



for **Conferences & Events**

461 Hume Street, Toowoomba Qld 4350

Ph 07 4635 0350

Fax 07 4635 4674



Information for Event Leaders and Guests

Important Contact Details

Business Manager: 07 4635 0350

Emergency: 000 or 112



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TO OUR VALUED GUESTS

Welcome to the HumeRidge Church of Christ. We trust that you find our facilities help make your event pleasurable. Please ask how the facilities and areas may be used effectively to provide maximum benefit and optimum functionality, within the limits of their intended use, we will try to help wherever we are able.

We aim to provide an environment where your experiences are both meaningful and memorable. Your feedback is welcome at any stage. You should find us polite and courteous and the facilities conducive to high quality programming. Wherever possible we aim to please.

This kit provides you with the necessary information that you require whilst here. I trust that you will take the time to read it and pay particular attention to our safety and fire evacuation procedures, so that you are able to adequately supervise your event.

Thank you for the opportunity to work with you and to allow our church to once again work with the community. We trust that your expectations are met and you have a safe and enjoyable time.

Yours sincerely

Danny Salzke
Business Manager

CONTACTS for EMERGENCIES

AMBULANCE, POLICE, FIRE SERVICE

000 or 112

HUMERIDGE CHURCH OF CHRIST

(After Hours Emergency Contacts)

Business Manager, Mob. 0411 430 775

Facilities, Event & Technical Manager Mob. 0427 639 522

CASUALTY

Public: Toowoomba Base Hospital 4616 6000
Pechey Street, Toowoomba

Private: St Vincents Hospital 4690 4444
Emergency Centre
Scott Street, Toowoomba

A TO Z OF GENERAL INFORMATION



It is your responsibility to ensure that these conditions are understood and followed by your group for the safety of all guests and for the care of the facility.

Each group must have a competent person to liaise with HumeRidge staff and to supervise your group responsibly.

AFTER HOURS CONTACTS

After hours, the following management staff are available to address any **URGENT** concerns.

Danny Salzke	Ph 0411 430 775
Kent Krause	Ph 0427 639 522

ALCOHOL/ DRUG/ SMOKE FREE ENVIRONMENT

It is our policy that alcohol and drugs not be available or consumed on the premises. All building areas are designated smoke-free.

AVAILABILITY

Should your allotted area be unavailable at the time of your arrival, another area will be made available until the area is ready.

BOOKINGS

Bookings are to be confirmed by the return of our completed hire agreement form. We cannot guarantee availability until after this form is received.

BREAKAGES AND DAMAGES

All breakages and any damage to buildings, furniture and / or equipment are to be reported to our staff. You may be required to pay for the cost of repairs or replacement, this is totally at our discretion.

CHILDREN'S PLAYGROUND

The playground when included in your hire is able to be used by children up to 10 years of age under adult supervision. Use is not permitted after 6pm.

CLEANING / DUTIES

A full list of duties, including departure duties, is contained in this folder. You are responsible for cleaning, restocking and presentation during & at the end of your hire. This does not apply to guests who have chosen to pay extra for the services to be provided; this is available by request only.

CONDITIONS OF HIRE

Conditions of hire are also listed on the hire agreement form. A copy is contained in this folder.

CONDUCT OF BEHAVIOUR

It is possible that other guests will use parts of the facility whilst your group is here. Please consider the needs and requirements of other guest at all times.

CONFETTI & OTHER ITEMS OF RISK

Confetti, rice, loose sequins, glitter, and items of similar risk are not permitted.

ELECTRICAL SAFETY

In line with Workplace Health and Safety the use of double adaptors or piggy-backing of power leads is prohibited. The use of power boards is acceptable if they have a safety switch installed. You are responsible for the testing and inspection of your own equipment. Do not overload electrical outlets. Do not use any equipment if you are in doubt it can be operated safely. Always check equipment before use.

EMERGENCY EVACUATION PLANS & PROCEDURES

The evacuation emergency procedures and plans for the building are displayed at various exits within the building. Your supervisors are to ensure that all members of their group are aware of these procedures.

Extinguishers, and Hose Reels are located throughout the building. These should not be tampered with or removed. They are only to be used in an emergency and if it is safe to do so.

FIRE & FLAMES

No fire or barbeque may be lit on the property without consent. Candles and other flames are not permitted. Battery operated candles make for a suitable alternative.

FIRST AID

First aid is the responsibility of your group. Please arrange for your own first aid in advance.

FOOD & DRINK

Food and drinks are to be consumed in designated areas. Food is not permitted in the Auditoriums. Please ask us when planning your event what is permitted.

HAZARD REPORTING

Groups are encouraged to report any hazards to our personnel. Please use the Hazard Report Form contained in this folder.

HEARING

An Assistive Listening Device, being an Audio Loop, is installed in the front seating sections of the Main Auditorium. The system is accessible through the T switch on hearing aids.

INCIDENT / ACCIDENT REPORTING

Groups are requested to report all incidents and accidents to our staff. Please use the Incident Notification Form contained in this folder. You may copy it as required.

LINEN HIRE

White linen tablecloths are available for hire upon request for an additional fee.

NOISE

Noise is to be kept to a minimum at all times. No loud noise is permitted. You are responsible for your own noise tests and control methods. You may need to consult regulators before proceeding. We are not permitted to use the facility beyond 10pm.

OCCUPANCY

Aisles, exits and pathways must remain clear of equipment and personal belongings at all times.

PARKING

Parking is restricted to sealed or grassed parking areas where indicated, unless by prior arrangement. Disabled parking is marked and to be kept free for that purpose. Parking near the office on the round-about is for quick stops only. The roundabout is to be kept clear at all times.

PAYMENT

A Tax Invoice will be provided to your group. Groups may pay upon departure or within 14 days after the event. Late payments may attract a fee.

ROLL OVER BOOKINGS

To avoid disappointment, if re-booking, clients are encouraged to rebook upon departure or as soon as possible after your event.

SAFETY

Guest safety is the responsibility of your staff or group leaders. It is essential that leaders understand all safety guidelines, laws and standards and convey this information to all members of your group. An Event Safety Guide is available to assist you to plan your event.

SECURITY

Security of your items is your responsibility at all times. We do not take responsibility for any of your property under any circumstances. Our building is an open layout designed multipurpose building and is accessed by a variety of people at various times.

Please keep our facility secure at all times by closing and locking any access doors you have used when not in visual contact with them. Building Access Doors are to be locked before you exit via one of the self closing and locking main foyer glass doors.

SMOKING

Smoking is not permitted within buildings or within 15 metres of windows, doors or playground. You are responsible for the health and safety of your guests and for following all legal obligations.

TECHNICAL EQUIPMENT

We reserve the right to provide hire of any equipment to be used. Equipment that is included with room hire will be nominated at the time the booking is accepted. We do not include consumable items with any hires; you are required to provide your own batteries, tape etc. A Technical Requirements Document is available for you to consider and complete.

SOMETHING WE MISSED? PLEASE ASK BEFORE PROCEEDING.

DUTIES DURING AND AT THE END OF YOUR HIRE

Clean all Surfaces used (floors, tables, benches, walls, glass etc)

Empty Internal Bins used into the Industrial Bin
Re-line Internal Bins (liners are in the Cafe or kitchen bottom drawer)

Wash, Dry & store all used crockery, jugs, etc

Restock dispensers as required

Let us know if any problems or ask for clarification

* Vacuum cleaners and cleaning equipment is in a marked cupboard in the RH hallway leading to the main toilets (also located in the hall and downstairs areas)

* Re-stockable consumable products are in a locked storage area in the main ladies toilet (the key is on a ledge above the door - always put the key back immediately).

DEPARTURE DUTIES

Tidy and reset all areas used

Put everything away and back in order

Vacuum floors

Turn off lights and equipment used

Lock all windows and doors

Exit by a self locking door

Please advise reception or after hours staff of your departure from the premises

TEN GOLDEN RULES

1. If you turn it on, turn it off.
2. If you open it, close it.
3. If you unlock it, lock it.
4. If you break it, admit it.
5. If you can't fix it, call someone who can.
6. If you borrow it, return it.
7. If you value it, take care of it.
8. If you make a mess, clean it.
9. If you move it, put it back.
10. If you don't know how to operate it, leave it alone.

Emergency Evacuation Procedure

EMERGENCY EVACUATION PLAN

In case of

Fire or Other Emergency

Leave through the nearest

EXIT

- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM**, alert other occupants immediately. (Break the glass on a local building fire alarm if alarm isn't already sounding)
- Follow the **EXIT** signs to locate and leave through the nearest emergency exit and proceed to the assembly point in the main carpark.
- **TELEPHONE 000** and notify the fire service. (or Telephone **112** from some mobile phones)
- Calmly follow instructions given by the attending Fire Officers or the person in charge of your group. They will account for all occupants and report persons missing to Fire Officers. **Do not re-enter the building until you are told it is safe to do so by the manager or Fire Officers.**

IN CASE OF FIRE

FIRE/ EVACUATION PROCEDURES

REMOVE PEOPLE

IF IN DANGER TO THE ASSEMBLY POINT

ALERT THE FIRE SERVICE

NEARBY RESIDENCE AND MEMBERS OF THE PUBLIC

CONFINE FIRE & SMOKE

CLOSE ALL WINDOWS & DOORS (IF SAFE TO DO SO)

EXTINGUISH

AND CONTROL THE FIRE (IF SAFE TO DO SO)

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



HumeRidge Church of Christ
461-469 Hume St,
Kearneys Spring Toowoomba

WORKPLACE HEALTH AND SAFETY

We are committed to providing a safe and healthy working environment for all employees and visitors whilst at HumeRidge Church of Christ.

HumeRidge Church of Christ will strive for the highest safety standards where possible through consultation with all parties that have responsibilities under the Queensland Workplace Health and Safety Act.

External groups using our facility are responsible to ensure that they provide a safe and healthy environment for their group and to ensure their activities do not affect the safety and well being of others using the facility.

Safe work methods and safe operating & work procedures are required to be adopted and followed when undertaking activities.

This will be achieved by responsible persons undertaking a risk assessment for all activities and by ensuring adequate control measures are implemented to eliminate the hazard, or if not possible to minimise the risk, before the task is commenced. Inspection and monitoring programs are to be conducted.

All persons are to be aware of their workplace health and safety responsibilities and to utilise the most effective control measures possible to minimise the likelihood of occurrences and the consequences to people. Documentation is required for all hazards that present above a low risk in the circumstances.

By being aware of improved equipment and processes, reviewing and challenging existing work methods and each person committing to a process of continual improvement in safety, HumeRidge Church will be a safe environment for everyone.

RISK MANAGEMENT

We wish you a safe and pleasant stay and ask that you follow Risk Management Techniques including identifying hazards, assessing the risk, choosing, implementing & monitoring controls &:

- Being familiar with the emergency evacuation procedures.
- Not removing crockery and cutlery from the dining area and kitchens.
- Wearing appropriate footwear at all times.
- Responsibly and carefully using wet areas like the kitchens and toilets .
- Not allowing any person under 18 years of age is to leave the facility without adult supervision or permission, as appropriate.
- Not playing ball games or the like in walkways, verandas, or in upstairs rooms.
- Obeying Road safety rules on roadways within and adjacent to the property.
- Only playing games or using equipment with permission and adult supervision.
- Obeying Safety signs around the property.
- Always having adult supervision when children are using the playground.
- Not creating trip hazards or blocking exits and aisle ways
- Reporting hazards and non-adherence to risk management techniques to a supervisor.
- Conducting Risk Assessments when ever a hazard presents above a low risk
- Following all applicable Laws, Codes of Practice, Building Codes and Australian Standards



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HAZARD REPORT FORM

1. Brief description of Hazard/Health and Safety Issue

Include details, if any, of immediate action taken to ensure the safety of persons who may be affected.

2. Where is the Hazard Located in the Workplace?

3. Time/Date Hazard Identified

Time: am pm / /

4. Recommended action to fix an Issue

Recommended completion date: / /

5. PLEASE NOTE: This report does not imply that all conditions and work practices are acceptable

Workplace Health & Safety Representative (WHSR)	Received by the employer or Health & Safety Officer
Name:	Name:
Signature:	Signature:
/ /	/ /

6. How did the Employer Address the Hazard/Issue?

Do you Consider the Issue Resolved?

Yes No

Completed : / /

WHSR Signature: / /

TO BE COMPLETED IF THE REPRESENTATIVE INTENDS TO NOTIFY THE INSPECTOR

7. Details of Employer

8. Details of Principal Contractor (Only if employed on construction work)

Employer/Company Name:

Principal Contractor Name:

Address where you are normally employed:

Employer Phone Number: ()



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INCIDENT NOTIFICATION FORM

READ NOTES/DIRECTIONS PRIOR TO COMPLETION OF THIS FORM - PLEASE PRINT

Type of Incident

work injury
 serious bodily injury
 work caused illness
 dangerous event
 dangerous electrical event
 Notify Department of Industrial Relations
 Yes
 No
 serious electrical event
 Was injury/illness fatal?
 Yes
 No
 If an electrical incident, has the area been made safe?
 Yes
 No

Details of injured person

Given names Surname
 Residential Address Postcode: D.O.B.
 Male Female

Basis of employment

Full time Part time
 Casual Volunteer
 Member of public Other
 Self-employed

Type of employment

Occupation
 Administration Tradesperson Apprentice/trainee
 Technical Professional Student
 Other

Nature of work injury or work caused illness, eg. Fracture, sprain & strain, Electrical shock, burns etc.

Bodily location of injury or work caused illness

Medical treatment
 nil
 first aid
 doctor only
 hospital admitted to:
 (if overnight)

Mechanism of injury/disease

Falls, trips and slips Sound and pressure Biological factors
 Hitting objects with part of body Body Stressing Mental Stress
 Heat radiation and electricity Chemicals and other substance Other and unspecified mechanisms of injury

Description of Accident

Did the Accident occur travelling to or from an activity?
 Yes
 No
 Did the accident occur during authorised activity / normal program hours?
 Yes
 No
 Was the activity supervised?
 Yes
 No
 Supervisor's Name

What activity was in progress at the time of the incident?

Day Month Year Time of incident: : : am/pm

Description of incident (Attach report)

Name of employer/self-employed Person/principal contractor

Address of employer/ Self-employed person/ Principal contractor
 Location address of workplace where incident occurred

Name of W.H.S.O. And phone no. (if any)

Witness Details

Were there witnesses to the accident?
 Yes
 No

Name Phone (H) (W)
 Address Postcode: (M) (Email)
 Please ask witness to write down what they saw and attach it to this report.

CHURCHES OF CHRIST IN QUEENSLAND
FACILITY HIRE AGREEMENT: PART 1



AGREEMENT between HumeRidge Church of Christ (The Licensor)

AND..... (The Licensee)

Of (address).....

Premises/Rooms.....("The Facility")

Dates and Times of License (hire):

Conditions: It is the responsibility of the Licensee:

1. To pay the License fee of \$.....and bond of \$.....Nil.....to the Licensor in exchange for which the Licensee shall be entitled to use of the Facility floor space, conveniences, normal Facility furnishings and water heating appliances.
2. To keep the Facility and every part thereof and appurtenances in good substantial repair and condition and to keep the same clean and tidy and pay promptly for any loss or damage thereto.
3. To compensate the Licensor for the cost of repairs or replacement of any damage to the Facility or to the furniture, furnishings, windows and equipment during occupancy.
4. Not to do or permit anything to be done on the said Facility or any part thereof which may be or become a nuisance, annoyance or damage to the Licensor or the owners, tenants or other occupiers of other property in the neighbourhood, or which may prejudice the insurance of the premises or any part thereof.
5. To obtain any permits necessary for the use of the Facility.
6. Not to interfere with, or remove any equipment belonging to the Licensor.
7. To permit the Licensor or its servants and agents at all reasonable times to enter and view the Facility and the arrangements made to keep the Facility in accordance with Clause 2 hereof.
8. To leave the Facility (and annexes) in a clean and tidy condition and to remove all refuse, to wash any items used and to store away in cupboards provided.
9. Not to permit any alcoholic beverage to be consumed on or brought to the Facility.
10. To properly and safely prepare the Facility in accordance with the nature of the proposed activities of the Licensee and to previously obtain the approval of the Licensor for the use of any materials or equipment in so doing.
11. To indemnify the Licensor and hold harmless from and against all damages, costs, actions, claims and demands which may be sustained or suffered or recovered against the Licensor by the Licensee, its servants and employees, or any other person whatsoever.
12. *To effect Public Liability insurance with an insurance company licensed by the Insurance Act 1976 (as amended), for an indemnity of not less than \$2,000,000 covering any property damage to the Facility, or any legal liability arising from the use of the Facility.** **(Please supply a copy of your insurance certificate with this form)**
13. The HumeRidge conditions contained in the "A to Z of General Information" document also apply.
(Please ask for a copy before signing this agreement)
14. Setting up of rooms & equipment and AV checks occur within the times of your room hire. Should you wish this to occur before your hired time commences then this needs to be agreed in advance and WILL ATTRACT EXTRA COSTS. **Access for morning hires is available from 8.30am.**
15. If your event includes using our sound, lighting and media operators &/or equipment all reasonable steps to provide the outcome you require are taken; however, we are not a professional production venue and therefore all care is taken but no responsibility is accepted.

AND IT IS HEREBY ACKNOWLEDGED:

1. The Licensor shall designate that part of the Facility Licensed hereunder.
2. Termination of the Contract can be effected by either party giving four weeks notice in writing.
3. This License will be immediately cancelled if any clauses herein are violated..

Signed on behalf of HumeRidge Church of Christ

Signed on behalf of Licensee:

Signature:.....Licensor

Signature:.....Licensee (Hirer)

Name:.....

Name:.....

Address:.....

Address:.....

Date:.....

Date:.....

*The Public Liability Policy indemnifies the Licensor and Licensee (Hirer) for their **Legal** Liability to Third Persons for bodily injury or damage to property arising from your negligence

** "The Facility" includes all buildings and land referred to in and specified by this license.

CAUTION: In the event of an incident do not admit liability but refer immediately to EIG-Ansvar Insurance Ltd, GPO Box 747, Brisbane QLD 4000 – Telephone (07) 3221 8449



HumeRidge Church Additional Hire Approval Form



Date:

“Should you require additional or different hire rooms, equipment or personnel than that included in your original hire agreement please discuss this with us and then confirm your requirements by completing and returning this form. The completed form is required before we are able to provide the agreed item/s.”

Client:ABN:

Address:E-mail:

Contact Person:Phone:.....Fax:.....

HIRE DETAILS

Dates.....

Times.....

ADDITIONAL HIRE DETAILS

Extra Hire Required : Room Equipment

Personnel Other.....

Description:
.....
.....

I request the additional hire and agree to pay all additional resultant costs;

Signed for the Client: Date:

Accepted for HumeRidge Church by:	
Signed:	Date:
Extra Charges:	