



# Blackall-Tambo Regional Council

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 Showgrounds Complex

### 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. Fees and Charges can be found on website: [www.btrc.qld.gov.au](http://www.btrc.qld.gov.au)

### HIRE OF:

	Please tick (hire per day)
<b>Blackall Showgrounds</b> <b>1 Salvia Street,</b> <b>BLACKALL QLD 4472</b>	<input type="checkbox"/> Oval- \$40 per night (local sporting)
	<input type="checkbox"/> Sites outside oval per night (local sporting)
	<input type="checkbox"/> Multipurpose Sports & Rec Building \$130.00 per day (BOND \$200.00)
	<input type="checkbox"/> Campdraft/Rodeo Complex per day \$120.00 (Local)
	<input type="checkbox"/> Indoor Cricket Complex \$55.00 per day (BOND \$500.00)
Display, Cattle & Sheep or Industrial Pavillon	<input type="checkbox"/> Pavilions- \$65.00 per day - per pavilion
Jim McEnnly Park, Landsborough Hwy, BLACKALL QLD 4472	<input type="checkbox"/> Tennis/Netball Club per day \$50.00 (BOND \$500.00)

### 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:

	Please tick (hire per hour)
<b>Showground Lighting</b> <b>1 Salvia Street,</b> <b>BLACKALL QLD 4472</b>	<input type="checkbox"/> For all banks per hour (6 Banks) \$50.00
	<input type="checkbox"/> Per bank, per hour \$8.50 No. <input type="checkbox"/>





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## Blackall Showgrounds Complex 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/combo 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/Caretaker:	Date:		Receipt No:
Emailed to Cleaner:	Date:	Bond Paid:	Date:
<b>Cleaning Checklist given to Hirer-</b>	Date:		Receipt No:
		In-Kind costs:	\$



## Blackall Multipurpose Sports & Rec Building- Cleaning Checklist

Toilet	Before Use		After Use		Notes
Toilet 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	
Mirror 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	
Floor 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	
Bin 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	
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 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 area	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					

Main area	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	

**Building locked** (check all doors) Initial: \_\_\_\_\_

Hirer sign:	Staff sign:
Date:	Date: