



HIRE OF BLACKALL EQUIPMENT

Please Tick:

- Blackall Tables & Chairs
 BBQ Trailer
 Mobile Coldroom
 Portable Bar
 Qantaslink Marquee
 Large White Marquee
 Portable Fencing Panels
 Portable Stage

Applicant: _____

Address: _____

Phone Number: _____ Email: _____

Type of function: _____

Date/s Required From: _____ To: _____

Council Delivery Required? (Fees apply) YES NO

Delivery address: _____

It is preferred that the hirer collects and returns all hire items. Fees apply at cost where Council is required to deliver and pick up hire items.

<u>HIRE ITEM</u>	<u>SPECIFICATIONS</u>
Blackall Tables and Chairs (full trailer)	Approx. 60 tables (1800x750mm) and approx. 250 chairs
BBQ Trailer & Mobile Coldroom	The BBQ Trailer and Mobile Coldroom are not permitted to be taken outside a 5km radius of Blackall, however written consent from Director of Works can be obtained for further travel.
Portable Bar	2m x 1m
Qantaslink Marquee	12m x 6m
Large White Marquee	9m x 30m - Seats 220 - Marquee can be assembled into the combination of; 2x end panels (4.5m) each can be used with all or a selection of middle panels (which are 3 x 6m & 1 x 3m). This allows any combination of panels into middle of marquee.
Portable Fencing Panels	Approx. 20 yellow panels
Portable Stage	Stage pieces 2m x 1m

<u>HIRE ITEM COSTINGS</u>			
<u>HIRE FEES</u>		<u>BOND FEES</u>	
Tables and Chairs (full trailer)	\$	Tables and Chairs (full trailer)	\$
BBQ Trailer	\$	BBQ Trailer	\$
Mobile Coldroom	\$	Mobile Coldroom	\$
Qantaslink Marquee	\$	Qantaslink Marquee	\$
Large White Marquee	\$	Large White Marquee	\$
Portable Bar	\$	Portable Bar	\$
Portable Fencing Panels	\$	Portable Fencing Panels	\$
Portable Stage	\$	Portable Stage	\$
TOTAL FEES	\$	TOTAL BOND	\$
Does the hirer have approved in-kind support from Council		Yes	No
		Total \$	



BLACKALL HIRE ITEMS **HIRE AGREEMENT**

1. **FEES** – All fees are to be paid upon booking of unit or prior to the specified date of pick-up (*Hire items are to be picked up by the hirer/s – or a nominated person – from Council's Depot) or delivery (Hire items will be delivered by a Council Staff Member to the nominated function location / delivery address however a fee will apply).*
2. **PICK UP AND RETURN** – Any hire items are to be picked up and returned to Council's Depot on the dates specified on the booking form at the time of booking. (*Hire items will be delivered by a Council Staff Member to the nominated function location / delivery address however a fee will apply).*
3. **PAYMENT OF BONDS**- The requirement to pay a bond by persons/organisations who wish to hire Council items is at the discretion of the CEO. As a general principle where alcohol is being sold or consumed a bond will be required.
4. **BOND REFUND** – Upon return of the unit it/they will be inspected by Council Staff and any damages will be noted. If there is no damage to the unit or the equipment the hirer's bond money will be returned. However, if any damage has been made to the unit/s – whether it is accidental, unknown or not – a fee will be charged from the hirer's bond. The fee to be charged will be on a case-by-case basis which will be determined by the kind and the severity of the damage/s to the unit/s. All bonds will be refunded by cheque.

I have read and acknowledged all of the above information and answered all the questions. I have been given all of the relevant information for the hire of the unit/s – including safety information, set-up and pack-up instructions, details and specifications of the unit/s etc. I understand that hire plant is to stay on the nominated function address and is the responsibility of the hirer/s during the hire period. I have also been made aware of the fees I am due to pay before the pick-up or delivery of the unit/s.

Name: _____

Sign: _____

Date: _____

**Please read & initial bottom corner of each page **

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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<u>OFFICE USE ONLY</u>										
Approved:					Date:					
Emailed to Store person					Date:					
Emailed to Blackall Office (Tambo Hires)					Date:					
Fees Paid:			Yes		Date:				N/A	
					Receipt:					
Bond Paid:			Yes		Date:				N/A	
					Receipt:					
In-kind Available?			Yes		No		Amount available:			
Inspected before Hire:						Date:				
Inspected after Hire:						Date:				
INSPECTION/HIRE COMMENTS										
Hirer's Comments:										
Inspector's Comments:										
BOND RETURN										
RETURN TO HIRER			RETURN TO COUNCIL				TOTAL BOND			
\$ _____			\$ _____				\$ _____			
APPROVED:						DATE:				
PROVIDE A COPY OF THIS FORM TO CREDITORS FOR PROCESSING OF BOND CHEQUE RETURN PAYMENTS										