



Isisford & Yaraka Community Hall

GUIDELINES



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Introduction

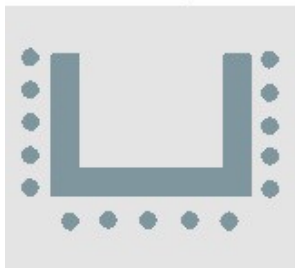
The Isisford and Yaraka Hall is an adaptable facility and fit-for-purpose function centre in Outback Queensland. Capable of hosting everything from corporate to boardroom meetings and various special occasions. With a range of kitchen equipment to assist with catering, tables and chairs are available. The Isisford & Yaraka Hall's are the Region's go-to venue for your next function.

Available rooms

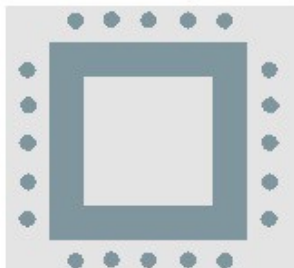
Room Type	Dimensions	Seating Styles	Wheelchair access	Fixed Equipment
Isisford				
Isisford Community Hall	18.05m x 13.8m	60 theatre style 34 class room style 25-35 meeting style (U shape)	Yes	Tables and chairs
Kitchen, and cold room	4.54m x 4.54m		Yes	Cold room, dishwasher, stove/oven, microwave, coffee/tea cups, salt/pepper shakers, plates, cutlery sets (knife, fork, tea, soup, dessert spoons).
Bar	2.91m x 2.91m			Urn
Toilets inside	4.69m x 4.69m			1 x male & urinal and 2 x female
Yaraka				
Yaraka Hall	18.3m x 9.3m	20 theatre style 16 class room style 12 meeting style	Yes	Tables and chairs
Kitchen	5.00m x 4.2m			Dishwasher, stove/oven, coffee/tea cups, salt/pepper shakers, cutlery sets (knife, fork, tea, soup, dessert spoons).
Bar/Food Area	10.8m X 4.2m			Bar

Meeting set-up styles

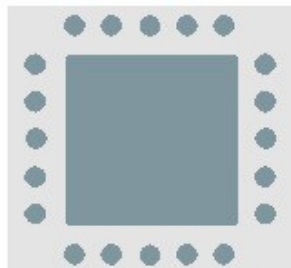
U-Shape



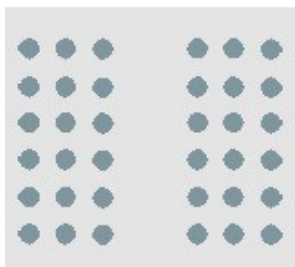
Hollow Square



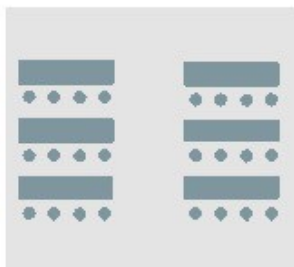
Conference



Theater



Classroom



Bookings

Should you wish to book the Ilfracombe Recreational Centre please contact Longreach Regional Council:

Telephone: (07) 4658 4111

Website: www.longreach.qld.gov.au

Email: assist@longreach.qld.gov.au

Booking Form: www.longreach.qld.gov.au/hire

Fees and Charges: www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1

Key notes for hiring the Isisford Community Hall & Yaraka Hall

- X For bookings that require the entire hall, an event plan will be required to be submitted with a booking form. For further details on what the event plan needs to include please contact Longreach Regional Council directly on (07) 4658 4111.
- X For bookings that require more complex arrangements, a pre-meeting can be arranged with the bookings Administration Officer who can assist with questions or requests.

It is the responsibility of the external party to:

- X Ensure that the kitchen/hall is left in the same condition that they found it. All left over equipment/food/drinks will be immediately disposed of.
- X Ensure that the Isisford & Yaraka Hall is completely locked after use if outside of Monday-Friday 8:30am – 5:00pm.

Isisford Community Hall and Yaraka Hall Caretaker

Additional caretaker services include:

- X Set up/pack up of function
- X Additional cleaning to toilet facilities or during session intervals – this includes COVID-19 cleaning
- X Tidy up after catering breaks

Additional rates: hourly rate as per Council's Fees and Charges.

Call out fee: minimum charge of 3 hours, as per Council's fees and charges.

After Hours Meetings

If you require assistance after hours (outside of Monday-Friday 8:30am-5:00pm) you will be provided with a key contact during the course of your booking. A call out fee will be charged accordingly at a minimum of 3 hours.

If you require a key after hours for the Isisford & Yaraka Hall, you can collect this from the Council Administration Office prior to your event.

Toilets

There is onsite male, female and disabled toilet access.

Catering Services

Longreach Regional Council can organise catering for meetings or conferences from Monday to Sunday at cost price with an additional 10% administration fee.

Council uses local businesses to cater for breakfast, morning Tea, lunch and afternoon tea. Upon request tea and coffee can also be provided at a cost per person. If you wish to order catering for your function please specify on the Booking form or contact Councils Bookings Officer directly on (07) 4658 4111.

Rehearsal/set up

If you require rehearsal/set up prior to your event, times and date will need to be specified on your original booking form at an additional cost.

Additional Equipment for Hire

Please see below additional equipment for hire in the Isisford and Yaraka Hall. Make sure that you specify these on the booking form. If you have any queries prior please contact Council on (07) 4658 4111.

Equipment	Quantity
Data Projector & Screen	1 x Portable
Lectern	1
Display Board	1 x Whiteboard
Laptop	Nil
PA System	1 x Portable
Microphone and stand	2 x Wireless 1 x Floor stands
Fixed Stage	1 x Stage
Signage for function	Nil

Please be aware that Longreach Regional Council does not provide personal assistance for the AV equipment. As an event organiser you are responsible to source your own technical staff for this equipment. If you do not have any Council can provide a list of local suppliers.

***Please note:** Wi-Fi speeds are subject to usage and Council has no control over the Telstra line speed.

Workplace Health and Safety

If you are hiring any facility with Longreach Regional Council it is important that you report any hazards or near misses.

Purpose	Contact phone
Emergency	000
Fire	000
Accident/Injury	000
Longreach Regional Council Safety Team	(07) 4658 4111

Facility photos

Isisford Community Hall



Isisford Community Hall kitchen and bar



Yaraka Hall



Yaraka Hall kitchen and bar

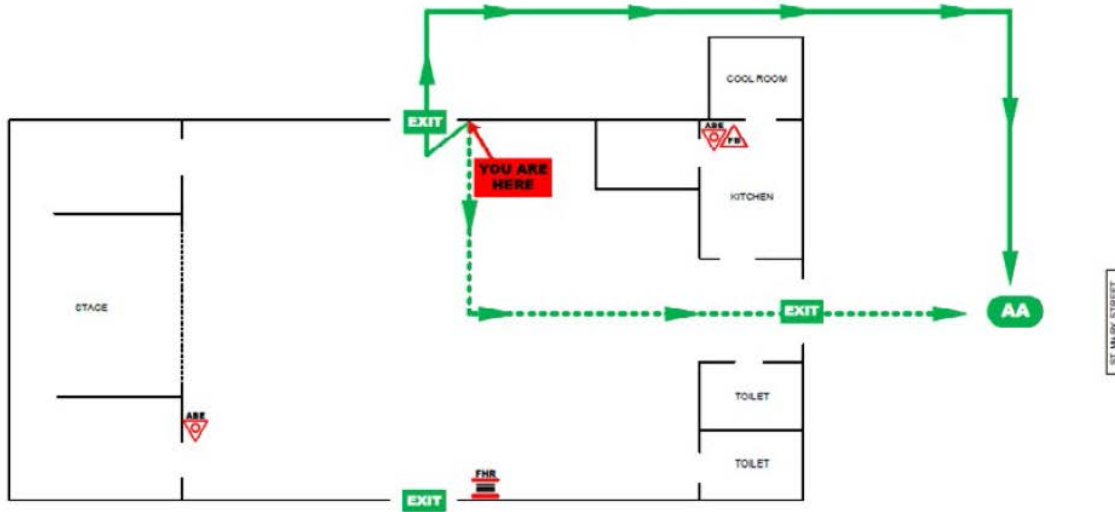


Courtyard

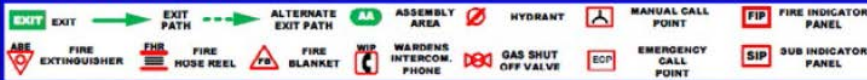


EVACUATION DIAGRAM – ISISFORD COMMUNITY HALL

25/07/2021



EVACUATION DIAGRAM NOT TO SCALE



EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers
- Leave immediately by the nearest safe exit
- Move quickly; don't run
- If possible, close the doors behind you
- Report to your designated assembly area
- Do not leave the assembly area until the Chief Warden gives the "all clear"
- If any Injuries are sustained, notify a Warden
- Advise a Warden immediately if you are aware of people trapped in the building

IN THE EVENT OF A FIRE

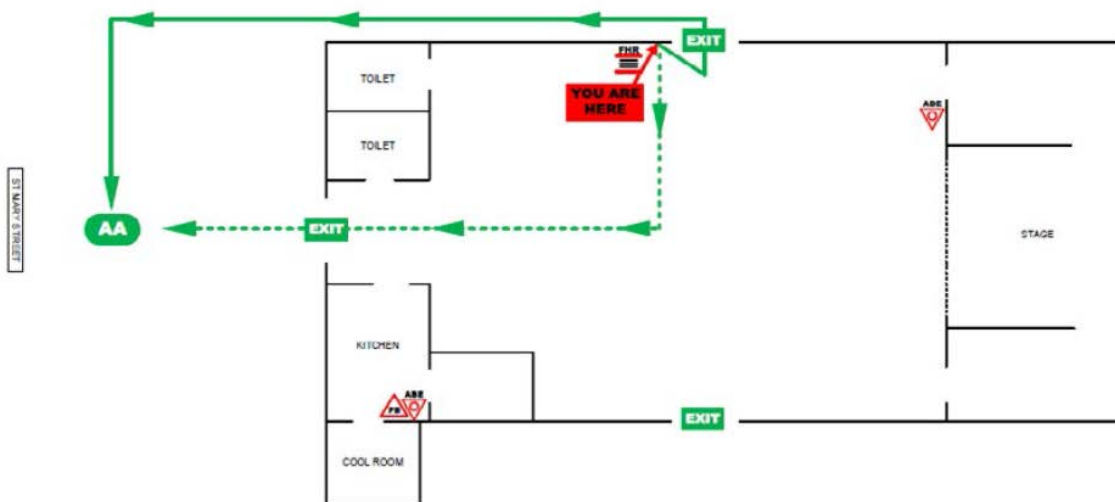
- Remove persons from immediate danger
- Alert Fire Services – Call 000. Alert Warden and Staff in immediate area
- Confine Spread of Fire and Smoke – Close Doors and Windows
- Extinguish the Fire (if safe to do so)



Phone 1300 323 753
Email cq@fctnational.com.au

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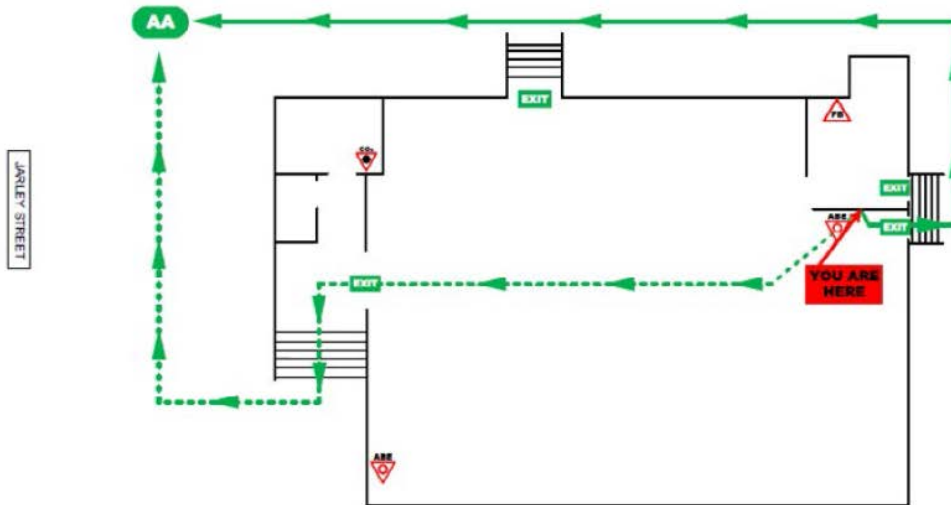
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EVACUATION DIAGRAM – YARAKA COMMUNITY HALL

21/07/2021



EVACUATION DIAGRAM NOT TO SCALE

EXIT	EXIT PATH	ALTERNATE EXIT PATH	ASSEMBLY AREA	HYDRANT	MANUAL CALL POINT	FIRE INDICATOR PANEL
FIRE EXTINGUISHER	FIRE HOSE REEL	FIRE BLANKET	WARDENS INTERCOM. PHONE	GAS SHUT OFF VALVE	EMERGENCY CALL POINT	SUB INDICATOR PANEL

FCF
FIRE AND ELECTRICAL

Phone 1300 323 753
Email cq@fcfnational.com.au

EVACUATION PROCEDURES

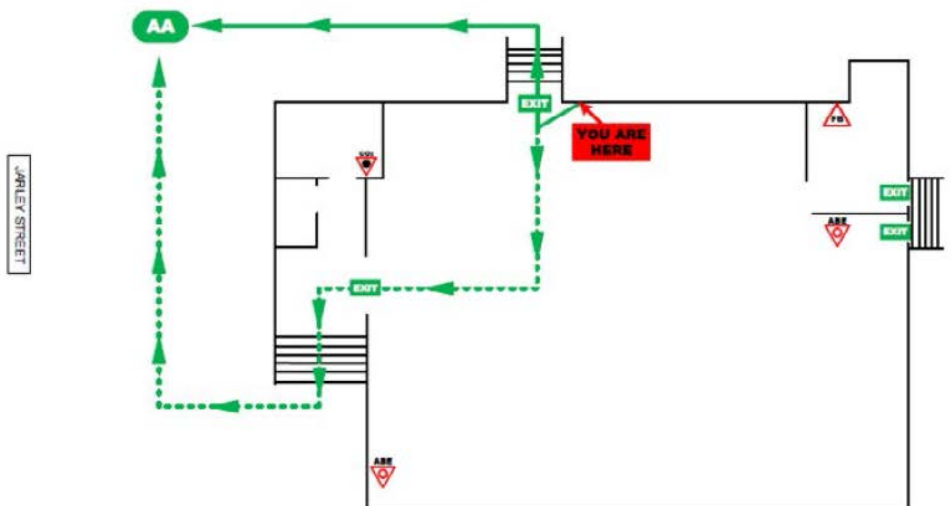
- Follow all instructions given by Wardens or Fire Officers
- Leave immediately by the nearest safe exit
- Move quickly; don't run
- If possible, close the doors behind you
- Report to your designated assembly area
- Do not leave the assembly area until the Chief Warden gives the "all clear"
- If any injuries are sustained, notify a Warden
- Advise a Warden immediately if you are aware of people trapped in the building

IN THE EVENT OF A FIRE

- R**emove persons from immediate danger
- A**lert Fire Services – Call 000. Alert Warden and Staff in immediate area
- C**onfine Spread of Fire and Smoke – Close Doors and Windows
- E**xtinguish the Fire (if safe to do so)

EVACUATION DIAGRAM – YARAKA COMMUNITY HALL

21/07/2021



EVACUATION DIAGRAM NOT TO SCALE

EXIT	EXIT PATH	ALTERNATE EXIT PATH	ASSEMBLY AREA	HYDRANT	MANUAL CALL POINT	FIRE INDICATOR PANEL
FIRE EXTINGUISHER	FIRE HOSE REEL	FIRE BLANKET	WARDENS INTERCOM. PHONE	GAS SHUT OFF VALVE	EMERGENCY CALL POINT	SUB INDICATOR PANEL

FCF
FIRE AND ELECTRICAL

Phone 1300 323 753
Email cq@fcfnational.com.au

EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers
- Leave immediately by the nearest safe exit
- Move quickly; don't run
- If possible, close the doors behind you
- Report to your designated assembly area
- Do not leave the assembly area until the Chief Warden gives the "all clear"
- If any injuries are sustained, notify a Warden
- Advise a Warden immediately if you are aware of people trapped in the building














IN THE EVENT OF A FIRE

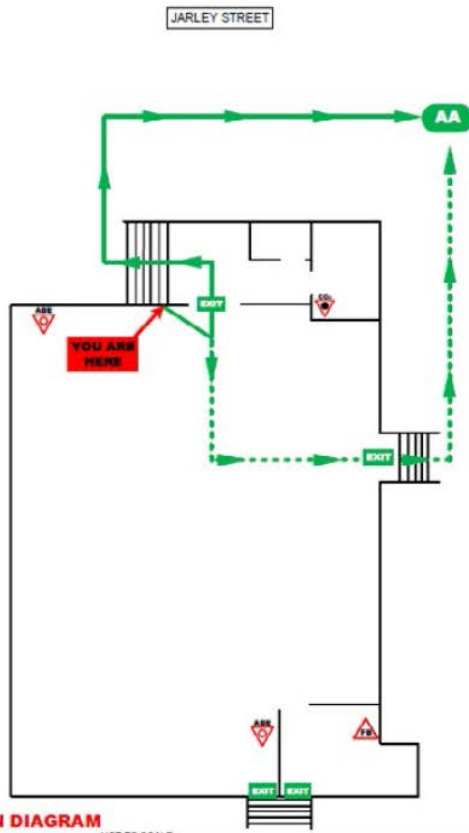
- R**emove persons from immediate danger
- A**lert Fire Services – Call 000. Alert Warden and Staff in immediate area
- C**onfine Spread of Fire and Smoke – Close Doors and Windows
- E**xtinguish the Fire (if safe to do so)

EVACUATION DIAGRAM – YARAKA COMMUNITY HALL

21/07/2021

FIRE SAFETY REFERENCE POINTS

-  EXIT
-  EXIT PATH
-  ALTERNATE EXIT PATH
-  ASSEMBLY AREA
-  HYDRANT
-  MANUAL CALL POINT
-  FIRE INDICATOR PANEL
-  SUB-FIRE INDICATOR PANEL
-  FIRE EXTINGUISHER
-  FIRE HOSE REEL
-  FIRE BLANKET
-  WARDENS INTERCOM. PHONE
-  MEDICAL GAS SHUT OFF VALVE



EVACUATION DIAGRAM

NOT TO SCALE



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Email cq@fcfnational.com.au

EVACUATION PROCEDURES

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- Leave immediately by the nearest safe exit
- Move quickly; don't run
- If possible, close the doors behind you
- Report to your designated assembly area
- Do not leave the assembly area until the Chief Warden gives the "all clear"
- If any injuries are sustained, notify a Warden
- Advise a Warden or Fire Fighter immediately if you are aware of people trapped in the building

IN THE EVENT OF A FIRE

- R**emove persons from immediate danger
- A**lert Fire Services – Call 000. Alert Warden and Staff in immediate area
- C**onfine Spread of Fire and Smoke – Close Doors and Windows
- E**xtinguish the Fire (if safe to do so)