

PREFERRED LOCAL COMMUNITY GROUP (PLCG)

Background

There are various community groups in Cooran and the immediate hinterland areas, some of which require an appropriate venue to hold regular meetings at an affordable cost.

The Management Committee of Cooran Memorial School of Arts Inc. (CMSA) has resolved that, if a local community group meet the criteria set out in ATTACHMENT 1 and obtained the approval of CMSA, it could be a Preferred Local Community Group (PLCG). PLCGs are entitled to have the special terms and conditions set out in ATTACHMENT 2 when hiring the Hall.

How to apply to become a PLCG

1. Check that your group/organisation meets the eligibility criteria in ATTACHMENT 1.
2. Read the Special Terms and Conditions in ATTACHMENT 2.
3. Fill out the Application form in ATTACHMENT 3.
4. Send the Application form to bookings@cooranhall.org.au
5. If your group/organisation is approved you will be notified ASAP.
6. If approved, proceed to the website, www.cooranhall.org.au and download 2 documents, the "Hall Hire Agreement" and the "Special Terms and Conditions for Preferred Local Community Group".
7. Make sure you understand the documents before you sign and return them, follow the instructions in ATTACHMENT A to the Hall Hire Agreement.

ATTACHMENT 1 – Criteria for Preferred Local Community Group (PLCG)

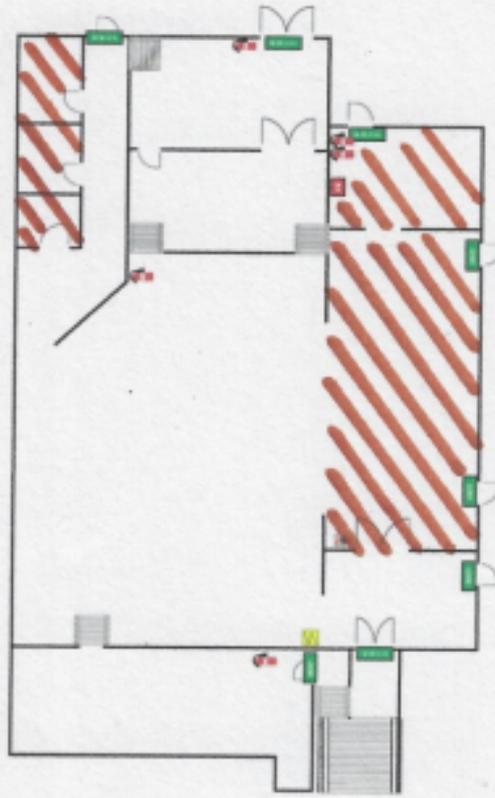
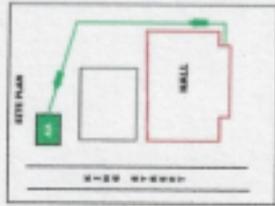
1. The organisation/group must not be incorporated.
2. The organisation/group must be largely located in Cooran or the immediate hinterland areas of Kin Kin, Boreen Point or Cootharaba.
3. The purpose for the hiring must not be a commercial purpose.
4. The purpose for the hiring must be low risk. CMSA will determine the outcome of an application at its discretion.

ATTACHMENT 2 - Special Terms and Conditions

1. The Hall is for use as a meeting place for the PLCG and for no other purpose.
2. Any hiring by the PLCG for a purpose other than a meeting of the PLCG will be subject to the terms and conditions of the standard Hall Hire Agreement, without the special terms and conditions applicable to the PLCG.
3. The Hall may only be used by the PLCG for a maximum of 12 meetings per year, subject to availability.
4. Days and times available for the PLCG meetings are to be arranged with the Hall through bookings@cooranhall.org.au or 0493 113 250.
5. A hiring by a PLCG is 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 (up to 3 hours), or a per annum rate to be arranged with the committee.
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 it will be charged at the regular rate of \$10.00 per hour.
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 at its discretion.

ATTACHED PLAN

EVACUATION SIGN and DIAGRAM
COORAN HALL
14 KING ST
COORAN 4569



FCP - FIRE AND ELECTRICAL
 0409 307 848
www.fcpfireandelectrical.com.au
 NOVEMBER 2016

LEGEND

- EXIT
- EXIT AA
- ASSEMBLY AREA
- EXIT PATH
- ALTERNATE EXIT PATH
- FIRE EXTINGUISHER
- FIRE BLANKET
- FIRE HOSE REEL
- 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 the fire.
STAGE 2:- Removal to a Safe Area
 If 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 Services will direct occupants from the safe place to the ASSEMBLY AREA.
STAGE 4:- Roll Call.
 To be concluded as soon as possible and to ensure all persons are accounted for. Report all missing persons to FIRE OFFICERS.

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

000 EMERGENCY
 In an emergency dial 000

ATTACHMENT 3 - APPLICATION FORM PREFERRED LOCAL COMMUNITY GROUP

Full name of organisation/group:

.....

Contact person for organisation/group:

Name:

Address:

Phone: Email:

President: *(if applicable)*

Name:

Address:

Phone: Email:

Secretary: *(if applicable)*

Name:

Address:

Phone: Email:

Treasurer: *(if applicable)*

Name:

Address:

Phone: Email:

Are you an incorporated body? Yes/No *(circle your answer)*

What is the purpose for which your organisation/group was set up? What does your organisation/group do?

.....
.....
.....

Where are you primarily located? (e.g. Cooran, Kin Kin, Boreen Point)

.....

What is the purpose for using the Hall? (e.g. Meetings)

.....
.....