



Longreach Civic and Cultural Centre *EVENT HIRE GUIDELINES*



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Introduction

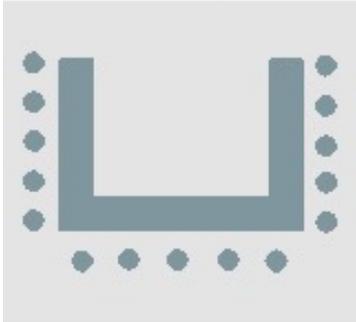
The Longreach Civic and Cultural Centre is the most adaptable and fit-for-purpose function centre in Outback Queensland. Capable of hosting everything from intimate boardroom meetings to large scale festivals and expos, the centre boasts a variety of flexible spaces. With a modern and well equipped commercial kitchen, full black box theatre capability, and a full complement of hireable equipment. The Longreach Civic and Cultural Centre is the Region's go-to venue for your next function.

Available rooms

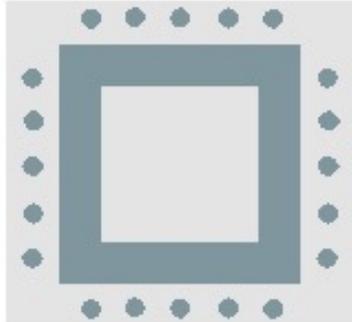
Room Type	Dimensions	Seating Styles	Wheelchair access	Fixed Equipment
Fairmount West	13.2m x 8.6m	60 theatre style 34 class room style 25-35 meeting style (U shape)	No	Chairs, tables, lecturn, data projector
Fairmount East	9m x 8.6m	30 theatre style 17 class room style 15-25 meeting style (U shape)	No	Chairs, tables, lecturn, data projector
Fairmount East and West	22.2m x 8.6m	90 theatre style 51 classroom style 60 meeting style	No	Chairs, tables, lecturn, data projector
Thomson and Readford	7.2m x 6.3m	12 meeting style	Yes	Chairs, tables, lecturn, data projector
Landsborough Auditorium Includes stage, hall, change rooms and foyer	25m x 27m	600 theatre style 400 meeting style- with both round and rectangle tables available. COVID-19 - Capacity 80 theatre style	Yes	Chairs, tables, lecturn, microphone and stand, data projector, surround sound system
Courtyard	25m x 16.4m	100 guests	Yes	Chairs and tables
Kitchen, bar and cold room	8.8m x 9m		Yes	Entree, side, dinner plates, soup/dessert bowls, coffee/tea cups, salt/pepper shakers, drinking glasses and wine glasses, cutlery sets (knife, fork, tea, soup, dessert spoons)
Entire Civic Centre		Please see above rooms for seating capacity	Yes (excluding Fairmount Rooms)	Surround sound, Fairmount rooms, stage, hall, kitchen, bar, cold room, Thomason Readford rooms and courtyard.

Meeting set-up styles

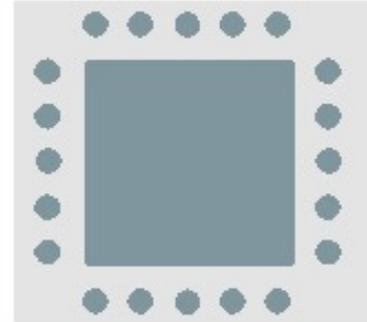
U-Shape



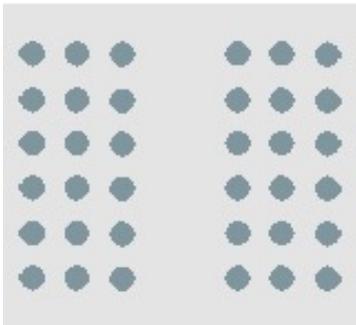
Hollow Square



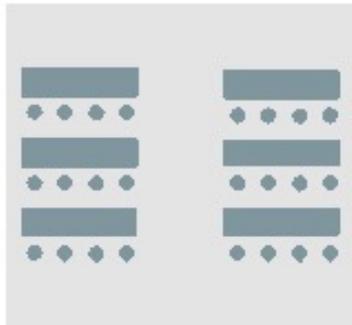
Conference



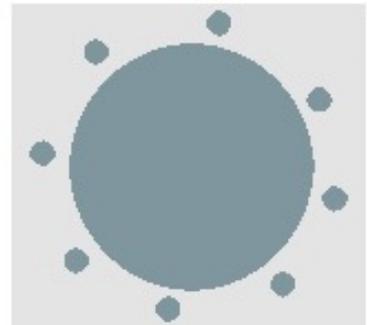
Theater



Classroom



Banquet



Key notes for hiring the Civic Centre

- ▶ For bookings that require the entire auditorium, 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.
- ▶ 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.
- ▶ For bookings that require kitchen/bar area a full 'how to' booklet will be provided to assist with appliance operation and kitchen set up.
- ▶ Entry to both Fairmount Rooms are only accessed through the Landsborough Auditorium. If there is an event on in the auditorium while use of the Fairmount rooms are taking place then this may conflict privacy etc.
- ▶ It is the responsibility of the external party to:
 - ▶ 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.
 - ▶ Ensure that the Civic Centre is completed locked after use if outside of Monday-Friday 8:30am – 5:00pm.

Bookings

Should you wish to book any of the venues please contact Longreach Regional Council:

Telephone: (07) 4658 4111

Website: www.longreach.qld.gov.au

Email: assist@longreach.qld.gov.au

Booking Form: <https://www.longreach.qld.gov.au/hire>

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

Civic Centre Caretaker

Additional caretaker services include:

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

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

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

Catering Services

Longreach Regional Council Staff 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 Longreach Regional Council directly on (07) 4658 4111.

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 or toggle after hours for the Civic Centre, you can collect this from the Council Administration Office prior to your event.

Toilets

There are onsite male, female and disabled toilet access. 4 male, 6 female and 1 disabled toilet.

Rehearsal/set up

If you require rehearsal/set up prior to your event, times and date will have 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 Civic Centre. Make sure that you specify these on the booking form. If you have any queries prior please contact Longreach Regional Council on (07) 4658 4111.

Equipment	Quantity
Data Projector & Screen	Fixed to
Lectern	2
Display Board	4 x pin boards 4 x white boards
Laptop	
PA System	2 x portable
Microphone and stand	4 x wireless 4 x wired 4 x desk stands 5 x floor stands
Portable Stage	1 x stage can be split into 6 parts at 1x2m each
Signage for function	
Teleconference	1 (please allow 2 weeks notice)
Zoom	1 (please allow 2 weeks notice)
Wifi access	2 x units at 50 p/p capacity (please allow 2 weeks notice)

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 Wifi speeds are subject to usage and Council has no control over the Telstra line speed.

Fixed Surround Sound System in the Landsborough Auditorium

- ▶ The Civic Centre audio consists of two QSC WL-2082 Line array modules and two recessed sub woofers installed under the stage. The line arrays are specifically calibrated to offer an excellent audio quality with the volume at the front and rear of the hall being of the same volume.
- ▶ The Civic Centre is also equipped with an audio loop to allow for the hearing impaired to connect to the audio feed.
- ▶ The Civic Centre is also equipped with two large projection screens 3.8m x 2.42m in a 16:10 format that allow for simultaneous casting of images.
- ▶ The audio and video can be controlled from the front of the Civic Centre, which allows for audio and video control as well as basic lighting controls.
- ▶ The rear of the Civic Centre on the mezzanine level has a more advanced audio and lighting control system.
- ▶ The mezzanine control centre audio is run by a Allen and Heath qu-24 control panel while the advanced lighting controls are handled by a Mantra lite panel.
- ▶ The lighting features include LED fresnels (warm White) LED Pars (RGBW) and LED CYC lights (RGBW). There are also LED Flood lights for the stage.
- ▶ The audio and lighting can only be controlled from either the front of the Civic Centre or the mezzanine level but not both.
- ▶ Currently the civic centre is equipped with wireless and wired microphones -not sure if you want to keep this as it will need to be updated as the equipment changes.

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

Fairmount East (9m x 8.6m)



Fairmount West (13.2m x 8.6m)



Landsborough Auditorium (25m x 27m)



Kitchen & Bar



Facility photos

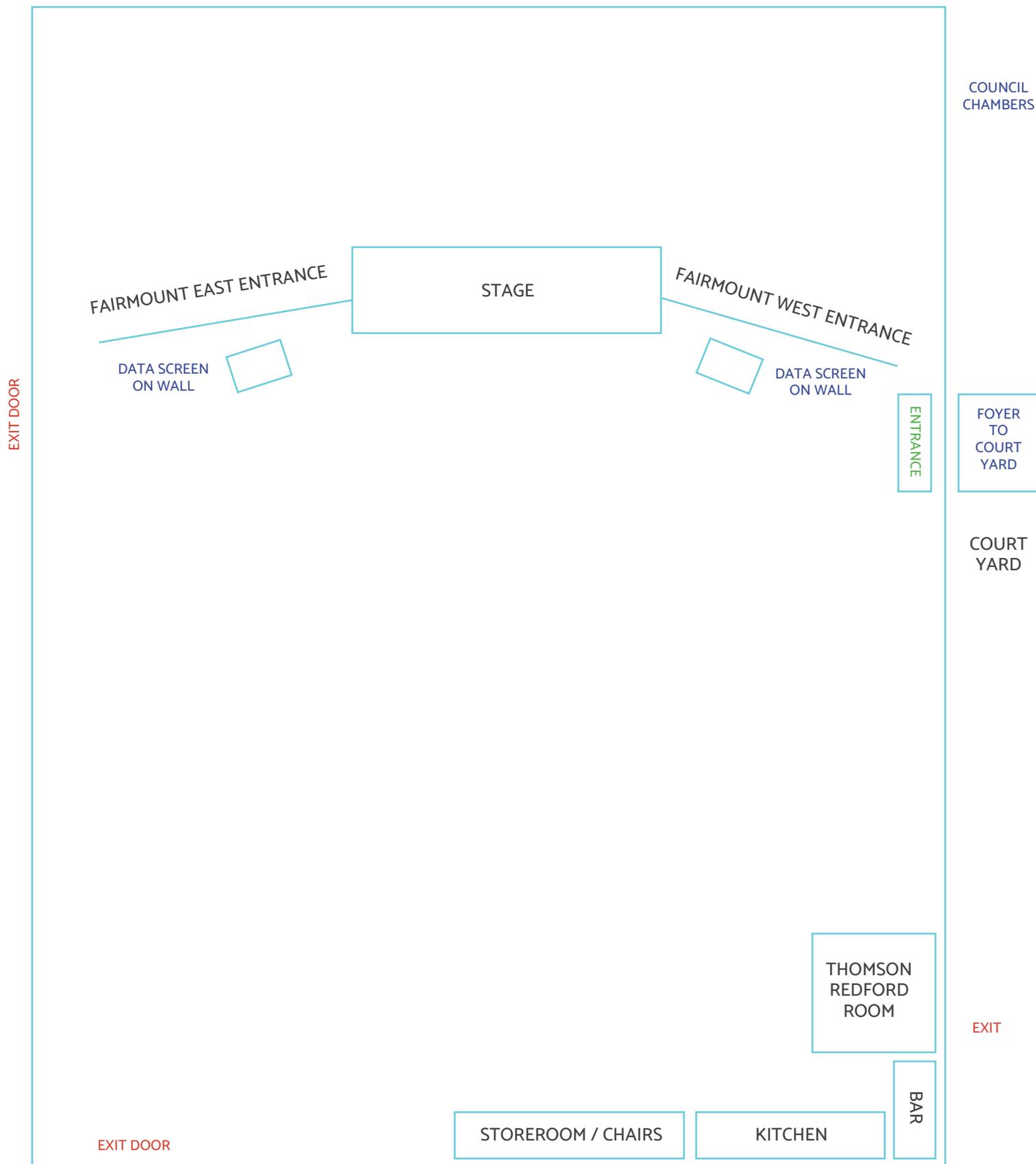
Courtyard



Thomson Readford Room (7.2m x 6.3m)



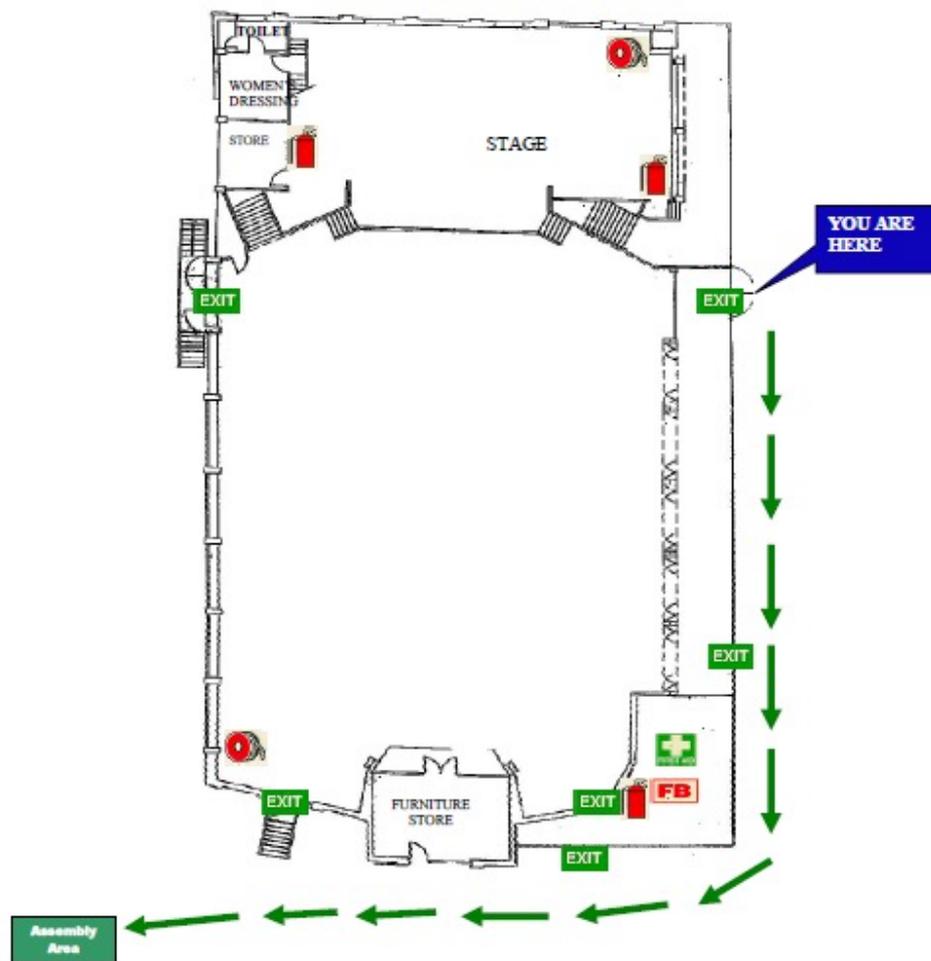
Birdseye view



Emergency Evacuation Plan

EVACUATION SIGN and DIAGRAM

LONGREACH CIVIC CENTRE
96a EAGLE STREET, LONGREACH QLD



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**.

EVACUATION PROCEDURES

- R**emove persons from immediate danger
- A**lert nearby staff and members of the public and call 000 (Operate manual call point if applicable)
- C**onfine fire and smoke. Close windows and doors if safe to do so. Keep low, under the smoke
- E**xtinguish and control the fire if safe to do so

FIRE EXTINGUISHER OPERATION

- > Stand well back from fire (3 M)
 - > Always face the fire with your back to a clear doorway
 - > Always be in pairs
 - > Use the PASS method
 - o P - pull the pin
 - o A - aim at edge of fire
 - o S - squeeze the handle
 - o S - sweep the fire
- As the fire diminishes, slowly move closer towards the FIRE staying 1 m away

	FIRE HOSE REEL		PATH OF EXIT
	EXIT		FIRST AID
	EXTINGUISHER		ASSEMBLY AREA
	FIRE BLANKET		

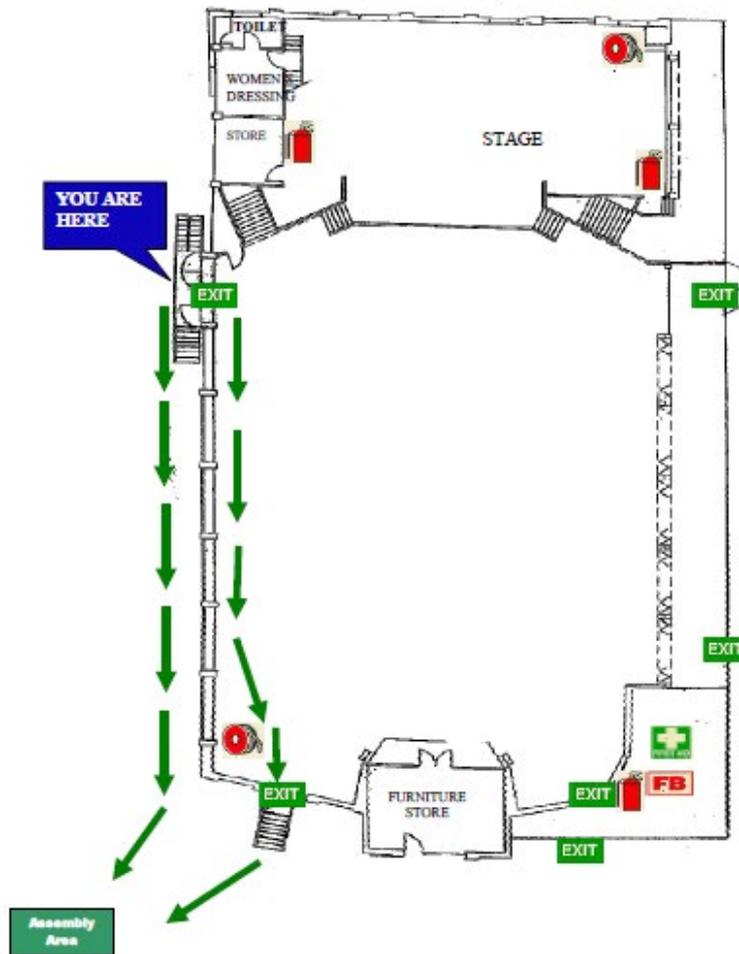
Mobility Impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.



000
EMERGENCY
In an emergency dial 000

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EVACUATION PROCEDURES

Remove persons from immediate danger

Alert nearby staff and members of the public and call 000 (Operate manual call point if applicable)

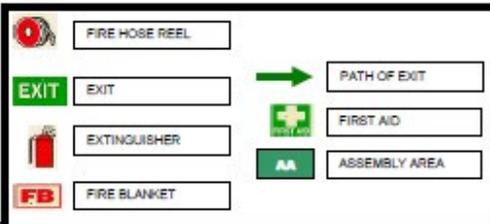
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