

Cooroy Memorial Hall Association

EMERGENCY EVACUATION & FIRE

POLICY

Under the *Workplace Health and Safety Act 1995 (Qld)*, all persons attending the Hall, are required to become familiar with Fire and Evacuation Guidelines. You need to be aware of the locations for Fire Extinguishers, Fire Signs, Fire Exits and the Assembly Point. Please read the procedures below, and before signing this form, make sure you clearly understand all information. Keeping of an Attendance Roll or list of attendees is the responsibility of the hirer who should appoint two persons to be responsible for emergency evacuation procedures. In the event of any emergency the first priority is to ensure that all persons in the building are outside the building and safe.

Action to be taken in the event of Emergency Evacuation

1. Notify the appointed person or hirer of the emergency.
2. Call "Fire, Fire, Fire" and immediately evacuate the building via the closest Fire Exit and go directly to the **Safe Assembly Point**.
3. Person responsible for the Attendance Roll or list ensures that information is on their person, when evacuating the building and telephones the emergency services on 000.
4. The other appointed person is responsible for taking the group to the Assembly Point.
5. Close doors to confine fire **if safe** to do so.
6. The appointed persons check the roll or list and confirm that the facility is empty and then join the group at the Assembly Point and notify the situation to the Fire Department.

Assembly Point

In the event of evacuation or drill, the final assembly point for all persons in the Hall at the time is **on the footpath outside the Maple Street entrance marked as AA on emergency evacuation**. Remain there until advised that the danger is over, or until requested by Fire Officers to take other actions. The attendance roll or list may be required by the Fire Department or Police.

Location of Fire Extinguishers beside the four exit doors

Location of Fire Blanket in the kitchen at the exit door

Location of Fire Exits at the three exit doors marked with illuminated exit

signs First Aid Kit kitchen cupboard

Exit signs are always on and will stay illuminated in the event of power failure.

TERMS & CONDITIONS OF USE	
Inclusions & using the space:	<ol style="list-style-type: none">1. Hirers have access only to areas listed in this Hire Agreement.2. The Hall as hired includes all fixtures, fittings, furniture and crockery to which access is freely given.3. The placement of nails, screws, anchoring hardware or fastening into walls, ceilings or floor is strictly prohibited.
Alcohol:	<ol style="list-style-type: none">1. Alcohol is allowed on the premises for private functions (where alcohol is not for sale but is brought onto the premises for private consumption of those attending the private function).2. If alcohol is to be sold on the premises for a fundraising function then, it is the Hirers responsibility to obtain and provide a Liquor Act Permit to the Hall Secretary 7 days prior to the function. If a permit is not provided, alcohol may not be sold at the event.
Behaviour:	<ol style="list-style-type: none">1. Parents/carers are responsible for children's conduct. No child under the age of 18 is to be left unsupervised in the Hall or attached premises at any time.2. Our lease does not allow overnight accommodation and no hirer may stay in the Hall overnight for any reason.3. Noise should be kept to a reasonable level and hire must abide by the laws of the state.
Smoking:	<ol style="list-style-type: none">1. No illegal substances or drugs are allowed on the premises at any time.2. Smoking is prohibited by law within this building and within 4 metres of any exits.

<p>Risk & Insurance:</p>	<ol style="list-style-type: none"> 1. Cooroy Memorial Hall Inc will bear no responsibility whatsoever for persons or property while on these premises and will assume no liability for the actions of hirers. 2. All hirers are to provide public liability insurance at their own cost. 3. Front and back doors (Fire exits) must be left unlocked and kept clear at all times when the Hall is occupied. 4. Under the Workplace Health and Safety Act 1995, Hirers are required to become familiar with our Fire & Evacuation Guidelines and ensure their guests are also aware of them. 5. The Hirer must keep an attendance roll or list of participants in case of an evacuation. 6. The Management Committee will bear no responsibility for the quality and content of performances, classes, workshops, seminars and other activities carried out by Hirers. When events involve providing advice, all Hirers must bear responsibility for their own professional indemnity insurance.
<p>Cleaning & lock up</p>	<ol style="list-style-type: none"> 1. All the facilities are to be left in a clean and orderly condition. 2. All chairs, tables and equipment must be returned to their designated place at end of hire. 3. The premises are to be secure when leaving – check windows/doors to be deadlocked. All items such as fans/air conditioning/lights must be switched off and keys returned after use. 4. Hirers are responsible for the removal of rubbish from the Hall and/or grounds that are generated by the hire activity. 5. Where food or beverages are consumed or served please ensure that tables and chairs are wiped clean. All dishes to be washed and dried and put away. All rubbish removed and placed in bins or excess rubbish removed from premises and taken with hirer. Floors to be swept and any spillage to be mopped. 6. Lost property will be held for one month, and then if unclaimed, will be disposed of at the discretion of the Committee.
<p>Fees & cancelling:</p>	<ol style="list-style-type: none"> 1. All fees & bonds detailed in this agreement must be paid in full 7 days prior to the event. If payment is not received the booking may be cancelled without further notice. 2. Hire fees for cancellations made less than 10 days prior to the event will not be refunded. 3. Proof of payment in full of all fees & bonds will be required before collecting the keys.

Bonds & Payments:	<ol style="list-style-type: none">1. The hall hire fee is non-refundable if bookings are cancelled less than 7 days prior to the booking date.2. Hirers will be held financially responsible for breakages and/or damage/s or loss to hall property. If the premises or contents are damaged by the hirer, the Bond amount either in part or its entirety, will not be refunded.
Force Majeur:	<ol style="list-style-type: none">1. If events beyond reasonable control of the parties, including but not limited to, acts of God (flood, earthquake, tornado, fire, etc), war, strikes, threats or acts of terrorism or similar acts, disease, or the necessity for emergency repairs, make it inadvisable, impracticable, illegal, or impossible to perform as originally contracted under this agreement, the affected party may terminate this Contract, without liability, upon written notice to the other party. Any deposits made shall be refunded to the Hirer within 30 days after written notice by them of cancellation under Force Majeure.