Iconic Staff & Administration FAQs

Storage Facility for Iconic Productions and Colonial Show Props and Equipment

Updated 23 June 2023 16:26 by @steve.baltzoisÂ

1. The address of Iconic Studios, Unit 13 / 94 Bryant Street Padstow, NSW 2211 Australia is no longer part of the storage facility.Â The lease ended on 15/06/2023 and the company has a new large Property Studios at

    - Iconic Productions (aka Studios Hurstville)
      25 Gallipoli Street
      Hurstville NSW 2211
      Australia
    - Access to the warehouse still requires permissions, unless you are authorized with Key Asset Authority.Â Speak to your Supervisor for approval.

Â Updated 28 July 2020 22:51 by @Reception Staff at Iconic Productions Sydney - FaithÂ

1. The address of Iconic Studios, 93 Wardell Road, Earlwood NSW 2006 is no longer part of the storage facility.Â The lease ended today and the company has a new large Warehouse/Studios at

    - Iconic Productions Warehouse & Studios
      Unit 13 / 94 Bryant Street
      Padstow NSW 2211
      Australia
    - Access to the warehouse still requires permissions, unless you are authorised with Key Asset Authority.Â Speak to your Supervisor for approval.

Updated 14/11/14 @ 1913:

1. Changed combo lock code. New code displayed.

Updated 11/11/2014 @ 11:35:

1. Changed Security code for alarm deactivation, due to changes in contractors.

The Storage Facility for Iconic Productions shows are located at different locations:

- **Location Address:** Kennards Storage, 31 Commercial Rd, Kingsgrove NSW 2208
  Garage Unit Number: A6, A7, A8, A9, A10, A11 and A12
  Access to the storage requires pre-approved permission.

- ~~**Location Address:** Kennards Storage, 2 Parramatta Road, Homebush NSW 2140~~
  ~~**Garage Unit Number:** A13~~
  ~~Access to the storage requires pre-approved permission.~~

- ~~**Location Address:** Iconic Studios, 93 Wardell Road, Earlwood NSW 2006~~
  ~~**Garage Unit Number:** A6, A7, A8, A9, A10, A11 and A12~~
  ~~Access to the storage requires pre-approved permission.~~

PLEASE NOTE, ALL STORAGE FACILITIES AND LOCATIONS ARE SECURED. You must receive pre-approved permission to access the properties and enter the Security code to disarm

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the alarm in the Garage, before entering. Even if the gate is opened, you must still enter the code upon entry and exit. Failure to do so may result in Security being called out at a cost starting from $60. The call out cost will be charged back to the contractor for not following proper procedures. There is no exception to this.

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To gain access to the secured site you will be required to enter a Security Code. The panel for entry will be found on the right side before the blue entry gate.Â To obtain access you can contact the @event.managers or @Reception Staff at Iconic Productions Sydney for permission.Â For passwords or access codes use the company Password Request policy.

Some storage locations have a combo lock is provided for further security. You will be required to request the code using the Password Request Policy.

A light timer dial switch can be found on the left side of the wall, when facing the Garage. Select the time you require the lighting.

When you are finished loading or unloading the equipment/props, you will need to place the combo lock back and lock it by spinning the number to another code. **DO NOT LEAVE THE CORRECT CODE SHOWING ON THE DIAL.**

If there is time left on the light dial, please switch to this 0, to save electricity.

To exit the facility and to re-alarm and secure the garage you will be required to enter the Security Code into the Exit Panel, before the gate. **Do not leave the facility**, even if the gate is open, without entering the Security Code in the Exit Panel, near the Exit Gate.

Terms and Conditions of the use of the Security Codes Provided herein:

1. By reading this FAQ you the the Employee and/or Contractor acknowledge that you have been provided with access and the security codes as listed herein for the sole use of loading and unloading props and equipment for a show, event or performance produced or managed by the company as required. You understand that anyone not duly authorized, will be refused access to the property by staff and that at no stage will you allow anyone not duly authorized by Iconic Performances Pty Limited or its authorised associates to enter the property or have in possession or knowledge of the security codes provided herein.

2. Access to the property, garage, and props/equipment must be made at the specific times as required or as informed and mentioned.

3. No security code is permitted to be copied or duplicated except by approval and control of the Executive Management Committee.

4. The unauthorized duplication of Company/office/property codes adversely affects the security of persons and property and violations of this rule are considered serious and will be immediate grounds for termination and costs incurred by the company to replace all related locks or codes will be at the expense of the Employee and/or Contractor.

5. In the event you placed the security code in the hands of another person or that the security code was entered on a device or paper and that device and/or paper was lost or stolen an incident report will be required to be completed and a copy of the report will be held in the Key Control Manager Unit.

    1. 5. Where this occures, security codes will be changed and the previous codes and locks will rendered as inoperative.

    2. 5. The security code and/or lock will be replaced and the new codes will be issued. Costs incurred to replace locks or change codes will be at the expense of the

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Employee/Contractor who created the incident.

3. 5. A record will be kept of all individuals who have been issued replacement codes. Any subsequent loss of a lock and/or code will result in a replacement fee of the amount charged.

4. 5. The individual will be considered for disciplinary action on the third incident of a security code breach. In addition to the amount charged to the Employee/Contractor for the third incident, a letter will be sent to the local police department for the protection, safety and security of personnel and property. Subsequent losses will subject the individual to further disciplinary action.

6. The company requires all codes are not used by any personnel, employee or contractor upon separation, termination, or retirement from the Company or its associates.Â In the event that this occurs, as the site is secured with CCTV cameras, the police will be notified for trespassing and the CCTV cameras will be provided to the Police as evidence of the crime committed.

Attached files:

- Map_Kennards_Storage_Homebush.png

Unique solution ID: #1084
Author: n/a
Last update: 23-Jun-2023 08:29

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