



Blackall-Tambo Regional Council  
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## HIRE OF

*Please Tick:*

- Blackall Cultural Centre**       **Blackall Memorial Hall**  
 **Blackall Youth Centre**

**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

***Note: Memorial Hall is only available with prior Council approval.***

<b><u>CULTURAL CENTRE FACILITIES REQUIRED (Not available for Memorial Hall)</u></b>			
Whole Facility		Tablecloths - Rectangle Black	
Auditorium		- Rectangle White	
Supper Room		- Round Black	
Kitchen		- Round White	
Bar		- Lace White	
Foyer		Chair Covers - Black	
Gallery Room		- White	
Other:		Vases	
<b><u>FEES (to be paid in full prior to use of Council Facilities)</u></b>			
<b>HALL HIRE FEE</b>	<b>BOND FOR FACILITY</b>	<b><u>TOTAL</u></b>	
\$ _____	\$ _____	\$ _____	
Does the hirer have approved in-kind support from Council		Yes	No
		<b>Amount: \$</b>	

### 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 a bond will be required.*



## **BLACKALL CULTURAL CENTRE AND MEMORIAL HALL**

### **Terms and Conditions of use**

- 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.

### **Declaration**

I agree that the hired premises are in a clean condition when hired.

**I will ensure the hired premises is cleaned and vacated, and keys returned to Council by 12.00pm the day after hire period ends.**

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 hereby 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.

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.



<b><u>OFFICE USE ONLY</u></b>									
<b>Approved:</b>					<b>Date:</b>				
<b>Emailed to Gardener Foreman</b>					<b>Date:</b>				
<b>Emailed to Cleaner</b>					<b>Date:</b>				
<b>Fees Paid:</b>				<b>Yes</b>	<b>Date:</b>			<b>N/A</b>	
					<b>Receipt:</b>				
<b>Bond Paid:</b>				<b>Yes</b>	<b>Date:</b>			<b>N/A</b>	
					<b>Receipt:</b>				
<b>In-kind Available?</b>				<b>Yes</b>	<b>No</b>	<b>Amount available:</b>			
<b>Key/s signed out</b>					<b>Date:</b>			<b>Key No:</b>	
<b>Key/s signed in</b>					<b>Date:</b>				
<b>INSPECTION/HIRE COMMENTS</b>									
<b>Hirer's Comments:</b>									
<b>Inspector's Comments:</b>									
<b>BOND RETURN</b>									
<b>RETURN TO HIRER</b>				<b>RETURN TO COUNCIL</b>			<b>TOTAL BOND</b>		
\$ _____				\$ _____			\$ _____		
<b>APPROVED:</b>							<b>DATE:</b>		
<b>PROVIDE A COPY OF THIS FORM TO CREDITORS FOR PROCESSING OF BOND CHEQUE RETURN PAYMENTS</b>									