



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

## Tambo Shire 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.**

### 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:

### HIRE OF:

<b>Tambo Shire Hall</b>  Address: 21 Arthur Street, TAMBO QLD 4478  <b>BOND FEE \$500.00</b>	<b>Please tick (hire per day)</b>	
	<input type="checkbox"/>	Hall hire per day- \$350
	<input type="checkbox"/>	Bar
	<input type="checkbox"/>	Boardroom
	<input type="checkbox"/>	Kitchen
	<input type="checkbox"/>	Toilets
<p><i>Shire Hall tablecloths - Council will arrange for the cleaning of all linen after the event.</i></p> <p><b>Person responsible to return all tablecloths &amp; tea towels to Tambo Administration Office after the event-</b></p> <p><b>(Name)</b> .....</p> <p>Tablecloths- \$23 each <input type="checkbox"/> ..... *Number required*</p> <p>Tea Towels issued- <input type="checkbox"/> ..... *Number required*</p>		

Do you require extra toilet paper and hand towels: Yes  No

If **yes**, how many extra-



Tambo Shire Hall



## Tambo Shire 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.
- The **hirer must** refill toilet paper, hand towels and bin liners prior to handing this venue back to Council.
- The Hirer must ensure the dishwasher has been emptied, cleaned and drained after the event.
- The club/committed must have current Public Liability Insurance for the running of the event.**

### **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:
<b>Cleaning Checklist given to Hirer-</b>	Date:	In-Kind costs:	Receipt No:
			\$



Hirer to complete and  
return with key(s) after  
hire to the Tambo Admin

## Tambo Shire Hall Hire Check List

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	
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	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 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	

Wheelie bins	Before Use		After Use		Notes
Number of bins present					

Hirer sign: \_\_\_\_\_  
Date: \_\_\_\_\_

Staff sign: \_\_\_\_\_  
Date: \_\_\_\_\_