

## Who we are

North Arm Cove Community Centre plays a pivotal role in the social and recreational activities of the local community. First established in 1996 it is the focal point in the North Arm Cove village and surrounds, for any community activities.

The Centre has grown into a multipurpose facility that incorporates a community hall space (capacity 100) sizeable kitchen, community library and exhibition / display space, outdoor play facilities for children, pizza oven and BBQ. There is a rescue helipad adjacent. As the major focus for many, varied community, and social activities it is an ideal facility and location for the whole community's use. It is recognized as a 'Place of Last Resort' in case of an emergency.

## Contact

North Arm Cove Community Centre Management Committee  
(S355 Committee of Mid Coast Council)

297 The Ridgeway  
North Arm Cove, NSW 2324

Phone: 0412 154 421  
Email: [thegees.nac@gmail.com](mailto:thegees.nac@gmail.com)  
<https://northarmcove.nsw.au>

*Editor: Loal Conroy 0414 322 948 (November 2023)*

# North Arm Cove Community Centre



## HIRER'S MANUAL



297 The Ridgeway  
North Arm Cove, NSW 2324

# Hall hiring rates

<b>North Arm Cove Community Centre Information for Hirers</b>	
<p>Our Community Centre has been proudly built by members of the community and is managed by the S355 Hall Committee for Mid Coast Council. We wish you will with your event / function and welcome feedback on your experience. <i>(2023-2024 Fees &amp; Charges MidCoast Council – published October 2023)</i> <b>Inclusive of GST</b></p>	
Hire period Event	Rate
Under two hours	\$22.50
Two to four hours	\$33.50
Full day – four hours plus (This includes community groups, service clubs and public meetings, Senior Citizens groups, Church services and groups, recreational and instructional classes, charitable and craft groups, yoga, bingo etc.)	\$72.50
Large functions: weddings, parties, dances, discos, presentation nights  Additional fee for hire of kitchen and contents (dishwasher, oven, commercial refrigerator, urn, percolators, crockery, and cutlery)... ** (\$60.00 for <50 attendees and \$120 for > 100 attendees).	\$168.50  **
Bond – major function ** Small functions (<50 = \$100 or 50-100 attendees = \$200)	\$500.00 **

The pergola and BBQ area can be booked (no charge) as part of the whole of the Community Centre or can be booked for an activity on its own without access to the Hall. A board is provided under the pergola to reserve the area. Any breakages should be reported at the end of the hiring.

If you have any problems at any time during your activity, please contact the Booking Officer on: 0412 154 421

# Clean up Check List

	Fold up tables and stack chairs.
	You will need to bring your own washing-up detergent and other cleaning equipment.
	Brooms and mops and located in the storeroom.
	Remove garbage and separate (recycle paper, cardboard, glass and all plastic PET and other containers 1-6).
	Non-recyclable garbage – plastic bags and wrappers go in the red bin.
	Compost – green waste can be placed in the compost heaps in the garden on the righthand side,
	Sweep floors.
	Leave toilets clean, tidy and ensure water taps are turned off.
	Mop kitchen floor. Wash and put away all utensils. Check water taps off.
	Turn off all lights and switch off fans.
	Lock all windows.
	Report all breakages or faults to the Booking Officer.
	Close the doors and push the bolt on the screen door flush.
	Contact the Booking Officer to close the Community Centre.

NOTE: If the facility is not returned to good order, you may be forfeiting part of the Bond.



**Coffee Shop Servery**



**Hall and Stage area**

# Security and Access

The Community Centre will be opened by the Booking Officer and will be locked once you have finished your activity. Please ensure that all the doors and windows are locked, including the screen door and padlock.

Don't touch the alarm – the Security Officer will disarm when you enter and will re-set once you have left the Hall. The Booking Officer may provide you with other instructions.

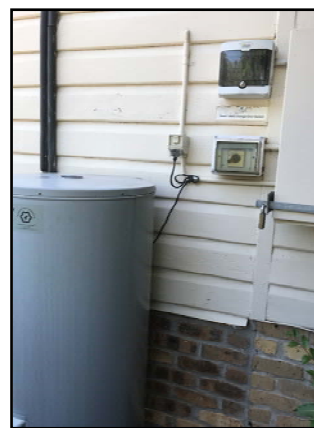
NOTE: Electricity is limited – one stove or dishwasher at the same time, one microwave oven.

## Kitchen and Coffee Shop

Setting up for your event: Fridges for drinks and glasses are in the Bar.

**Fridges:** Turn on fridges. You can choose one or two. A fridge / freezer is also available for use in the storage room next to the Library entrance.

**Hot Water:** Check the hot water switch. Hot water is solar-powered with availability of an electrical booster. Check that the hot water is coming through the tap. If no hot water, check the switch outside to make sure the hot water system is turned on.



If the hot water is low, you can activate the hot water booster switch located near the stove on the northern wall of the kitchen.



**Operating the Stoves:** (using the slow cook electric oven). Both stoves are electric, one with gas cook top.

There is also a separate gas cook top. You cannot operate the small stove and the BBQ in the pergola area **at the same time. It is permanently switched to BBQ.**

- To use the oven, locate the switch outside the building near the front steps and make sure it is switched to oven – otherwise the power goes to the BBQ.



**Operating  
instructions for  
use of Boom Box  
are on the wall,  
right hand side of  
the stage area.**

Data projector is switched on with the remote

Screen is pulled down with the stick kept on the stage picture rail to the right.



- Operation of microphones
- Operation of CD / DVD player
- Operation of Live TV

All via Boom Box

- Once you have checked the outside switch, **turn on the switch for the stove located underneath the cups on the northern wall of the kitchen.**
- You must activate the clock on the stove for the oven to work. instructions are located on the southern wall above the stove.

**Want to use your own appliances?** You may have your own appliances that you prefer. However, check with the Booking Officer so that you can be sure that there are not implications for the power supply e.g. microwave oven / slow cookers.

**Utensils, glasses, crockery etc.** The kitchen is well stocked with cooking, serving utensils and crockery. The Booking Officer will explain what is available for your use. Please make sure that everything is washed in hot water and replaced in cupboards and drawers. Wash the tea towels and return to the Booking Officer.

**Use of piano:** Should you wish to use the piano for a function, please ask Booking Officer to unlock the instrument for you.

## Food Safety Guidelines:

Every year, many functions are held at the Community Centre where food is prepared by volunteers and families. It is important to implement proper food safety procedures to ensure a happy and safe event.

**Food Safety Guidelines** - Food Standards Australia New Zealand (FSANZ) is the government body that administers the Australia New Zealand Food Standards Code (the Code). The Code sets out the requirements for Food Safety Practices and General Requirements in Food Safety Standard 3.2.2. It is up to the States / Territories to administer The Code. Please check your individual State / Territory requirements for training in food safety via the table listed overleaf.

Food handlers preparing food should take all reasonable precautions to make sure the food they are handling is safe and suitable to be consumed.

**There are specific requirements regarding:**

- **Health – Covid-19 (see separate Safety Plan)**
- **Food preparation**
- **Gloves**
- **Hygiene**
- **Hand washing health**
- **If a food handler has a contagious disease or is suffering gastric symptoms such as diarrhea or vomiting, they should not go to work.**

### **Hygiene**

- Hands should be washed and dried thoroughly before handling food and after handling raw foods, as well as at any other time when there might be a risk of spreading germs (for example: after going to the toilet, sneezing, coughing, eating, drinking and touching the hair, scalp or body).
- Cover any sores, scratches etc with a waterproof bandage or dressing.
- Cover coughs and sneezes with a tissue or your arm. Avoid using your hands and turn away from others and food if you cough or sneeze.
- Dispose of tissues immediately in a rubbish bin.
- Always wash and dry hands thoroughly before handling food.
- Clothing (including aprons) should be clean.
- Don't handle food unnecessarily.
- Do not smoke around food or food surfaces.

### **Food preparation**

- Benches should be kept clean.
- Avoid cross contamination by: thoroughly washing and drying hands, and any utensils used after handling raw foods.

### **Hand Washing**

- Wet hands with warm running water.

- Add soap and rub over all areas of the hands, including fingers, thumbs and backs of hands.
- Wash for at least 10 seconds.
- Dry thoroughly using a single-use paper towel.
- Alcohol-based hand rubs may be used, but they do not work as well if you have dirt on your hands.
- Gloves – if you choose to use gloves, they must be exchanged for a new pair or disposed of at any time when you would normally wash your hands; for example, after:
  - Handling raw food
  - Using the toilet
  - Coughing, sneezing, using a tissue or handkerchief
  - touching the hair, scalp or body, or
  - if they are torn.

## **Operation of the Data Projector and Screen**

Please discuss with the Booking Officer to obtain access to the remote control.

- Screen - pull down with a stick kept on the right-hand side of the stage.

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*Refer to instructions for Boom Box – right hand side wall on Stage area.*

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