



HIRE OF TAMBO SHIRE HALL

Applicant: _____

Address: _____

Phone Number: _____ Email: _____

Type of function: _____

Date/s Required From: _____ To: _____

Time/s (if applicable) From: _____ To: _____

1. Will alcohol be sold/consumed on the premises: YES NO
 - If yes, has a permit been obtained – (this is mandatory): YES NO
2. Has Public Liability Cover for the Event been obtained: YES NO

<u>SHIRE HALL FACILITIES REQUIRED</u>			
Hall			
Bar		Toilets	
Boardroom		Other	
Kitchen		Bins – (Number)	

<u>PAYABLE BOND & FEES</u>			
Fee Breakdown	Cost	Number of days of hire/tablecloth required	Total
Bond	Refer to Current Fees & Charges		
All facilities hired are charged per day (Charges vary depending on area/facilities required)	Refer to Current Fees & Charges	<i>*Number required*</i>	
Tablecloth Hire (Hire and Cleaning Charge)	Refer to Current Fees & Charges	<i>*Number required*</i>	
Total Amount Payable (Bond Total Hire Charge + Tablecloth Hire)			\$ _____



Blackall-Tambo **Regional Council**

Blackall-Tambo Regional Council
6 Coronation Drive
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Email: admin@btrc.qld.gov.au
website: www.btrc.qld.gov.au

Bonds

The requirement to pay a bond by persons/organisations who wish to hire Council facilities is at the discretion of the CEO. As a general principle where alcohol is being sold or consumed bond will be required.

Shire Hall Hire Agreement

I _____ (the Hirer) It is agreed by and between the parties that Council will hire the Facility to the Hirer on the Following terms and conditions.

The facility being hired: _____

Activity being conducted: _____

Period of hiring _____

Facility Hire Fee in total: _____

The Hirer agrees to pay to Council the Hire Fee (thirty) 30 days from the receipt of an invoice unless agreed by the parties otherwise.

- All casual hirers are to pay hire fees at the Council Office **prior** to entering the nominated room, unless an invoice has been requested.
- Keys can be obtained from the Council Office.

Signature of Hirer: _____ **Date:** ____ / ____ / ____

Privacy

Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with Council's privacy policy.



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Equipment

- Council warrants that the equipment is of merchantable quality and fit for the purpose for which it was designed.
- The equipment remains the property of Council at all times.
- All electrical equipment brought in for use at this facility must be in good condition and must have a current electrical test tag (AS 3760). Power outlets are 10amp or 15amp and appliances/combination of appliances must not exceed the rating of the outlet. (DO NOT USE 10 amp plugs in 15 amp outlets or force 10amp plugs into 10 amp outlets).

Terms and Conditions of Use

- The hirer is aware that the building and grounds are inspected by Council prior to the pick-up of the keys
- If the hirer has any issues regarding the venue, please contact Council immediately.
- If any loss or damage of property occurs, it is at the hirer's expense to return the facility back to its original state.
- If tradesperson is called to fix an issue with Council venue without Council authorisation, the cost will be borne by the Hirer.
- Bonds are to be paid by **all** committees. This bond will be refunded once the facility has been checked off by Council as clean and damage free.
- The Hirer **must** ensure that the Facility is used only for the purpose set out on page 1
- The Hirer **must** refill toilet paper, hand towels and bin liners prior to handing this venue back to Council.
- The Hirer **must return all table cloths and tea towels** to the Tambo Administration Office after the event, Council will ensure the cloths are washed and ironed.
- The Hirer must ensure the dishwasher has been emptied, cleaned and drained after the event.
- All venues to be vacated and cleaned by 12.00pm the next day unless prior arrangements have been made. A fee will incur if keys are in the Hirers possession for longer than one week post function.
- **The club/committee must have current Public Liability Insurance for the running of the event.**

Council agrees that the hired premises are in a clean condition before hiring. (As per check list)

Council Officer: _____

Date: _____

Sign: _____

Council agrees the premises are in a clean and tidy condition when returned. (As per check list)

Council Officer: _____



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Date: _____

Sign: _____

OFFICE USE ONLY

Fees Paid (please tick): Date Paid: _____ Receipt #: _____

Copy sent to Cleaner (please tick): Date: _____

Copy sent to Gardener Foreman (please tick): Date: _____

If Applicable: CEO Approval: _____ Date: _____

(Should the hirer/s request for fees to be waived or any other special request/s or requirement/s approval from the CEO is required before authorization can be given).

(PROVIDE A COPY OF THIS FORM TO CREDITORS FOR PROCESSING OF BOND CHEQUE RETURN PAYMENTS)



Check list for Hall

Toilets

	Before Use	After Use
Toilets clean and Functioning		
Basins clean and functioning		
Urinal clean and functioning		
Floors clean		
Walls/door handles/mirrors clean		
Bins clean and empty		
Toilet Paper, hand soap and hand towel refilled		

Bar

	Before Use	After Use
Benches Clean		
Floor Clean		
Sink clean		
Cupboards Clean and empty (except for Glasses etc.)		
Freezer emptied of all contents		
Bins clean, empty and liner replaced		

Undercover area and grass areas

	Before Use	After Use
All rubbish removed (inc cigarette butts)		
All infrastructure functioning correctly		

Wheelie Bins

	Before Use	After Use
All rubbish removed		
Bins Clean and undamaged		
Number of bins present		



Kitchen

	Before Use	After Use
Benches Clean		
Floor Clean		
Fridges Clean and Functioning		
Cupboards clean and empty (except for Crockery etc.)		
Sink clean		
Bins clean, empty and bag replaced		
Dishwasher clean – drained, filter cleaned, empty cycle complete		
Gas Bottles Checked		

Do you require extra toilet paper and hand towel: Yes NO

If yes how many extra: _____

Tea towels issued: _____

Keys Issued to hirer: _____

Two weeks before event

- Hirer to advise of booking (bookings can be made earlier)
- Council Officer to inform relevant staff of date and function

Week before event

- Council to Clean Complex if required
- Council Officer and Hirer to visit Complex to inspect
- Council Officer to advise Hirer of Cleaning Process
- Sign agreement form that Complex is clean and tidy ready for event
 - Sign key out to hirer

First working day post event

- Council Rep and Hirer to visit complex to inspect
- Sign agreement form that Complex is clean and tidy ready for return
 - Sign keys back in from hirer
- All venues to be vacated and cleaned by 12.00pm the next day unless prior arrangements have been made. A fee will incur if keys are in the Hirers possession for longer than one week post function