
STANDARDS. REFER TO MORRIS-GODING
ACCESS REVIEW (30.07.2019R MOST
REVISION)

1
LEVEL 1 PLAN
Scale:1:200

PAGE 2

CHECK SCALE
2500 (1:50)
1000 (1:200)
1000 (1:200) 3

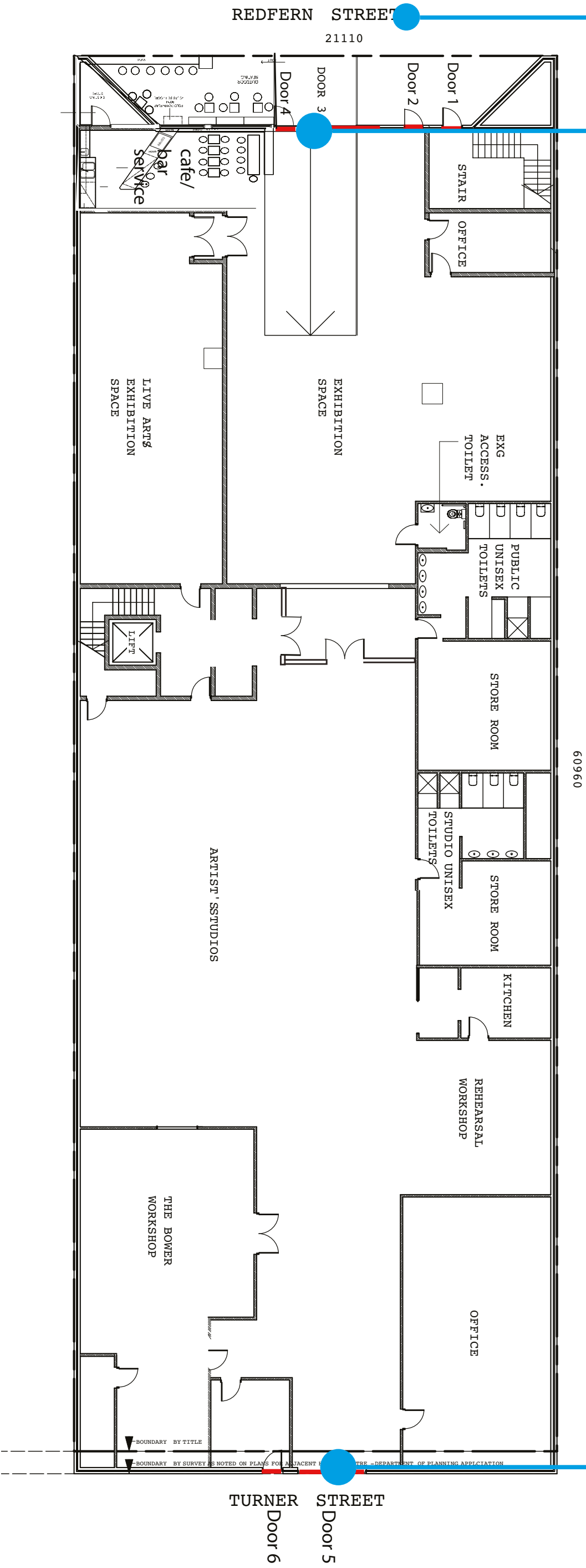
LEVEL 1
FOR REVIEW
REV.B. 10 Jan 2015
107 RedferStreetRedfern

10 Jan 2015
10:00:32 A

CityofSydney
ARCHITECTURE URBAN PLANNING
ABN 9614 020693
PO Box 240AlexandriaNSW 1435
P 02969 1600E emails-tz.com.au
s-tz.com.au



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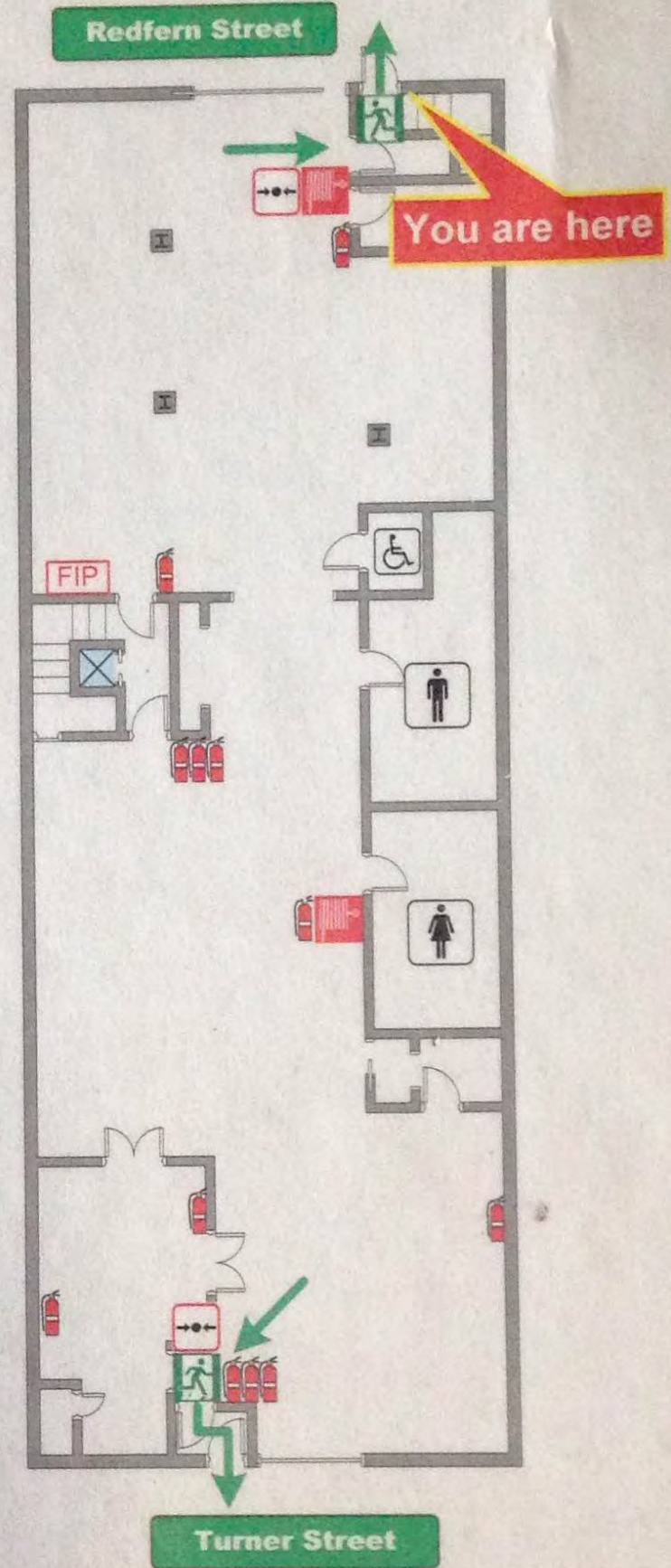
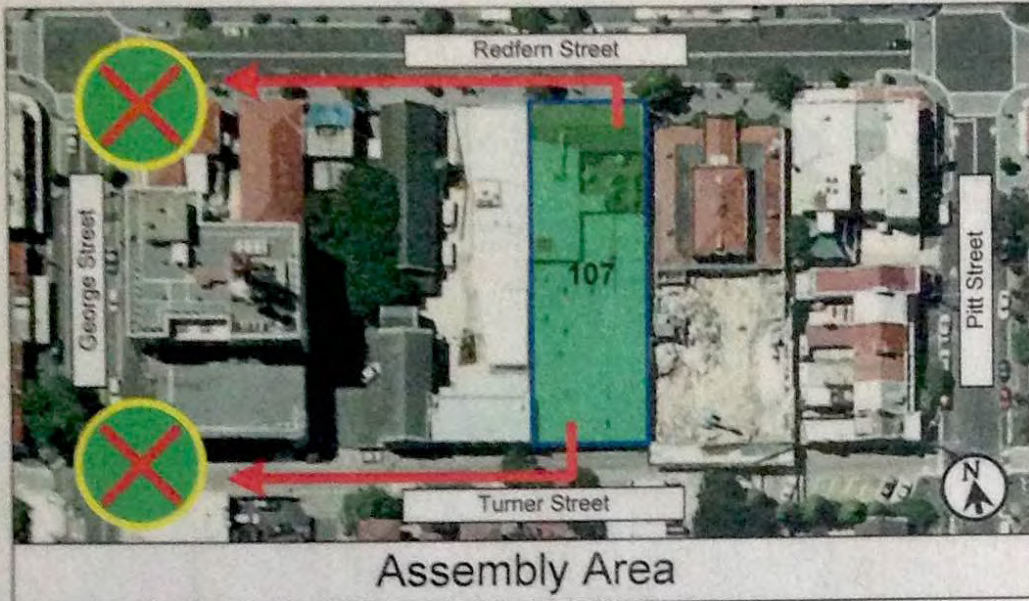
On-street disabled parking

Delivery vechicle access during designated times

Rear entrance off Turner St and roller door, not reccommended for deliveries.

EVACUATION DIAGRAM

107 REDFERN STREET – GROUND FLOOR



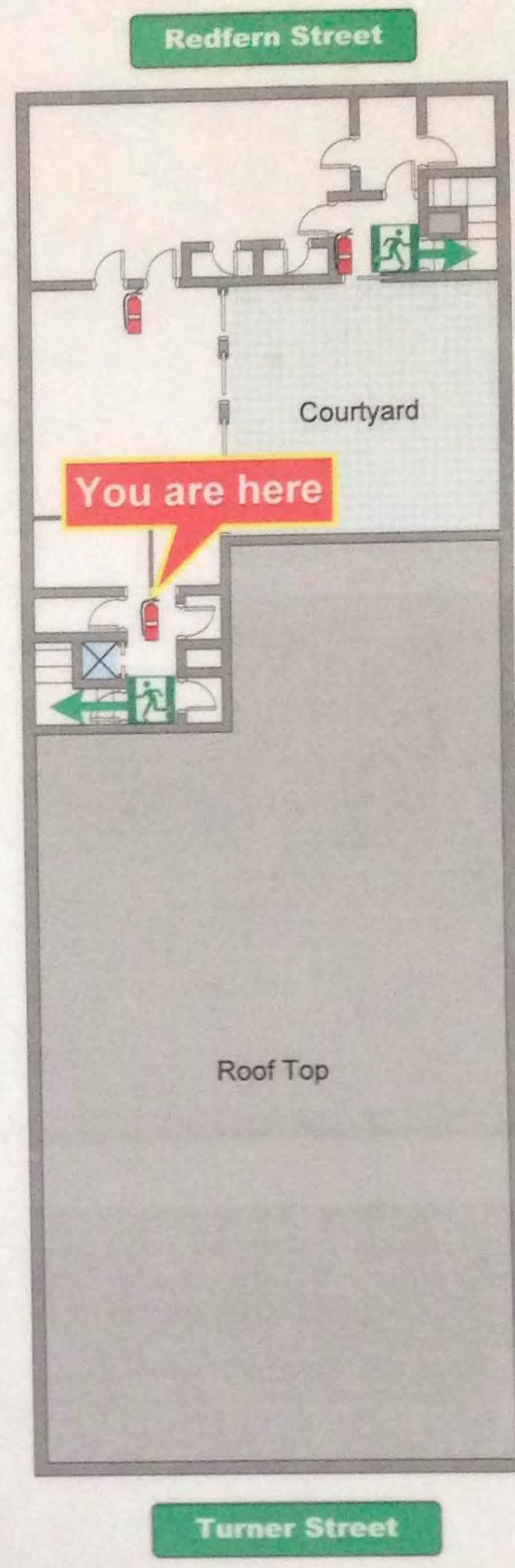
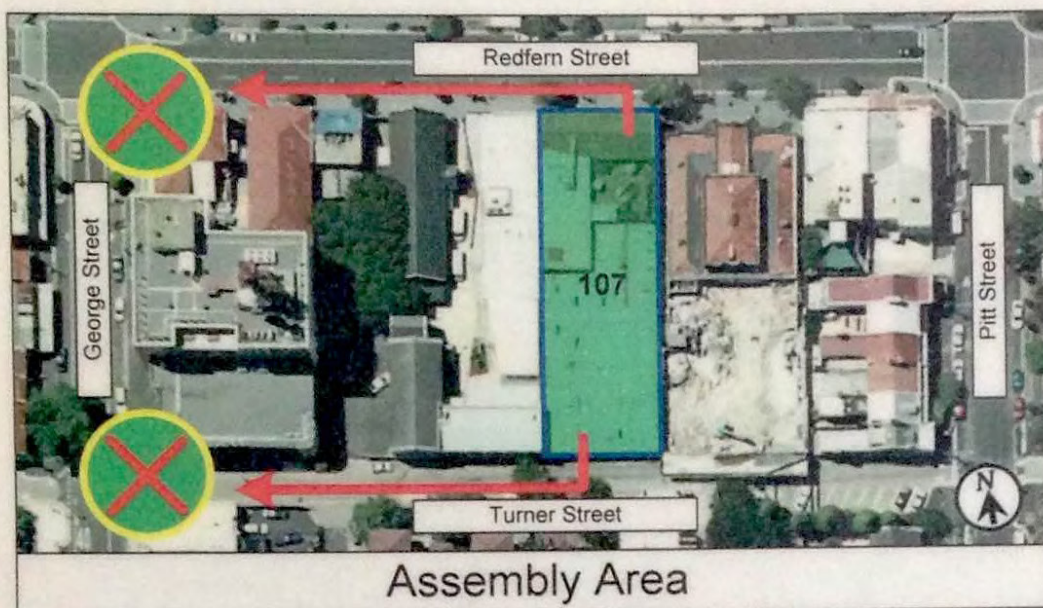
Emergency Exit	
Exit Route	
Fire Hose Reel	
Fire Extinguisher	
Break Glass Alarm	
Fire Indicator Panel	


EMERGENCY PROCEDURES


<p>IN AN EMERGENCY TELEPHONE</p> <p>FIRE BRIGADE POLICE AMBULANCE 000</p> <ol style="list-style-type: none"> 1. State which emergency service you require. 2. Advise your location. 3. Nature of the emergency. 4. Provide your name and telephone number and any other information requested by the operator. 	<p>KNOW YOUR EXITS</p> <div style="text-align: center;"> </div> <p>FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF ALL EMERGENCY EXITS</p>	<p>BOMB THREAT PROCEDURES</p> <ol style="list-style-type: none"> 1. Remain Calm. 2. Record exact wording using a bomb threat checklist. 3. Do not hang up phone after the caller has finished. 4. Report call to your Chief Warden & your management. 5. Do a quick check for suspicious or unattended items. 6. Call the POLICE on 000 and advise them of the threat and if any suspicious items were located. 7. Take advice from the Police and evacuate if necessary.
<p>THE ALERT TONE</p> <p> BEEP BEEP BEEP!!</p> <ul style="list-style-type: none"> • Advise occupants in your area to remain calm and be prepared to evacuate. • Assess your area for signs of an emergency. • Anyone requiring assistance to evacuate should be buddied up with someone else. • Get ready but standby for further instructions. 	<p>THE EVACUATION TONE</p> <p> WHOOOP WHOOOP WHOOOP!!</p> <ul style="list-style-type: none"> • Begin evacuating now. • Direct all occupants to the fire stairs. • Do not use lifts to evacuate. • Once everyone in your area has evacuated do a final check to ensure no one is left behind. • Once your floor is clear use the WIP phone to advise the Chief Warden. 	<p>THE ASSEMBLY AREA</p> <ul style="list-style-type: none"> • Encourage all occupants to go to the assembly area as indicated in the above diagram. • Other occupants or visitors to the building may require direction. • Avoid congregating at the buildings entrance • Wait for further instructions. • The Fire Brigade or your Chief Warden will advise when it is safe to re-enter the building.


EVACUATION DIAGRAM


107 REDFERN STREET – LEVEL 1



Emergency Exit 

Exit Route 

Fire Hose Reel 

Fire Extinguisher 

EMERGENCY PROCEDURES

IN AN EMERGENCY TELEPHONE

FIRE BRIGADE
POLICE
AMBULANCE
000

1. State which emergency service you require.
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KNOW YOUR EXITS



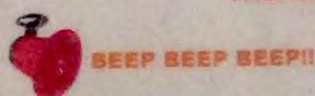
FOR YOUR SAFETY
MAKE SURE YOU KNOW
THE LOCATION OF ALL
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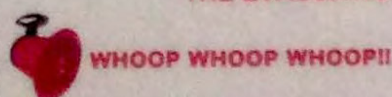
THE EVACUATION PROCEDURES

THE ALERT TONE



- Advise occupants in your area to remain calm and be prepared to evacuate.
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- **Get ready but standby for further instructions.**

THE EVACUATION TONE



- **Begin evacuating now.**
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THE ASSEMBLY AREA

- Encourage all occupants to go to the assembly area as indicated in the above diagram.
- Other occupants or visitors to the building may require direction.
- **Avoid congregating at the buildings entrance**
- Wait for further instructions.
- The Fire Brigade or your Chief Warden will advise when it is safe to re-enter the building.

Risk Assessment Form

(adapted from the Sydney University Risk Assessment Template)

Identify the activity and the location	Identify who may be at risk This may include fellow workers, students, visitors, contractors and the public
Activity or process:	Persons at risk:
Location:	Risk assessment team (Who was consulted?):

Risk Assessment Methodology
<p>Assessing the risk is a brainstorming exercise, which is most effectively carried out in a team environment with the people required to complete the activity or process. Most activities or processes are broken down into a variety of separate tasks. For each task, consider the hazards, the potential harm or negative outcomes and the conditions required for those negative outcomes to occur.</p> <p>Whenever assessing the health and safety risks associated with a task, always consider the following primary risk factors.</p> <ul style="list-style-type: none">∞ The physical activities required to complete the task e.g. repetitive movement, high force, physical exertion, awkward posture∞ The work environment e.g. lighting, work layout, traffic, thermal comfort, working in isolation∞ The nature of the hazard itself e.g. working with chemicals, microorganisms, radiation, machinery, potentially violent clients∞ The individual workers involved, e.g. level of training, skills, experience, health, age, physical capacity <p>The information gathered from the risk assessment process must be used to develop a Safe Work Procedure (SWP).</p>

List emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures

[illegible]

Implementation of Additional Risk Controls


Additional controls needed	Resources required	Responsible person	Date of implementation
Write the Safe Work Procedure (SWP)	Time (approx 1 hour)	Event Manager	
Train workers to complete process in accordance with SWP	Time – supervisor and workers	Event Manager	

Risk Matrix.

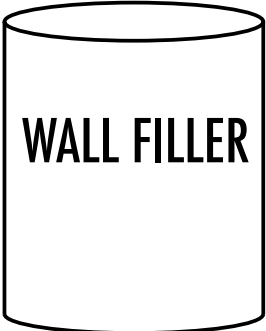
			Potential Consequences				
			L6	L5	L4	L3	L2
			Minor injuries or discomfort. No medical treatment or measureable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission.	Injury or illness resulting in permanent impairment.	Fatality
			Not Significant	Minor	Moderate	Major	Severe
Likelihood	Expected to occur regularly under normal circumstances	Almost Certain	Medium	High	Very High	Very High	Very High
	Expected to occur at some time	Likely	Medium	High	High	Very High	Very High
	May occur at some time	Possible	Low	Medium	High	High	Very High
	Not likely to occur in normal circumstances	Unlikely	Low	Low	Medium	Medium	High
	Could happen, but probably never will	Rare	Low	Low	Low	Low	Medium

Step by Step How To Patch and Paint Gallery Walls

You will need...

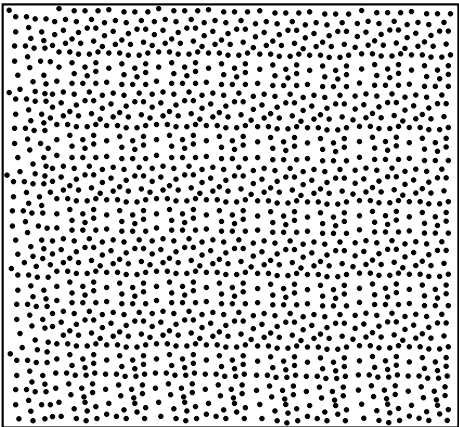


paint stirrer

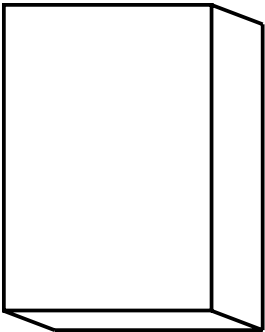


WALL FILLER

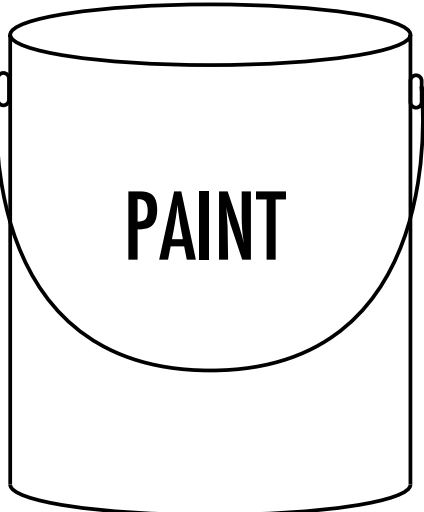
filler



sandpaper

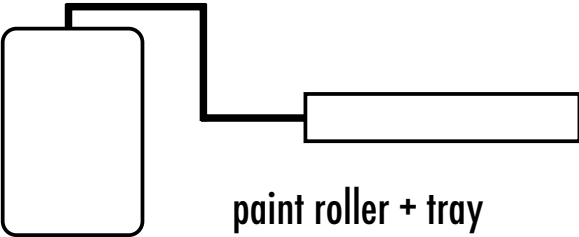


sanding block



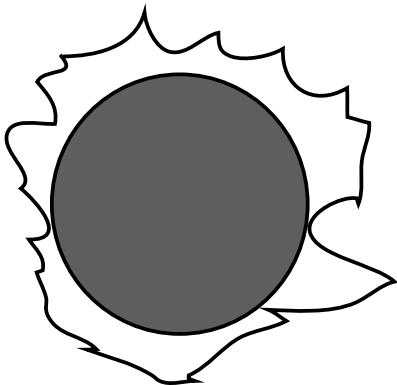
PAINT

paint

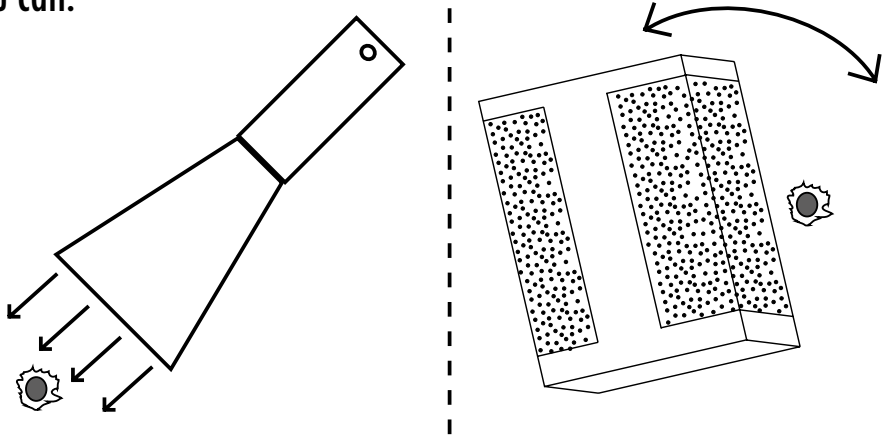


paint roller + tray

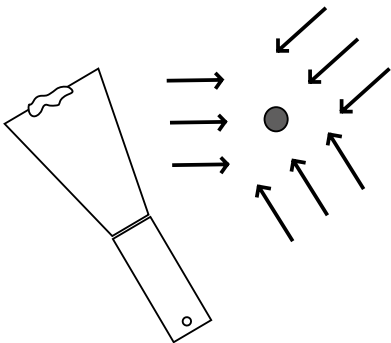
1. Once you have removed the nail or screw from the wall, notice that the hole has a raised burr around its edge.



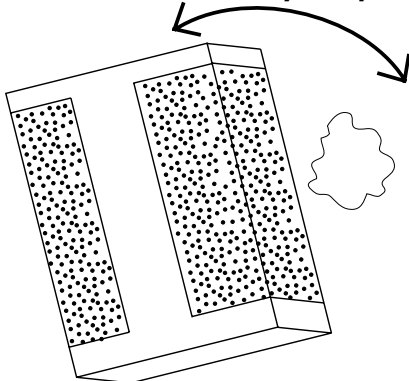
2. Using the scraper or rough sandpaper remove the burr as best you can.



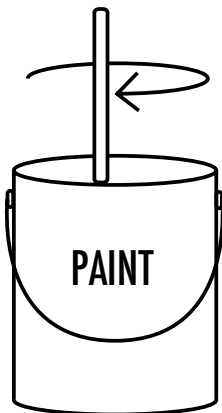
3. Next, using the scraper and a small amount of wall filler patch the hole by scraping the filler over the hole a few times from different directions. Leaving a thin layer of excess filler.



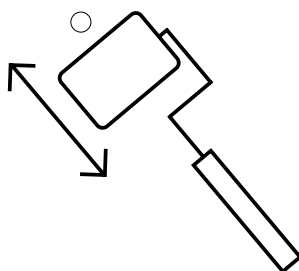
4. Once the filler has dried completely, use a medium grit sandpaper to remove the excess filler, and then a fine grit sandpaper to smooth the wall ready for painting.



5. Before painting, remove sanding dust from the wall with a damp cloth and make sure to stir the paint well for 1 minute.



6. Pour a small amount of paint into the paint tray, and coat the roller thinly. If it's dripping you've got too much!

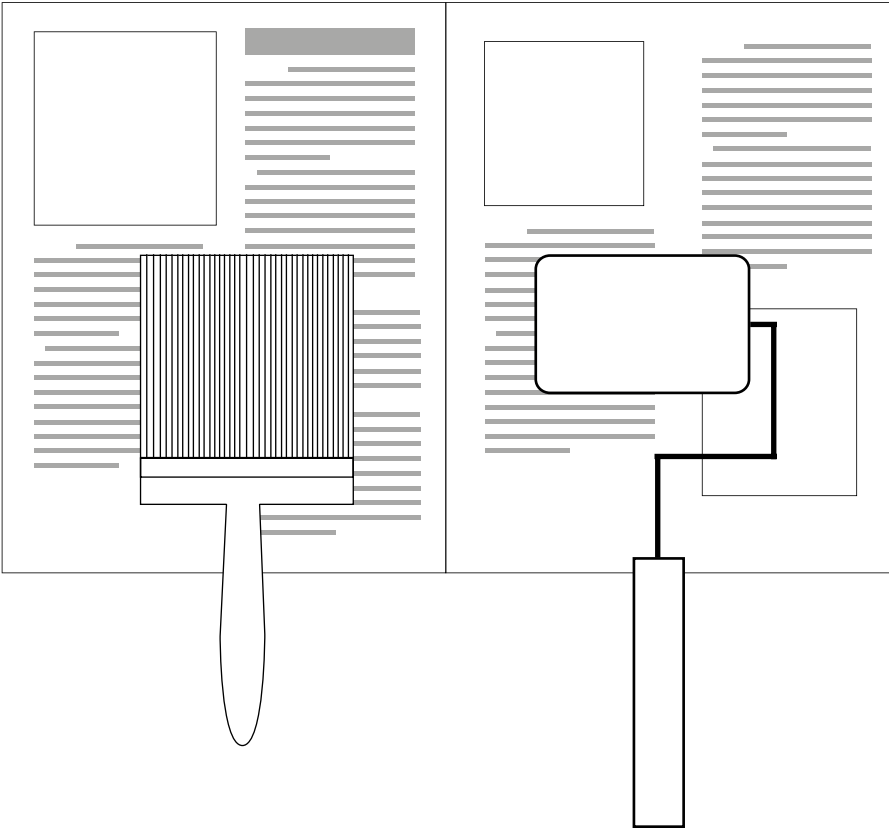


Roll a thin layer of paint over the patch and surrounding area then allow to dry. A second coat may be needed.

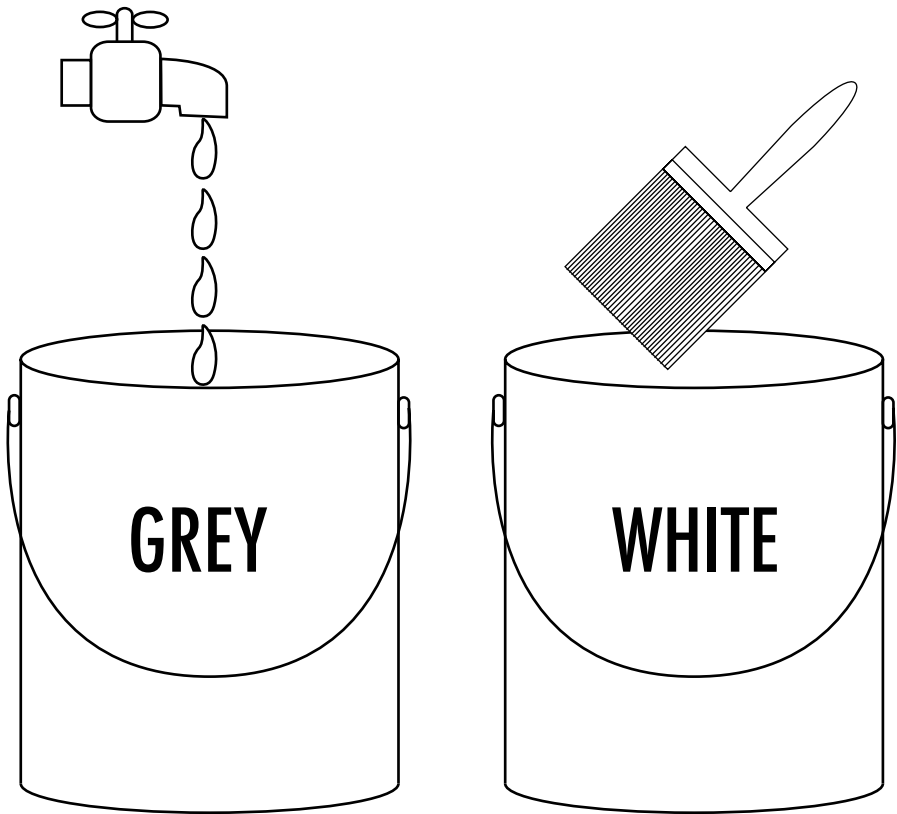
Cleaning Up Paint Rollers + Brushes

The least amount of paint down the drain the better.

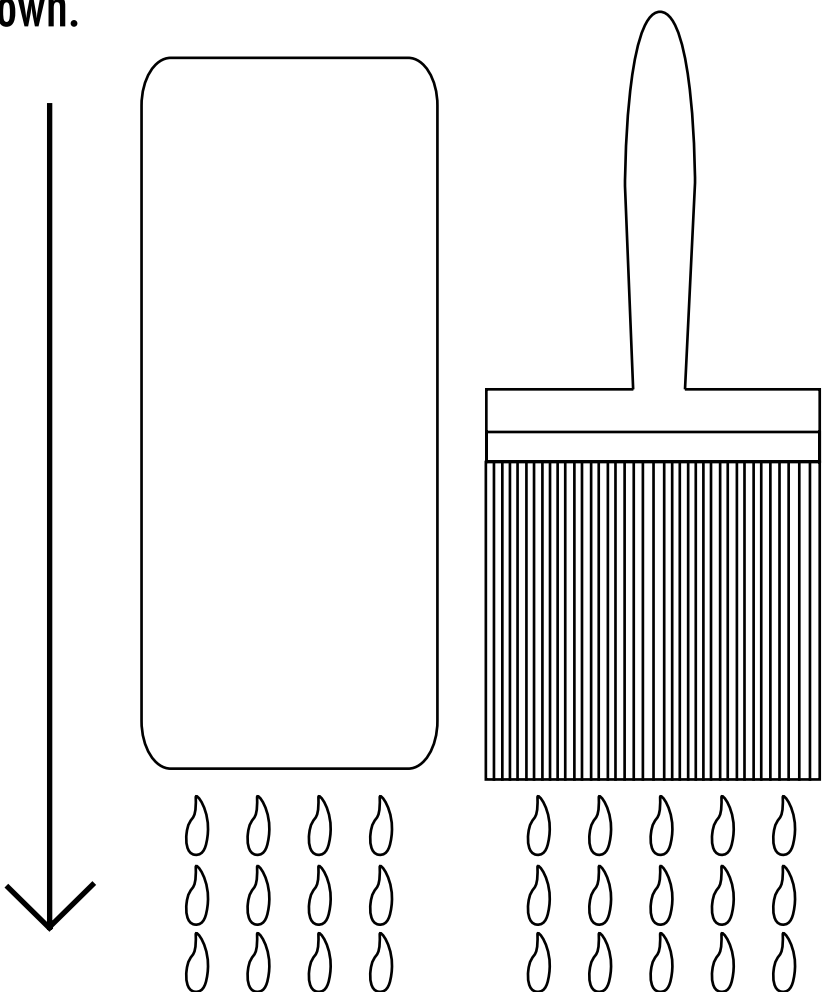
1. Remove excess amounts of paint from brushes, rollers and trays using newspaper or paper towel and dispose of in the general waste bins.



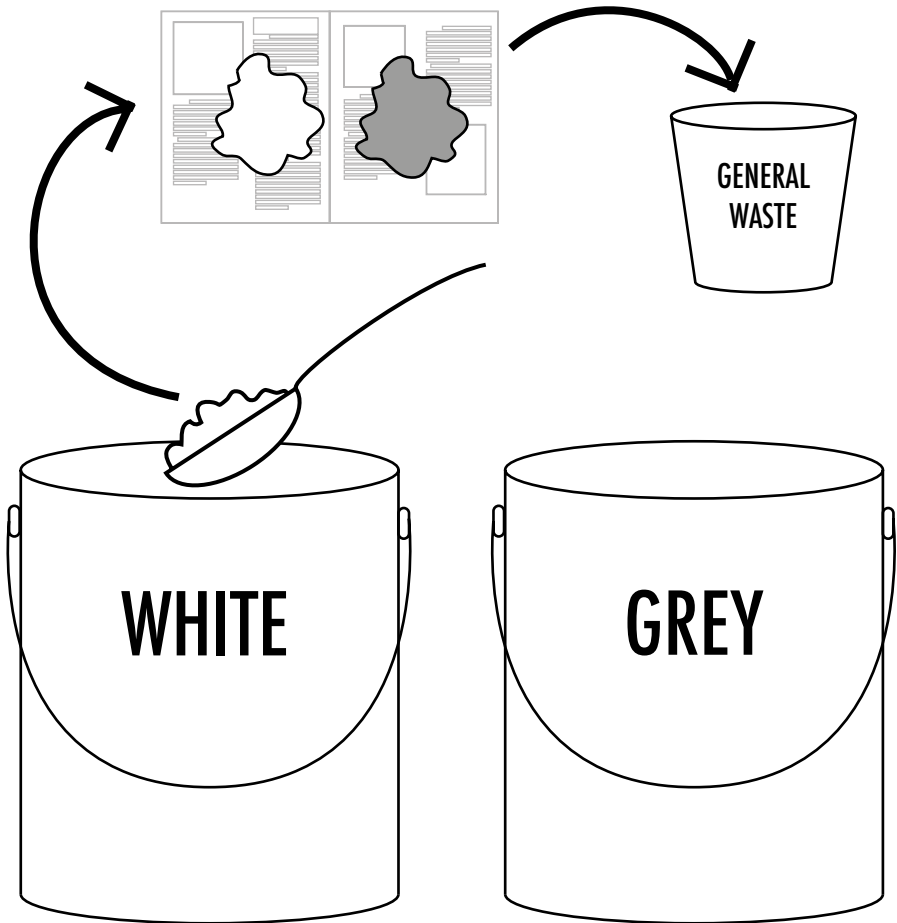
2. Half fill the buckets provided with water to rinse equipment, making sure to separate white and grey paints into different buckets. Remove as much paint as possible.



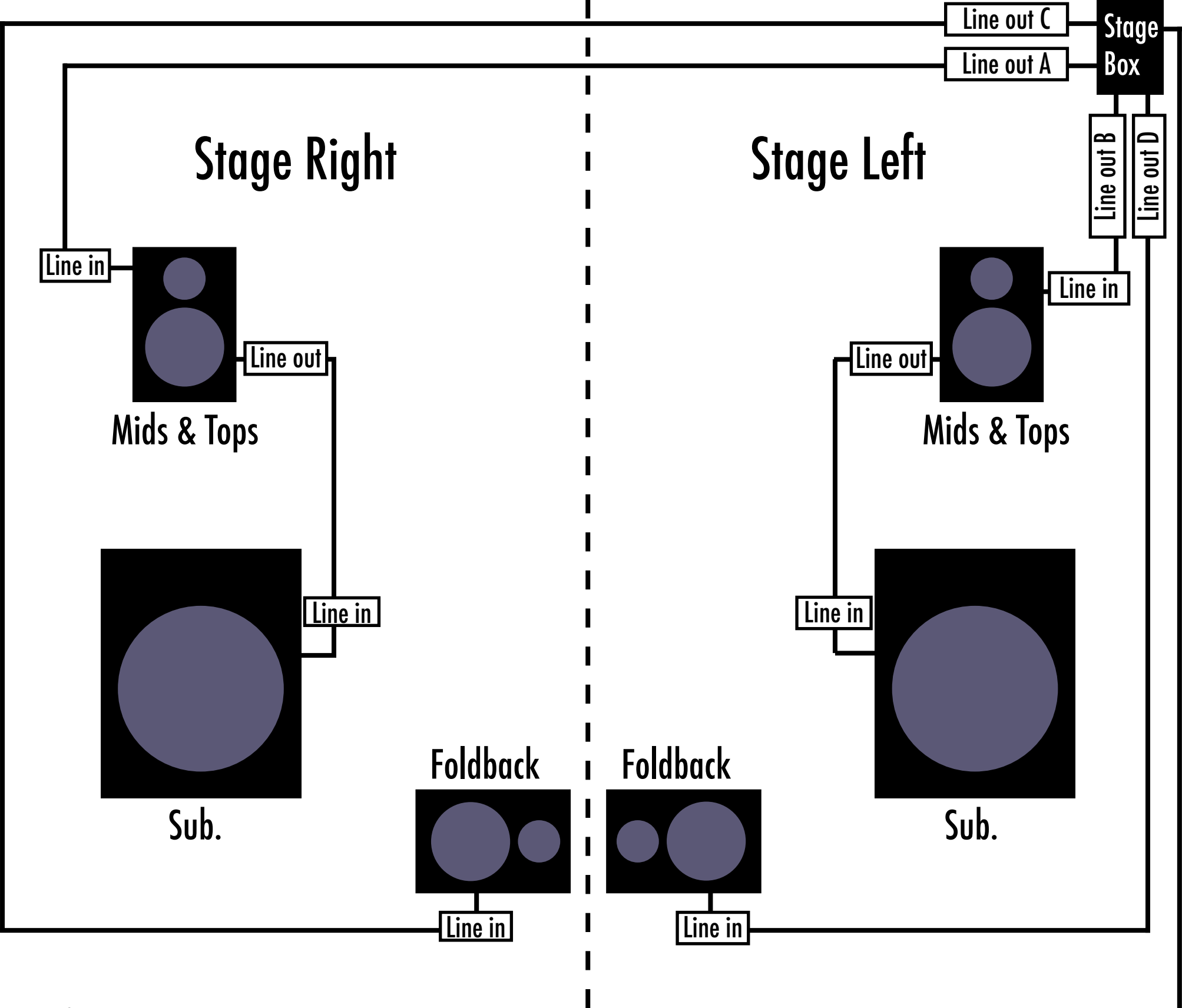
3. Give the equipment a final rinse with clean water in the industrial sink, squeeze out as much water as you can. Leave rollers standing upright to drain and dry, and brushes hanging with the bristles pointing down.



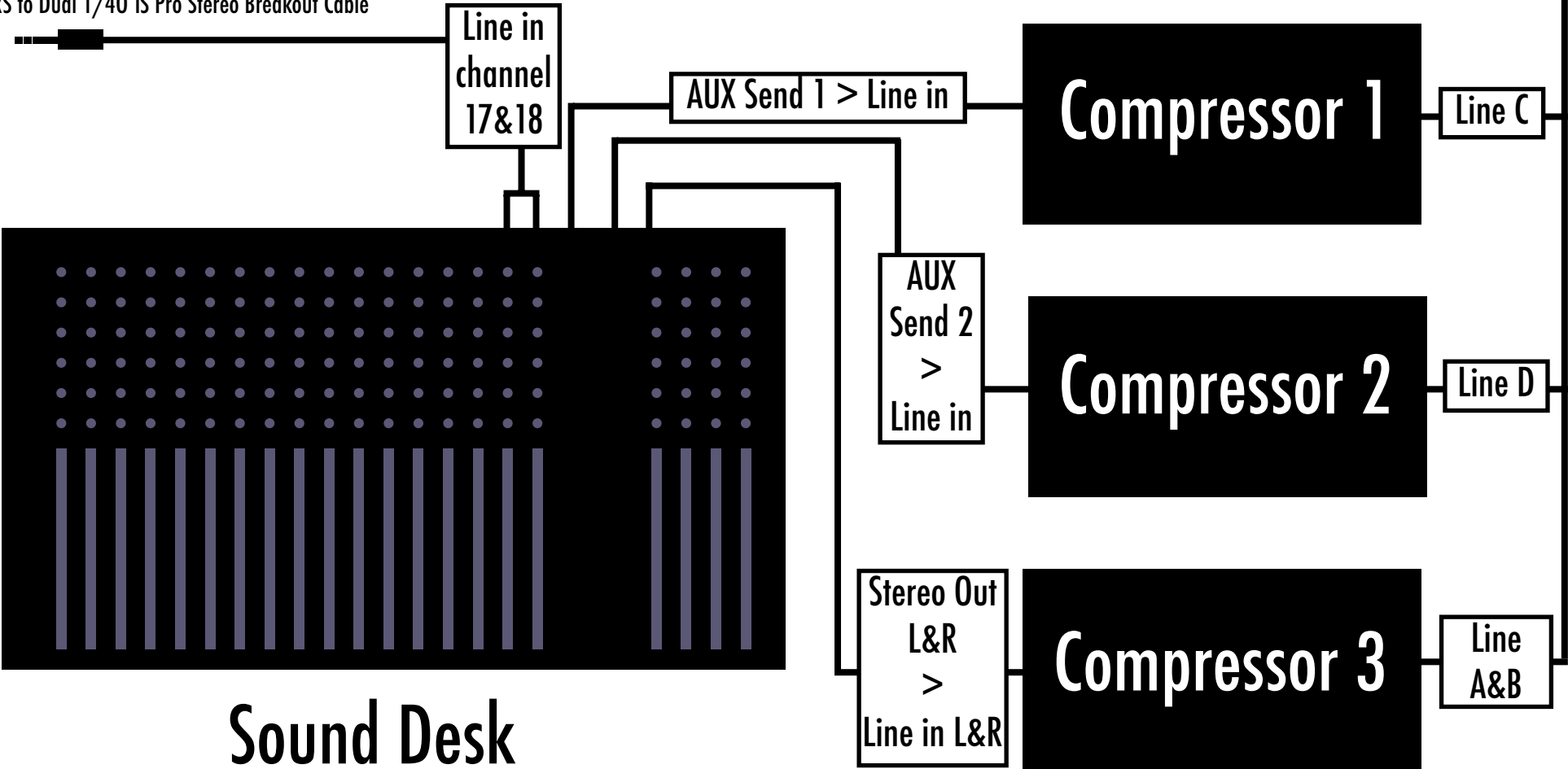
4. Leave the buckets so that the paint may settle to the bottom. The water may then be poured off and the remaining paint scooped out onto newspaper and disposed of in the general waste.



Default PA Setup

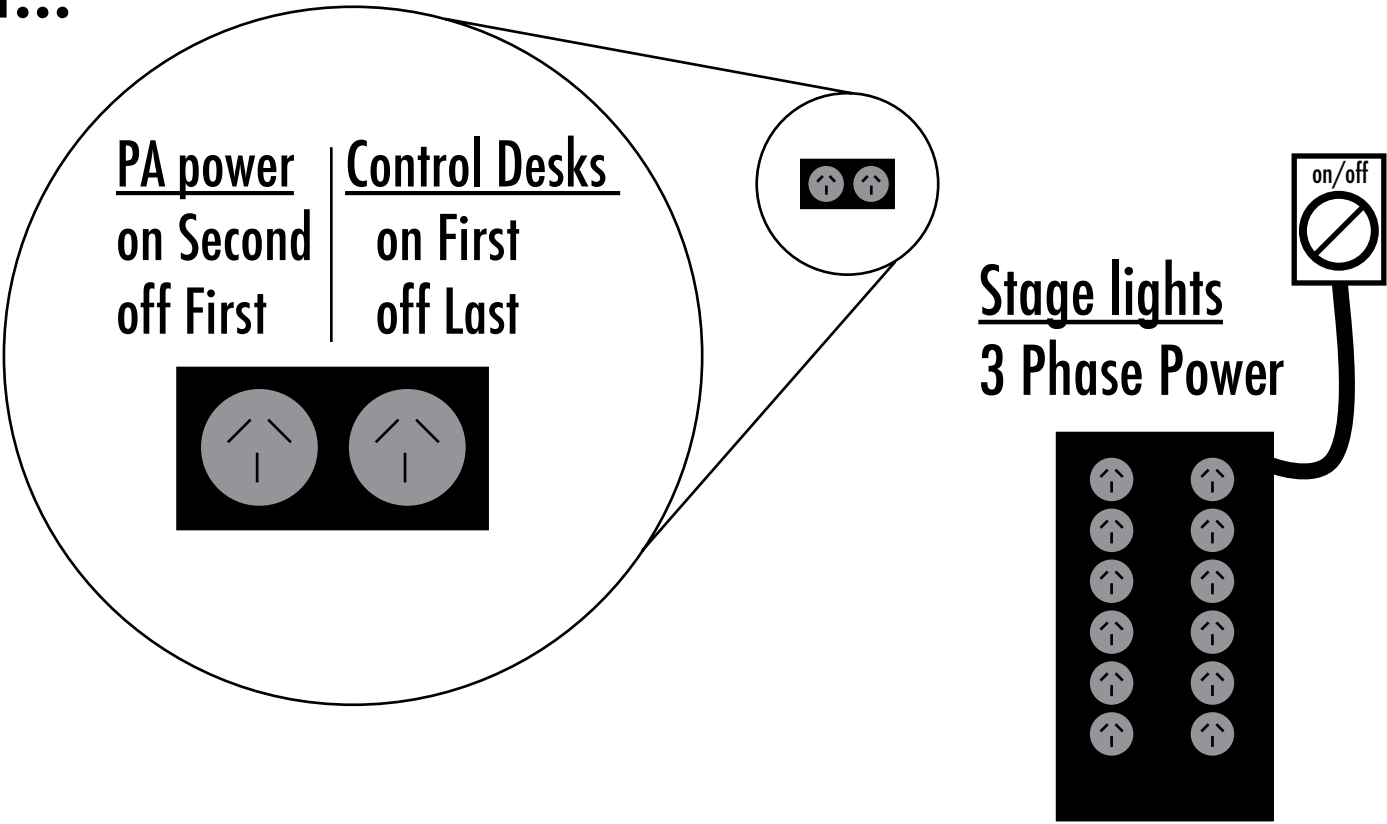


AUX out from headphone jack
3.5mm TRS to Dual 1/4" TS Pro Stereo Breakout Cable

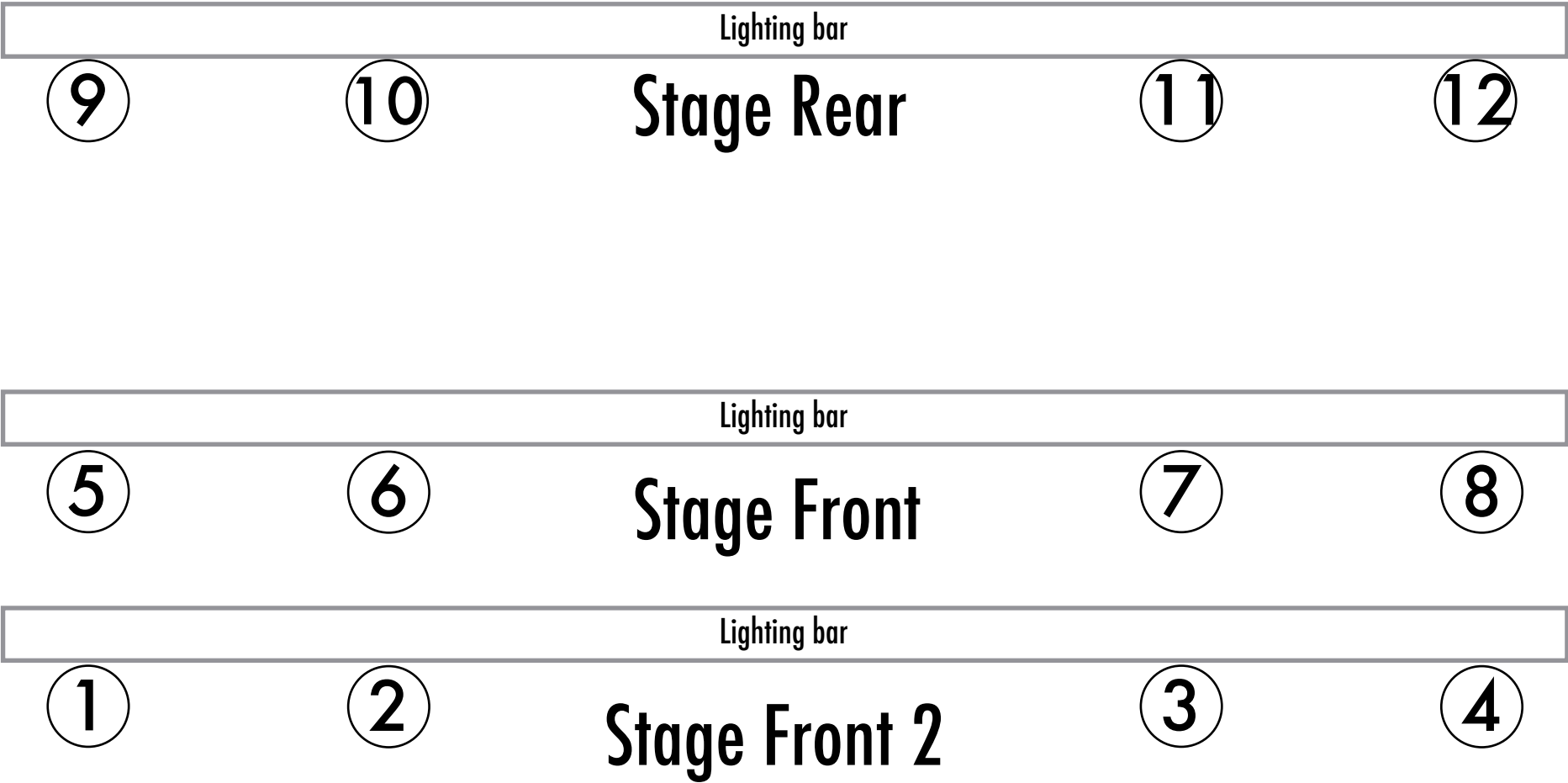


Power & Lighting Rig Setup

Rear Stage Right...



Ceiling mounted rig...



12 dimmer lighting desk

