

Cooran Memorial School of Arts Inc. (CMSA)

14 King Street, Cooran, 4569

ABN: 28 275 897 258

HALL HIRE AGREEMENT

Before completing this form, contact the Cooran Hall Bookings Officer on 0493 113 250 or at bookings@cooranhall.org.au to check if the requested days and times are available.

Hirer details

Name/Organisation	
Contact person	
Address	
Phone	
Email	

Bank details (for return of bond)

Account name	
BSB	
Account number	

Purpose of hire

Hall and equipment hire fees

Main hall area/side seating area, stage and kitchen (inc. fridge but without use of appliances)	Hourly rate before 6:00pm	\$15.00
	Hourly rate after 6:00pm	\$20.00
Kitchen with use of appliances (gas stove, electric ovens) and basic crockery.	Up to 3 hours	\$40.00
	Over 3 hours	\$75.00
Sound		\$50.00
Lighting		\$50.00
Sound/Lighting technician – approved technician must be used with use of sound and lighting.	Fee to be negotiated with technician and paid directly to the technician.	
Projector		\$50.00
Screen		\$50.00
Grand piano available on request	Included with Hall Hire	
Refundable Bond	No alcohol	\$100.00
	With alcohol	\$200.00

Complete schedule of fees to be paid

Date of Hire	Area/Item Hired	Hours of hire	Cost
		Refundable Bond	
		Total	

Checklist and signatures

- ☐ I agree to the Terms & Conditions and understand the Fire Evacuation Procedures (pages 3-6) and will keep a copy of this document for reference.
- ☐ I will return pages 1-2 of the completed hall hire agreement to bookings@cooranhall.org.au
- ☐ I will attach a copy of my current public liability insurance if required (see Clause 2 in Terms & Conditions).
- ☐ I would like my event to be promoted on the Cooran Hall's website and social media.
- ☐ If yes, I will send a jpeg image, event description and any other information to bookings@cooranhall.org.au
- ☐ I will pay the required bond to the bank account below at least 7 days before the event, and the hall hire and other fees will be paid within 7 days of the event.

Account Name Cooran Memorial School of Arts Inc.

BSB 633 000

ACC N° 152 691 069

Reference Your name / company name and event date

- ☐ I require a tax invoice for my payment.

	Name	Signature	Date
Hirer			
CMSA Inc.			

Terms and Conditions

1. **The Hirer** occupies and uses the premises and the equipment at its own risk and to the full extent permitted by law and releases CMSA from all claims and demands resulting from any accident, damage or injury occurring at the premises or any responsibility or liability for any loss of or damage to the equipment of the Hirer at the premises, the Hall or the grounds.

2. Public Liability Insurance

The hirer will hold third party public liability insurance providing adequate coverage if holding more than 12 events per year and/or is using the Hall for business/profit. A copy of the certificate of currency must be sent to bookings@cooranhall.org.au with this form.

If not required to provide insurance, the hirer accepts responsibility for the payment of the excess of \$2,000 for each claim made by Noosa Council under its LGM Casual Hirer's liability cover insurance as a result of any injury or damage caused by the hirer.

3. Payment

The refundable bond is to be paid 7 days before the event and hall hire fees are to be paid within 7 days after the event. A portion or all of the bond may be retained should damage occur to the hall, fixtures, furniture and equipment.

4. Cancellations

If the hall is unable to be used due to circumstances beyond the Cooran Hall Committee's control (e.g. flooding, fire), the booking may be cancelled and all money will be refunded.

If the hirer cancels the booking 5 days or less before the first day of the booking, the hire fee and bond may be refunded at the Committee's discretion.

5. Termination of agreement

CMSA has the right to terminate this agreement, to refuse future use or entry to the Hall, to retain the bond and to claim costs and /or damages if there has been a breach or repeated breaches of the agreement by the Hirer or CMSA has determined, in its absolute discretion, that the Hirer is not a suitable person/organisation to hire the Hall.

6. Key

Hirers are to collect the key from the Cooran Community Store/Post Office in King Street and **return it immediately** after opening the hall. The key must be signed out and signed back in. The key is not required to lock the hall when leaving.

Hirers are responsible for checking shop opening hours (online or 0490 848 854) and if special arrangements for outside the shop hours are required, contact the bookings officer.

7. Fire and Evacuations

The hirer and all persons attending the hall are required to be familiar with the Fire and Evacuation Instructions and the Emergency Evacuation Procedures.

8. Children

The hirer must ensure that any children under the age of 16 allowed to enter the Hall are properly supervised by an adult over the age of 19 years at all times. Unsupervised children are not allowed on the stage. The hirer must ensure that it complies with the requirements of the Working with Children (*Risk Management and Screening*) Act 2000.

9. Smoking and illegal drugs

No smoking or illegal substances/drugs are allowed on the premises as per the laws of the state. Smoking is prohibited by law within this building and within 4 metres of any exits.

10. Alcohol

No alcohol is allowed on the premises without the prior consent of CMSA.

Alcohol may be allowed on the premises for private functions where alcohol is not for sale but is brought onto the premises for private consumption. An extra bond will apply.

If alcohol is to be sold on the premises, it is the Hirer's responsibility to obtain and provide the Liquor Permit or Liquor Licence to the Bookings Officer prior to the function.

11. Leaving the hall

The hirer is responsible for completing the actions listed below before departing from the hall, otherwise the bond may be retained.

AREA / ITEM	INSTRUCTIONS
Main Hall	Chairs to be stacked 6 high and stacks placed in the rear corner. Do not drag chairs across the floor, use the trolley provided.
	Remove any decorations (do not use sticky tape/Blu Tac to fix decorations. - you may use pins and tacks)
	Wipe down tables
	Sweep floor
	Shut 6 windows in main area and 1 in kitchen
	Shut 3 back doors – toilet hallway, backstage and kitchen
	Shut 2 side doors
	Shut front door and disability access door to the right of the entrance hall.
	Turn off all lights
	Turn off all fans
	Turn off air-con
Kitchen	Clean all crockery, cutlery, and cooking equipment thoroughly and return to their original places
	Wipe all equipment, benches and splashbacks
	Empty, clean and turn off fridges. Leave doors open.
	Turn off hot water urn
	Empty dishwasher and drain according to instructions on wall
	Sweep floor and mop if required
Toilets	Flush toilets and leave area clean and dry
Bins	Empty all bins (main hall, kitchen and toilets) into wheelie bins outside the kitchen back door

Fire and Evacuation Instructions

Operation of firefighting equipment

Fire Extinguishers

1. Select appropriate extinguisher for type of fire.
2. Pull pin from squeeze handle.
3. Test extinguisher by squeezing handles briefly.
4. Approach fire aiming nozzle at base of fire.
5. Squeeze handles and operate extinguisher in a sweeping motion.

Hose Reel

1. Hose reels are used on fires involving wood, paper and textiles only, they are not to be used on live electrical appliances or flammable liquids.
2. To release the hose reel, turn the valve on; this will charge the hose and release the nozzle (if fitted with a nozzle release lock).
3. The hose can then be pulled out to the fire, the nozzle operates like a garden hose in most cases by twisting the nozzle, and the nozzle can be adjusted to give a spray pattern or a straight jet.
4. Direct stream at base of the fire.
5. See Evacuation Sign and Diagram for location of firefighting equipment.

Emergency Evacuation Procedures	
Review Date	20/06/26
Awareness	The hirer must be aware of the location of fire extinguishers, the fire hose reel and fire blankets and the location of the fire signs and fire exits.
Attendance list	The hirer must keep a list of all persons present in the hall.
Procedure	In the event of an emergency, evacuate all people from the Hall to the assembly area immediately. Ensure everyone is removed from the building by checking the attendance list. Ensure no one enters / re-enters the building . Confine fire and smoke by using firefighting equipment or closing doors and windows (if safe to do so).
People with special needs	The hirer must ensure that mobility impaired people are provided with assistance to evacuate immediately .
Assembly area	Pioneer Park, adjacent to the public toilets in King St.
Alert emergency services	Ring 000
Contact the hall	Bookings Officer 0493 113 250

IN CASE OF FIRE

REMOVE PEOPLE
from immediate danger

ALERT THE FIRE SERVICE
• break manual call point

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/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**.

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



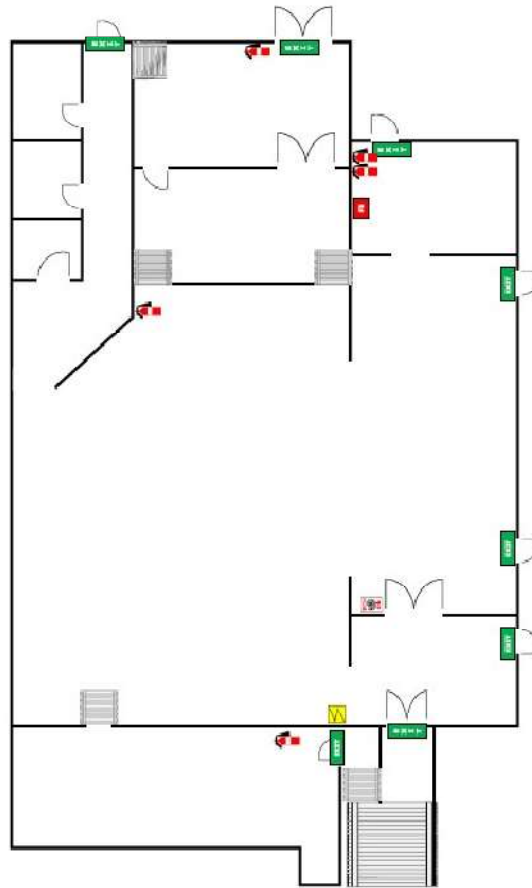
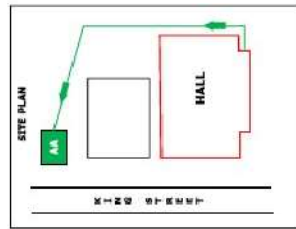
000
EMERGENCY
In an emergency dial 000

EVACUATION SIGN and DIAGRAM

COORAN HALL

14 KING ST

COORAN 4569



LEGEND



FCF - FIRE AND
ELECTRICAL
0409 307 546
www.fcfnational.com.au
NOVEMBER 2016