

**COORAN MEMORIAL SCHOOL OF ARTS INC.**

**ABN 28 275 897 258**

**Special Terms and Conditions for Preferred Local Community Group**

This agreement is made on the ..... day of ..... 201.....

**BETWEEN** the Cooran Memorial School of Arts Inc., (**CMSA**), situated at 14 King Street Cooran, PO Box 11, Cooran, Queensland 4569 Ph: 0459112877; [bookings@cooranhall.org.au](mailto:bookings@cooranhall.org.au); [www.cooranhall.org.au](http://www.cooranhall.org.au)


**AND** ..... **(Hirer)**  
*(inset full name of organisation/person/persons)*

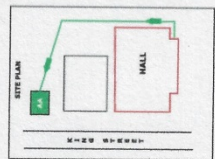
**The Hirer is an approved Preferred Local Community Group (PLCG) to which the special terms and conditions apply:**

1. The Hall is for use as a meeting place for the PLCG and for no other purpose.
2. The terms and conditions of the Hall Hire Agreement, without the special terms and conditions applicable to the PLCG will apply to any hiring by the PLCG for a purpose other than a meeting of the PLCG.
3. The Hall may only be used by the PLCG for a maximum of 12 meetings per year and no more than 1 meeting in any month.
4. The days of the week available to be hired by the PLCG are Monday and Wednesday evenings.
5. A hiring by a PLCG is always subject to cancellation by CMSA if required by a hirer who is not a PLCG. If a date is cancelled by CMSA the PLCG will be given as much notice as possible of the cancellation and CMSA will make every effort to provide a suitable, substitute date.
6. No charge will be made for a hiring date cancelled by CMSA when a suitable, substitute date is not available.
7. The cost will be \$5.00 per meeting, regardless of the length of the meeting.
8. The hiring will cover the dining area space only; see hatched area on the attached plan.
9. The kitchen is available for tea /coffee making/ light refreshment purposes only.
10. The toilets are available as required.
11. If the air-conditioning system in the Hall is to be used by a PLCG (a request must be made to CMSA at least an hour before the commencement time of the hiring for which it is required – the system must only be activated by CMSA or its approved representative) the fee is \$5.00 per hour in addition to the \$5.00 hiring fee.
12. All other terms and conditions contained in the Hall Hire Agreement will apply.
13. If there is a conflict between the terms and conditions of the Hall Hire Agreement and the Special Terms and Conditions for Preferred Local Community Group, the Special Terms and Conditions for Preferred Local Community Group, will prevail.

14. CMSA may withdraw the approval of a PLCG at any time in its absolute discretion.


# ATTACHED PLAN

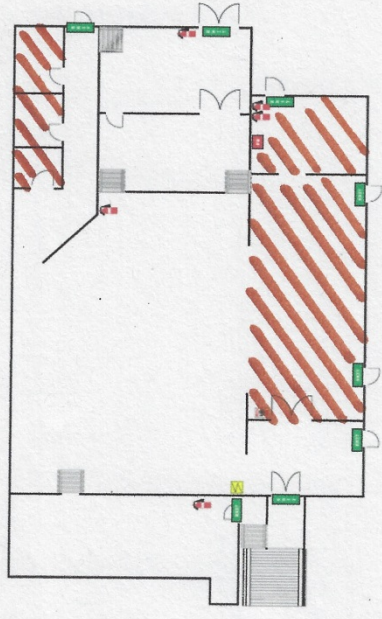




**FCF - FIRE AND ELECTRICAL**  
0409 307 546  
[www.fcfnational.com.au](http://www.fcfnational.com.au)  
NOVEMBER 2016

**EVACUATION SIGN and DIAGRAM**  
COORAN HALL  
14 KING ST  
COORAN 4569





**LEGEND**

- EXIT
- EXIT AA
- ASSEMBLY AREA
- EXIT PATH
- ALTERNATE EXIT PATH
- FIRE EXTINGUISHER
- FIRE BLANKET
- FIRE HOSE REEL
- FIRE SWITCH BOARD

**IN CASE OF FIRE**

**REMOVE PEOPLE** from immediate danger.

**ALERT THE FIRE SERVICE**

- break manual call point
- call 000

**CONFINE FIRE & SMOKE** close doors and windows (if safe to do so)

**EVACUATE** to the ASSEMBLY AREA.


**EVACUATION PROCEDURES**

**STAGE 1:** Removal of people from the immediate danger area. Occupants and staff in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.

**STAGE 2:** Removal to a Safe Area. The severity of the smoke or fire warrants further evacuation. Occupants should be moved through fire/smoke doors to a safe area.

**STAGE 3:** Complete Evacuation of Entire Complex. Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the ASSEMBLY AREA.

**STAGE 4:** Roll Call. To be conducted as soon as possible and to ensure all persons are accounted for. Report all missing persons to FIRE OFFICERS.

  
**000 EMERGENCY**  
 In an emergency dial 000

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.

**Signature Page**

Signed for and on behalf of **CMSA Inc.** by

.....

**Print the name and title of person signing**

.....

**(signature of authorised person)**

Date.....

Signed for and on behalf of the **PLCG** by

.....

**Print the name, address and title of person signing**

.....

**(signature of authorised person)**

Date .....

**NOTE: The authorised person for CMSA and the PLCG must also initial the first and second pages of this document in the bottom right hand corner.**

*Reviewed: February, 2019*