



Return completed application to
admin@btrc.qld.gov.au or at the

Blackall-Tambo Regional Council
6 Coronation Drive
PO Box 21
BLACKALL QLD 4472
Phone: (07) 4621 6600
Email: admin@btrc.qld.gov.au
Website: www.btrc.qld.gov.au

Blackall Hall Hire

Applicant Information

Name of hirer :
(key holder)

Address:

Phone:

Email:

Name of organisation:

Is the hirer using
approved In-kind
Support from Council: Yes No

Has Public Liability
Cover for the event been
obtained: Yes No

The hirer of the facility whose signature appears on the application form is to ensure that the hired facility, when vacated is left in a clean and tidy condition and securely locked prior to the return of the keys to the Council Office by a date stated below.

Please note: All fees and charges for applications are subject to change, and it is recommended to check with the Blackall-Tambo Regional Council to confirm the current fees.

HIRE OF:

Blackall Cultural Centre	Please tick (hire per day)
Address: 17 Hawthorn Street BLACKALL QLD 4472 (Located behind Memorial Park) BOND FEE \$500.00	<input type="checkbox"/> Whole facility- \$570
	<input type="checkbox"/> Auditorium (Inc Foyer) seating up to 478 in theatre mode- \$285
	<input type="checkbox"/> Supper room (Inc tea/coffee facilities) seating up to 80 people- \$175
	<input type="checkbox"/> Bar (Supper room to be added)- \$175
	<input type="checkbox"/> Kitchen- \$120.00
Cultural Centre tablecloths & chair covers hire - Council will arrange for the cleaning of all linen after the event. <u>Amount</u>	
Tablecloths- \$23 each	<input type="checkbox"/> Rectangle Black
	<input type="checkbox"/> Rectangle White
	<input type="checkbox"/> Round Black
	<input type="checkbox"/> Round White
	<input type="checkbox"/> Lace White
Chair covers- \$5.75 each	<input type="checkbox"/> Black Cover
	<input type="checkbox"/> White Cover
Vases- \$5 each	<input type="checkbox"/> Vases

Function Information

Type of function:

Date of hire:

The hirer will only have access to the facility for the requested hire period.
Additional charges will be applied if used outside the hire date/s.

Date of hire finished:

Times required: : am / pm : am / pm

Please allow time to clean up after your event.

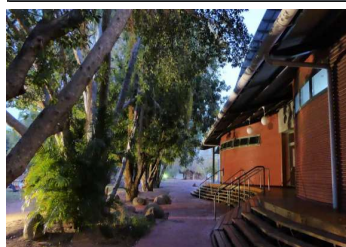
Will alcohol be
sold/consumed on the
premises: Yes No

If YES, have you applied
for a permit- (this is
mandatory) Yes No

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

Keys returned by- _____ Date: _____
Cleaning to be completed by- _____ Name: _____

Blackall Memorial Hall	Please tick (hire per day)
Address: Short Street BLACKALL QLD 4472 BOND FEE- \$200 Please note that the Memorial Hall is only available with prior Council approval.	<input type="checkbox"/> Whole Facility- \$165
Blackall Youth Centre	Please tick (hire per day)
Address: Short Street BLACKALL QLD 4472 BOND FEE- \$200	<input type="checkbox"/> Youth Centre Hire- \$55



Cultural Centre



Memorial Hall



Blackall Hall Hire Terms and Conditions of Use

Please tick the box once each hire terms and conditions have been read.

- The buildings and grounds are inspected by Council prior to the pick-up of keys; the inspection after hire should show the buildings and grounds in the same condition as they were prior to hire.
- If any issues arise regarding the venue, the Hirer is to contact Council immediately.
- If tradesperson/s is called to fix an issue with a Council venue without Council authorisation, the cost will be borne by the Hirer.
- If any loss or damage of property occurs, it is at the Hirer's expense to return the facility back to its original state; damages may be taken out of the bond.
- The facility hired is to be used only for the purpose set out in this document.
- 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).
- All bonds and fees must be paid prior to release of keys.
- Council warrants that the equipment is of merchantable quality and fit for the purpose for which it was designed.
- The building/s, grounds and equipment remains the property of Council at all times.

Key issue responsibility acceptance

- I accept the responsibility for the key(s) issued to me and will return them upon completion of the event I need them for. I accept liability and acknowledged that I may be responsible in the cost of replacing lost key(s) that were in my care. On completion of my hire, the key(s) will be returned to the Administration Office Front desk to be signed back in.

Unable to collect the key(s)?

- As the Hirer of this Council Facility I have authorised (**Name**) **to collect the key(s) on my behalf.**

Declaration

I have read and agree to the hire terms and conditions of Blackall-Tambo Regional Council Facilities. I agree to the foregoing conditions of hire inclusive and certify that the information provided is true and correct to the best of my knowledge and indemnify Blackall-Tambo Regional Council against any claim whatsoever arising from my/our use of the facilities outlined above. By endorsing the above I agree to abide by the terms and conditions herein.

Your Name:

Signature:

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.

OFFICE USE ONLY

Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hire Fees Paid:	Date:
Emailed to Parks & Gardens:	Date:		Receipt No:
Emailed to Cleaner:	Date:	Bond Paid:	Date:
Cleaning Checklist given to Hirer-	Date:	In-Kind costs:	\$



Hirer to complete and return with
key(s) after hire to the Blackall Admin
Office.

Blackall Cultural Centre Hire- Cleaning Checklist

Toilets	Before Use		After Use		Notes
Toilets clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Basin clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Mirrors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Toilet paper refilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hand soap and hand towels refilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Urinal clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Walls and door handles clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bins clean, empty & liner replaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Kitchen	Before Use		After Use		Notes
Benches clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fridges clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sink clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Dishwasher clean- drained, filter cleaned, empty cycle completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cupboards clean & empty (except for crockery etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Kitchen utensils accounted for & stored correctly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Gas bottles checked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bins clean, empty & liner replaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Bar & Supper Room	Before Use		After Use		Notes
Benches clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Coldroom clean & glass doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sink Clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cupboards clean & empty (except for glasses etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Freezer emptied of all contents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bins clean, empty & liner replaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Undercover area & grass areas	Before Use		After Use		Notes
All rubbish removed (Inc cigarette butts)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
All infrastructure functioning correctly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cement clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Wheelie bins	Before Use		After Use		Notes
Number of bins present					

Auditorium	Before Use		After Use		Notes
All chairs and tables stacked neatly away	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floor is clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
All lights & equipment are turned off	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Cultural Centre locked (check all doors) Initial: _____

Hirer sign:	Staff sign:
Date:	Date:



Blackall Cultural Centre Information & Rules

Keys:

Collect and return keys to the Blackall-Tambo Council Office- 6 Coronation Drive, BLACKALL QLD 4472

Return keys ASAP after an event between 8:20am - 4:45pm Monday to Friday.

All fees to be paid prior to release of keys.

Keys will be signed for and that person then is responsible for the building.

Lock all doors and windows at conclusion of an event.

All lights to be turned off including toilets.

Security lights will remain on.

Chairs:

500 Chairs.

Stack 10 high only.

Move only with the provided chair mover.

Do not drag chairs along the polished floors.

Do not remove chairs from the building.

Chairs are for inside use only. Do not take chairs outside or into the garden.

If the vinyl chairs are dirty, wipe them over.

Tables:

45 Rectangle Tables.

22 Round Tables (seat 10 adults comfortably).

All rectangle tables are to be cleaned and wiped after use and restacked into Supper Room cupboards.

All round tables are to be cleaned and wiped after use and restacked into the locked store room.

You will need to contact council to unlock this room to stack the round tables back where they belong.

This is not Councils responsibility to put them back.

Tables are for inside use only. Do not take tables outside or into garden.

Do not drag along the polished floor.

Do not sit on tables as this causes them to buckle.

Toilets:

Male, Female, Disabled and Mothers Room (2 located in dressing room on stage).

It is your responsibility to clean up any secretions from the human body. Failure to do so will result in heavy bond deductions.

Please check the cleaning list to see what is expected.

Air

Conditioner:

Reverse cycle air conditioner/heating is thermostatically controlled for 24 degrees Celsius

Air conditioner is controlled by the panel on the wall in the foyer.

4 switches control the air flow to individual rooms.

Turning the appropriate switch to the on position to begin airflow.

Units are on a 3hr automatic timer.

To start the air conditioner again reset the switches by turning it off, then to the on position, this will give the hirer another 3 hours of air conditioning.

Turn off controls during panel in the foyer at the conclusion of the event if you fail to do so you will be charged as they are expensive to run.

Audio &

Lighting

Equipment:

Audio and lighting equipment are controlled from the bio box at the rear of the auditorium, up the stairs.

Arrangements are to be made with the manager if you require audio and lighting equipment.

Microphones are sensitive and should not be dropped or hit.

No smoking, eating or drinking in the bio-box.

Replace all covers after use.

Dimmer board is located on the stage. Do not use any more than two power points at any given time.

Rubbish:

All rubbish and used rubbish bin are to be emptied and bin liners replaced.

All rubbish can be emptied into the wheelie bins located back door loading ramp of the kitchen.

Timber floors:

All timber floors are to be swept, if a liquid spillage occurs please use clean warm water only.

DO NOT use stickers, tape or any other adhesive on any walls throughout the building.

DO NOT hang or attach anything to the stage curtains

All damages, breakages, or defects must be reported to the Blackall office ASAP

Upon leaving the building you must turn off the air conditioning and the cold rooms as soon as the food/beverages have been removed.

General housekeeping



Blackall Cultural Centre Information & Rules

Kitchen:

Kitchen can be accessed from the rear door on the eastern side of the building.
Sweep and mop floors after use.
All rubbish and food scraps are to be deposited into the outside wheelie bins provided.
Air conditioner is controlled by the power point underneath the bench.
Extra power points located under benches.
Control exhaust vents over the stove are controlled by the switch beside the wall phone.
Stove and fridges are to be cleaned and all food and beverages removed.
Dishwasher drained and cleaned after use. Instruction manual is located on the island bench.
Bain-marie is to be emptied and cleaned after use.
All items accidentally taken must be returned to the Council office immediately after use.
Brooms and mops are kept in hallway cupboard.
Crocery and breakage to be reported to Council office.
Crocery and utensils are to be washed, wiped and stacked.
Stove and hotplate to be cleaned and turned off.
The Coldroom is to be cleaned, swept out & mopped with warm clear water (no detergent) & turned off at the switches at the entrance of the Coldroom.
Microwave oven is to be cleaned, turned off and unplugged at the wall.
Switch all lights off.
Wipe under all the benches removing all the crumbs from under the counters.

Kitchen Equipment:

Range cooker comprising of burner	1 BBQ	3 Urns
2 ovens	3 Module curved glass Bain-marie	1 Pie oven
4 hotplates	1 Commercial Microwave	1, 2 Bay Deep Fryer

Bar:

9m long x 3m wide.
Walk in Coldroom and loading dock.
Deliveries are to be taken to the rear door.
Bar is unlicensed therefore hirers are responsible for the arrangement of a liquor licence.
Refrigeration inserts.
Direct pull beer taps.
Glass washer and brush.
Sweep and mop the bar floor ensuring all sticky substances are removed.
Mops and buckets are located in the cleaner's cupboard situated in the hallway.
Glasses to be cleaned and returned into appropriate package boxes.

Supper Room:

8m long x 6m wide and 11m long x 6m wide.
Seating up to 100 people.
Tea/Coffee station and crockery/utensils/glassware to be cleaned and put away.
Floors to be left clean.
Chairs and tables to be put away (see cupboards).

Foyer:

11.5m long x 6m wide.
Polished timber floors.
Reception desk.

Auditorium:

18m long x 18m wide.
Seating for 478 people in theatre mode.
Timber floors.
Floors to be left clean.
Chairs and tables to be put away. See **chairs** and **tables** on first page.

Tablecloths & Chair

Covers:

Remove and shake tablecloths and chair covers free of crumbs and paper content.
Return all used linen to the Blackall-Tambo Council Office for professional laundering, hire charge covers the cost of cleaning and ironing.

Stage:

Overall area 24m x 6m.
Acting area 12m x 6m.
Apron 1m wide.
Proscenium 10m wide x 4m high.
Timber Floors.
Loading dock.

Dressing Room:

5m x 3m.
2 rooms complete with shower, toilet and vanity basin.
Make-up bench and hanging space.
Close window and turn off lights.
Ensure all rubbish and items are removed and disposed of appropriately.



Memorial Hall Cleaning Checklist

Toilets	Before Use		After Use		Notes
Toilets clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Basin clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Mirrors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Toilet paper refilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hand soap and hand towels refilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Walls and door handles clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bins clean, empty & liner replaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Kitchen	Before Use		After Use		Notes
Benches clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fridges clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sink clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cupboards clean & empty (except for crockery etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Kitchen utensils accounted for & stored correctly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bins clean, empty & liner replaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Front Area & grass areas	Before Use		After Use		Notes
All rubbish removed (Inc cigarette butts)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Wheelie bins	Before Use		After Use		Notes
Number of bins present					
Auditorium	Before Use		After Use		Notes
All chairs and tables stacked neatly away	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floor is clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
All lights & equipment are turned off	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Memorial Hall locked (check all doors) Initial: _____

Hirer sign:	Staff sign:
Date:	Date: