

# 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 ..... 202 .....  
between the Cooran Memorial School of Arts Inc., (CMSA), situated at 14 King  
Street Cooran, PO Box11, Cooran, Queensland 4569 P: 0493 113 250

E: [bookings@cooranhall.org.au](mailto:bookings@cooranhall.org.au) W: [www.cooranhall.org.au](http://www.cooranhall.org.au)

and ..... (Hirer)  
(insert 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. 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](mailto: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.

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

NAME .....

SIGNATURE.....

DATE.....

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

NAME .....

SIGNATURE.....

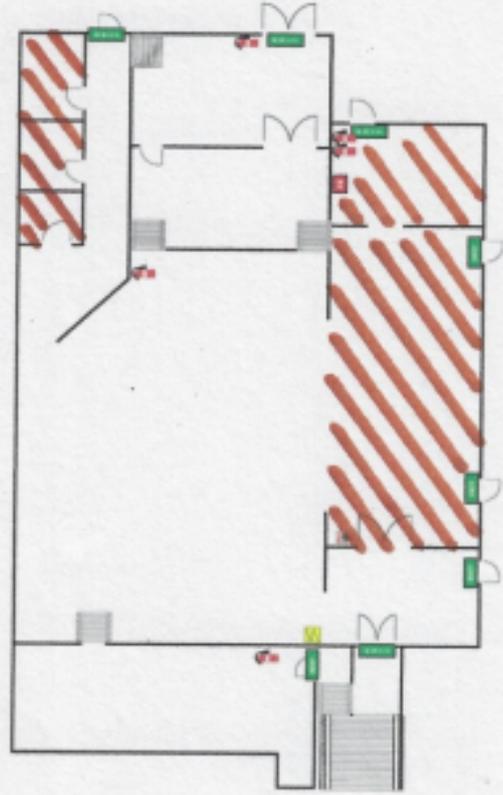
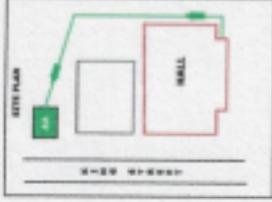
ADDRESS.....

DATE.....

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

# ATTACHED PLAN

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



FCP - FIRE AND ELECTRICAL  
 0409 207 848  
[www.schindler.com.au](http://www.schindler.com.au)  
 NOVEMBER 2016

**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**  
If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire/retardant 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**.

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

**000**  
**EMERGENCY**  
 In an emergency dial 000

