

Application to hire venue and equipment (Barcaldine)

Use this form if you would like to make a request to hire a Council Venue and/or Equipment.

ID _____ Box _____

Hirer Information

Hirer / Organisation Name

Contact Name

Postal Address

Daytime Contact Number

Mobile Phone Number

Email Address

Are you a...?

☐ Community Group (based within Barcaldine Regional Council area) ☐ Individual ☐ Business ☐ Non BRC Non-Profit ☐ Other.....

Type of event / function

Is your event open to the public?

☐ Yes (will be on BRC event calendar) ☐ No

Event Information

Event date

Number of attendees

Date required from

Start time

☐ am ☐ pm

Date required to

Finish time

☐ am ☐ pm

Will you have alcohol at your event (being held on Council Venue/land only)?

☐ Yes – selling ☐ Yes – supplied by host ☐ Yes – BYO ☐ No – alcohol free

If alcohol is being consumed (host provided, BYO or purchase) on Council controlled venue, land or road, you are required to apply to Council for a Liquor Permit (must be lodged 14 days prior to your event). If you intend to **sell** alcohol during your event please refer to the Office of Liquor, Gaming & Racing website (<https://secure.olgr.qld.gov.au/forms/clp>) or call 137468.

Delivery / Collection Required? (48 hours' notice required OR for weekend hire, must be received by 12noon Wednesday prior)

Delivery Required?

Yes ☐ No ☐

Collection Required?

Yes ☐ No ☐

Delivery Address:

Delivery of Equipment (requires 48 hours' notice) \$280 per load \$

Collection of Equipment (requires 48 hours' notice) \$280 per load \$

Venue

Showground

☐	Full Showground Facilities	\$177/function	\$
☐	Grandstand facilities	\$58/function	\$
☐	Ken Wilson Pavilion	\$58/function	\$
☐	Sheep Pavilion	\$58/function	\$
☐	Racecourse Kitchen	\$58/function	\$
☐	Racecourse Bar	\$58/function	\$
☐	Campdraft facilities	\$58/function	\$
☐	Bookies area / toilets	\$58/function	\$
☐	Broadcast Box/ Dressing Rooms	\$58/function	\$
☐	Oval & BBQ areas	\$58/function	\$

Community Hall

☐	Town Hall	\$336 for full day	\$
☐	Town Hall	\$193 for 5 hours or less	\$
☐	Town Hall	\$510/week	\$
☐	Rob Chandler Park	Nil	\$

Oak Street

☐	Village Green	Nil	\$
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Set-up Required? (3 days' notice required)

☐ Facility Set-up

\$73 per event per location

\$

Setting out plan:

☐ Dinner ☐ U-Shape ☐ Classroom ☐ Theatre ☐ Other (provide layout plan at least 3 days prior)

☐ Erecting or Dismantling – Qantaslink Marquee \$315 each way

\$

Equipment – (48 hours' notice required OR for weekend hire, must be received by 12noon Wednesday prior)

Equipment - Subject to availability	Fee	Qty Available	Qty Requested
☐ Tables (1.8m Length) – blue/grey	\$7.80 each per function	8	\$
☐ Tables (2.4m Length) – blue-grey	\$7.80 each per function	6	\$
☐ Tables White Plastic folding leg 1.8	\$7.80 each per function	25	\$
☐ Tables White 1800 x 750 (hard)	\$7.80 each per function	15	\$
☐ Tables Round (hall only)	\$7.80 each per function	25	\$
☐ Chairs (Sebel – hard based)	\$1.60 each per function	589	\$
☐ Chairs – White Outdoor, with armrest	\$1.60 each per function	149	\$
☐ Chairs – White Barrel	\$1.60 each per function	168	\$
☐ Portable P.A. System	\$115.00 per day	1	\$
☐ Panels (Sheep)	\$10.50 each per week	69	\$
☐ Panels (Cattle)	\$10.50 each per week	79	\$
☐ New Portable Stage (2 x 1m - 12 pieces)	\$160.00 per function	1	\$
☐ QantasLink Marquee – 6 x 3	Nil	1	\$
☐ BBQ Trailer (no gas bottle supplied)	\$78.00	1	\$
☐ Temporary Fencing Panel	\$11.00 each per week	20	\$
☐ Additional Wheelie Bins	\$15.60 each per function	10	\$

Cleaning

☐ Cleaning (facility, not left clean) \$156/person/hour \$

Key

☐ Overdue key fee (per key) \$25.00/week \$

Items**	Hall	Grandstand	Race Course	Campdraft Shed
Tables (on wheels / Hall Only)	30	N/A	N/A	N/A
Chairs – Black (Hall Only)	100	N/A	N/A	N/A
Chairs – Black, padded (Hall Only)	20	N/A	N/A	N/A
Dinner Plates	236	70	121	N/A
B & B Plates	214	330	30	N/A
Dessert Bowls	115	178	156	N/A
Knives	175	N/A	103	N/A
Forks	218	N/A	117	N/A
Tea Spoons	177	N/A	18	N/A
Dessert Spoons	243	N/A	150	N/A
Soup Spoons	249	N/A	N/A	N/A
Salt Shaker	36	Short – 7	N/A	N/A
Pepper Shaker	39	Short – 7	N/A	N/A
Sugar Bowls	12	S/Steel – 9	N/A	N/A
Coffee Mugs	125	Assorted – 3	N/A	N/A
Teacups (without Logo)	133 (logo)	30	36	N/A
Cappuccino style cups	52	N/A	N/A	N/A
Glasses – Small drinking	8	20	N/A	N/A
Glasses – Other (various sizes)	24	7	N/A	N/A
Glasses – Tall wine	108	N/A	N/A	N/A
Glasses – Round wine	18	N/A	N/A	N/A
Milk Jugs (Small)	2	10	N/A	N/A
Milk Jugs (Med)	2	N/A	N/A	N/A
Milk Jugs (Large)	9	2	N/A	N/A
Water Jugs - Glass	6	N/A	N/A	N/A
Water Jugs – Plastic	26	2	N/A	N/A
Bain Marie	Large	Medium	Small – 2	Medium
PA System	1	B/Cast Box 1	N/A	1

Declaration

Lodgement of the Application for Hire form with or without your signature constitutes your acceptance of the Terms & Conditions of Hire and you agree to comply in all respects to the Barcaldine Regional Council Conditions of Hire for Council venues and equipment.

Applicant Signature

Date

Privacy Statement: Barcaldine Regional Council is collecting your personal information for the purpose outlined on this form this document will be stored according to the *Privacy Act 2009* in a secure document management system as authorised under the s.26 of the *Public Records Act 2002*, *The Information Privacy and Other Legislation Amendment Act 2023 (IPOLA)* and updates for the disposal of common and administrative public records created by all public authorities.

OFFICE USE ONLY

Community Hall hire	\$	(GL 01340.0200.0063)	RT-180	Light Hire- RT-	\$	
Showground hire	\$	(GL 01360.0200.0061)	RT-182	Cleaning- RT- 187	\$	W00000022.0001.0062
Equipment hire	\$	(W00000022.0001.0062)	RT-186			
Set-up fee / Delivery &/or Collection	\$	(GL 01340.0200.0063)	RT-181	Date Received:		
Bond – Venue (GL)		Receipt No.	RT-	Booking Number:		
Bond – Equipment (GL)		Receipt No.	RT-	Date booked in Diary:		
Total	\$	Receipt No.		Booked in Diary by:		

DEPOT STAFF:

Received date:

Delivery required?	☐	☐	Collection required?	Yes ☐ No ☐
Showground / Depot	Collections 10.00am to 2.30pm		Returns 7.00am to 10.00am	
	Was the equipment returned within timeframe?		Yes ☐ No ☐	
Office	Collections 10.00am to 4.30pm		Returns 8.00 to 10.00am	
	Was the equipment returned within timeframe?		Yes ☐ No ☐	
Venue Hire	Has the venue been left neat and tidy?		Yes ☐ No ☐	
	Are there any damages (venue or equipment) to report?		Yes ☐ No ☐	

Received date:

Any further fees to be invoiced?	Yes ☐ No ☐	\$	Will bond be returned?	Yes ☐ No ☐	\$
Debtor Officer		Invoice No		Processed Date	
Creditor Officer		Cheque No		Processed Date	
Admin Officer				Date	

Conditions of Hire for Council Venues and/or Equipment

1. Applications for Hire of Council Venue &/or Equipment

- 1.1 Applications for the Hire of Council venue or equipment shall be made on the prescribed form. **Bookings will only be accepted when the completed form is returned and relevant Bond and Hire fees paid.**
- 1.2 The Council reserves the right to withdraw the use of a venue or equipment should it be required for a Council function or to promote large scale events e.g. carnivals, shows, variety bashes
- 1.3 Hirers are responsible for the venue and must ensure there is no damage, it is left cleaned and locked up upon completion of hire
- 1.4 Hirers are responsible for any equipment used and must be returned, cleaned, undamaged and within timeframes
- 1.5 Any breach of conditions and instructions could result in refusal of further use of any of the Council facilities or equipment
- 1.6 Hirers or any of their participants or attendees are not to contact Council staff after hours OR to contact Contractors for any repairs, maintenance or assistance. The cost will be borne by the Hirer for any after-hours call out fees
- 1.7 For any hirers wishing to hire the Barcaldine Swimming Pool Complex (excludes the Swimming Club Clubhouse), all bookings can be made with the Pool Lessee. The Pool is only available during opening hours and strictly no alcohol is permitted.
- 1.8 If there are any incidents, accidents or damages to venues or equipment, please report them to Barcaldine Administration Office at earliest possible convenience

2. Hiring of Council Venues

- 2.1 Venue will be prepped by Council staff at their earliest convenience in time for your function.
- 2.2 Functions should finish and the venue to be vacated by 12midnight
- 2.3 **All venues to be cleaned, sanitised and vacated by 8.00am the next day unless prior arrangements have been made**
- 2.4 Hirers are requested to remove items from coldrooms / freezers / cupboards / benches upon completion of hire as this will allow other hirers the same access for their function. However should a Hirer choose to leave food or drinks etc. in cold rooms or freezers, OR to leave equipment at a venue, Council does not accept responsibility for any spoilage, damage or theft
- 2.5 **ALL decoration lights e.g. party / Christmas etc., must be removed following completion of function.** Council does not accept responsibility for any damages or theft, however if Council has to clean up damaged lights, a Cleaning Fee will be invoiced to the hirer.
- 2.6 No equipment is permitted to be kept in the laneway/alleyway at the Grandstand facilities (hazard area)
- 2.7 If tradespersons are called to fix an issue with a Council venue without Council authorisation, the cost will be borne by the Hirer.
- 2.8 Fires are not permitted at Council venues
- 2.9 Patrons are not to sit on the stairs at the Grandstand facility at the Barcaldine showground. It is the responsibility of the Hirer to ensure this is complied with as it is a Safety requirement
- 2.10 50% Hire fee for Barcaldine Regional Council residents and Community Groups (based within the BRC region)
- 2.11 After hours – if there are any issues with venues after hours, please call 0428 683 465

3. Hiring of Council Equipment

- 3.1 Collection Hours for equipment from Barcaldine Showground or Council Works Depot is 10.00am to 2.00pm
- 3.2 Collection Hours for equipment from the Barcaldine Administration Office is 10.00am to 4.30pm.
- 3.3 Council can deliver or collect equipment (within the Barcaldine township area only) provided that forty-eight (48) hours' notice is given. A fee is applicable to this service for each load taken.
- 3.4 All equipment must not get wet and if any damage is found it will be replaced at a cost to the Hirer.
- 3.5 Any equipment not hired in conjunction with a Council venue must be returned by 10am the next business working day to the same place as the equipment was collected. Failure to do so will result in full hire charges per day being invoiced to hirer or loss of Bond due to non-return of equipment.
- 3.6 Portable Grandstands are only available for use/hire at the Barcaldine Showground, Barcaldine Saleyards (Sales) and Barcaldine Airport (for annual Festival event).
- 3.7 Council no longer hires urns, portable gas Bain Marie or the portable bbq's. The hirer is to arrange their own
- 3.8 Crockery, cutlery and urns are no longer available for external hire; they can only be hired in conjunction with a Council venue and must not be removed from a Council Venue
- 3.9 If any equipment is used outdoors, it must not get wet and is to be returned to the inside of the Council venue or undercover. If any equipment is damaged as a result of failing to do this, the cost will be borne by the hirer
- 3.10 All equipment must remain within the Barcaldine Regional Council area and cannot be removed from venues without the express written permission of the District Manager - Barcaldine
- 3.11 If a tradespersons is called to fix Council equipment without Council authorisation, the cost will be borne by the Hirer.
- 3.12 In the event of rain, any equipment must NOT get wet or fees will be incurred for any damages
- 3.13 For hire of Council Generator or Portable Fencing, these are separate to normal equipment hire. Refer to Council's full Fees and Charges hire listing for details.
- 3.14 After hours – if there are any issues with equipment after hours please call 0428 683 465

4. Period of Hire

- 4.1 The hours of functions are required to be stated when bookings are made, and the venue is to be made available during those hours only
- 4.2 Functions that are 5 (five) hours and under are considered half-day events and are charged accordingly

5. Fees & Charges

- 5.1 All hirers are to pay applicable hire fees prior to the function date, unless prior arrangements have been made to issue an invoice.
- 5.2 Hirers are to pay the cleaning bond at the time of lodging booking form. *Invoices are not issued for the Bond.*
- 5.3 For a council venue hired, the hirer has free use of equipment except "decorator items"
- 5.4 Community Groups based within the Barcaldine Regional Council area pay 50% of the applicable hire fee with the exception of "Decorator items". All other fees do apply e.g. linen hire, cleaning, set up, delivery/collection etc.
- 5.5 Barcaldine Regional Council residents (12 {twelve} months or more) pay only 50% of the full fee for a private function at a Council venue
- 5.6 Council reserves the right to refuse the hire of venues or equipment, should there be any outstanding fees or charges from a previous use of a Council venue &/or equipment
- 5.7 **Cleaning fees do apply if the equipment and/or venue is not left in a clean condition** - refer to cleaning checklist
- 5.8 Failure to adhere to any of these conditions may result in loss of Bond or additional hire or cleaning fees being charged
- 5.9 Seasonal sporting activities will pay a hire fee for each season, including the usage of lights

6. Bond

- 6.1 **All Hirers are required to pay the Bond at the time of lodging the booking form. *Invoices are not issued for the Bond.***
- 6.2 For groups who require the use of a council venue periodically throughout the year – only 1 (one) Bond will be required to be paid prior to the start of use
- 6.3 Provided all Conditions of Hire are met the Bond will only be refunded if the Hirer has provided Council with a Creditor Application form and a Statement by Supplier (if no ABN held). When approved for refund the Bond will be issued via a cheque.

7. Keys

- 7.1 All keys required for access to Council venue are available for collection from the Barcaldine Administration Office on the day of your function OR the last business working day prior to your function
- 7.2 It is the responsibility of the **Hirer** to obtain the keys and to ensure they are returned by the due time
- 7.3 All keys must be returned to Barcaldine Administration Office by 4.30pm the next business working day. There is an after-hours slot at reception.
- 7.4 **Keys not returned by the due time will incur an overdue fee per key until returned**
- 7.5 Lost keys will incur a fee for each key lost. Key holders must notify Council in writing (email or letter) that a key has been lost

8. Cancellations

- 8.1 Cancellation – if for any reason you wish to cancel, please notify Council at least Forty eight (48) hours prior to your event.
- 8.2 Failure to comply will result in full payment being invoiced to the hirer (even if they have free use of council venues), unless extraordinary circumstances apply as determined by the Management
- 8.3 The Council may at any time cancel any agreement for hiring of Council venues or equipment without notice

9. Cleaning of Venues and Equipment

- 9.1 **It is the responsibility of the hirer to ensure that ALL cleaning procedures are adhered to** – refer to the cleaning checklist
- 9.2 If the Hirer has private caterers for a function it is still the responsibility of the hirer to ensure that Conditions of Hire are adhered to
- 9.3 Any equipment hired is to be cleaned and sanitised upon completion of hire, this includes tables and chairs
- 9.4 Venues are to be cleaned and vacated by 8.00am the next day, unless prior arrangements have been made
- 9.5 Council officers will inspect your venue following your function and if cleaning is not done in a satisfactory condition will result in a cleaning fee being deducted from the Bond.
- 9.6 All animal owners are required to remove any animal feed or faeces from the showground (including the stables area and main oval). If Council is required to remove/clean, a cleaning fee will be charged to the Hirer

10. Noise Breakages & Damages

- 10.1 The Hirer is responsible for any breakages or damages to Council property or equipment and the replacement of any missing or damaged items.
- 10.2 Any breakages or other faults must be reported to Council at earliest convenience

11. Smoking Restrictions

- 11.1 Smoking is not permitted inside any of the Council venues
- 11.2 No smoking within 5 metres of an entrance to a building
- 11.3 It is the responsibility of the Hirer to ensure correct guidelines are followed for Tobacco Laws. Contact the Tobacco Hotline on 1800 005 998

12. Noise

- 12.1 In the interests of the amenity of the area of each venue, hirers are requested that noise is kept to an acceptable level and that amplified noise **MUST BE TERMINATED BY MIDNIGHT** – this includes any sporting group's clubhouses at the Barcaldine showground.

13. Delivery / Collection

- 13.1 Council staff can arrange delivery and collection of your equipment, within the Barcaldine Township area only
- 13.2 Forty eight (48) hours' notice must be given OR for weekend hire, must be received by 12noon Wednesday prior
- 13.2 Delivery and Collection Fees do apply for this service and must be paid prior to delivery/collection
- 13.2 Equipment will be delivered and collected during business hours only
- 13.3 Hirers can choose to collect equipment for their function during the collections hours and return same by 10.00am the next business working day

14. Set Up

- 14.1 Council staff can arrange to set up the equipment in a Council venue for your function. A fee does apply to this service
- 14.2 A set up plan (layout design) must be provided a minimum three (3) days prior to the event
- 14.3 For weekend hire, plan must be received by 12noon the Wednesday prior

15. Liquor

- 15.1 If alcohol is being **consumed** on Council controlled venue, land or road, you are required to apply for a Consumption Liquor Permit from Barcaldine Regional Council. Applications **MUST BE** submitted fourteen (14) business days prior to your event
- 15.2 **If you intend to sell alcohol during your event please refer to the Office of Liquor, Gaming & Racing (OLGR) website (<https://secure.olgr.qld.gov.au/forms/clp>) or call 137468.**
- 15.3 **If you hold a community liquor permit from OLGR a Consumption Liquor Permit from Council is not required**
- 15.4 It is the responsibility of the hirer to ensure that the provisions of the Liquor Act are complied with
- 15.5 It is the responsibility of Permittee to display the Permits and appropriate signage at functions

16. QANTASLINK MARQUEE

QantasLink kindly donated to the community of Barcaldine a 6 x 9m Frame Marquee (fully enclosed with a canopy and heavy duty walls and allows approx. 100 people cocktail style) in March 2008 and is held in trust by Council for the use by community members.

- 16.1 Marquee is not to be hired, sold or leased to any parties and must be used by the person making the application
- 16.2 Marquee to be erected as indicated on instructions (held in the pockets of marquee covers) or obtain a copy from Barcaldine Administration Office
- 16.3 It is the responsibility of the Hirer to erect and pack down the Marquee with due care and attention in accordance with the instructions as indicated
- 16.4 All parts of the marquee as detailed in the content list will be accounted for and returned to Council in good order in correct packing containers
- 16.5 Should there be any damage to the Marquee or missing parts then the Hirer will be invoiced for the cost of any replacements
- 16.6 If Marquee is to be freighted, Hirer is responsible for any freight costs incurred eight

17. Campdraft Facilities

- 17.1 Only access to existing cut out yards and arena
- 17.2 Following completion of hire, all holes must be filled in, raked and levelled out
- 17.3 For use of the Secretary's Box, please contact the Barcaldine Campdraft Association

18. Sporting Groups

Regular hirers of the Barcaldine Showground will be invoiced each July (financial year) for seasonal hire of the Showground. This includes the use of lights and the facilities for "training purposes".

19. Barcaldine Showground – Camping

Barcaldine Showground is a basic camping facility. It does not provide the full facilities of a commercial caravan park.

Campers are advised that camping may be terminated at any time to allow other activities related to the Primary use of the Showground to take place. Primary use of the Showground takes precedence and these activities may create noise and nuisances.

Camping will be permitted for short term stays of no more than three (3) nights in accordance with Queensland Government and Barcaldine Regional Council policies.

Campers are advised that there are four (4) commercial caravan parks in Barcaldine. Contact details for the commercial parks are:-

Barcaldine Caravan Park	51 Box Street, Barcaldine	Ph 0431 329 329
Country Motor Inn Van Park	112 Elm Street, Barcaldine	Ph 4651 1488
Homestead Caravan Park	24 Box Street, Barcaldine	Ph 4651 1308
Roses-n-Things Van Park	44 Coolibah Street, Barcaldine	Ph 0417 759 855

Fees can be paid using the special QR code at the ticket box at the entry to Barcaldine Showground, pay online via Council's website (search under camping grounds/Barcaldine Showground) or in person at the Barcaldine Visitor Information Centre or at the Barcaldine Administration Office (71 Ash Street) during Office hours.

Camping is closed annually from 1 December to 31 January and is not permitted to be advertised. Please refer to the Showground Trust Management Plan & Camping Policy. All campers must adhere to these conditions.

20. Other

20.1 It is the responsibility of the Hirer check what we have in stock for your function. If unable to supply it is the Hirer's responsibility to ascertain items from another source

20.2 **Crockery / Cutlery / Bain Marie trays etc. ARE NOT to be removed from a Council venue OR to be taken home**

20.3 Crockery and cutlery will not be transferred between Council venues

20.4 Catering groups to provide own tea towels / cutting boards / sharp knives / pots & pans / serving dishes etc. plus any other item not stated under our equipment listing.

20.5 Catering group/hirer is to source other suppliers for any shortfalls of crockery and cutlery

20.6 **DO NOT** put tape on the Barcaldine Town Hall floor or walls as it strips the polish / paint

20.7 **NO GRAFFITI ON ANY VENUE!**

21. Barcaldine Showground – Toilets & Showers

There are toilets and showers at the Barcaldine Showground, some of which are only accessible when there is an event on at the venue. Location of toilets and showers are -

- a) Racecourse (inside pavilion) – 3 male & female toilets
- b) Grandstand – 5 female & 3 male toilets / 2 female & male showers / disabled toilet (open 24/7)
- c) Dressing Rooms (inside building) – 2 male & female toilets / 3 male & female showers
- d) Arthur Winter Pavilion (block to the Southern side) – 2 male & female toilet / 1 male & female shower
- e) Racecourse (Ablution block to Eastern side of Pavilion) – 6 Unisex toilets / 4 unisex showers

Hirers of Council venues are responsible for ensuring that toilet/shower facilities are left clean and tidy upon completion of hire. Rubbish is to be removed to bins, benches wiped clean and check nothing has been plastered over the walls or left in shower cubicles. If not left clean the Hirer will be invoiced for any costs associated with the cleaning of the facility.

22. Council Contact

Barcaldine Administration Office
71 Ash Street
Barcaldine QLD 4725
TEL: 07 4651 5600

Office hours: Monday to Friday – 8.00am to 4.30pm
Closed Weekends, Public & Local Stat Holidays

After hours: 0428 683 465

Email queries or bookings to: council@barc.qld.gov.au

Location of Council Venues:

Barcaldine Town Hall:	71 Ash Street, Barcaldine
Barcaldine Showground:	78 Wilga Street, Barcaldine
The Globe Gallery:	Level 2, 149 Oak Street, Barcaldine
Village Green:	100 Oak Street, Barcaldine

Conditions of Hire for Council Venues and/or Equipment – Cleaning Checklist

Hirers are welcome to use this checklist as their guideline to adhere to Cleaning Conditions.

Venues are to be cleaned & vacated by 8.00am the next day, unless prior arrangements have been made.

GENERAL	✓	KITCHEN	✓
Floors - Wooden – Sweep - Vinyl – Mop (<i>supper room included</i>) - Concrete – Hose out - Drag Marks in Hall? Yes – <i>cleaning fee applies</i> DO NOT MOP THE TOWN HALL (MAIN) FLOOR		- Benches / Cupboards – clean - Stove / Grillers / Oven – clean - Dishwasher – clean & water drained out - Urn / Kettle – turned off after the event - All other equipment – clean - Sink – clean - Bins – rubbish removed to wheelie bins	
Walls / Doors - Posters removed - Undamaged / clean / locked		Oven / Hot Plates - Clean - outside & inside oven - Including trays and racks	
Windows - Clean / undamaged - securely locked		Cold Room / Fridge / Freezers - Food / drinks removed - Clean	
Toilets / Showers - Rubbish removed from floors - Benches / basins cleaned - Area left clean and tidy		Pie Warmer / Bain Marie - Water drained out - Clean - All trays, lids & racks on hand	
HALL / DINING / SUPPER ROOM - Equipment returned to storage area - Crockery / cutlery returned to cupboards - Chairs returned in stacks of 10		PARK / SHOWGROUND - Grounds cleared of rubbish - Area left neat and tidy - Any animal food / faeces removed	
BROADCAST BOX - P.A. System turned off - Return microphone / cd remote to Barcaldine Administration Office		BAR - Food / drink / posters removed - Remove rubbish to wheelie bins - Area left clean	
DRESSING SHEDS - Rubbish removed to wheelie bins - Floors to be swept & mopped		SALEYARDS - Wipe benches - All animal food / faeces removed	
RACECOURSE - Area cleared of rubbish - All animal food / faeces removed		STABLES - Concrete floors hosed out - Any animal food / faeces removed	
CAMPDRAFT - All holes filled in, raked and levelled out - All animal food / faeces removed		OVERALL - All areas to be left neat and tidy - All rubbish removed to wheelie bins	

NOTE: All equipment including tables & chairs to be cleaned, sanitised & returned to storage areas or inside venues. Lock up venues upon completion of hire. Equipment hired externally, keep under cover (shed / garage / house). **ALL lights** must be removed following completion of function.

Galilee Art Gallery – all paintings / artwork / stands etc must be removed and the space returned to its original state at the end of the booking

Camping at Barcaldine Showgrounds – Fees to apply. Please refer to the Showgrounds Trust Management Plan & Camping Policy. All campers must adhere to these conditions. Camping grounds are closed 1 November to 28 February annually.

Toilets/Showers – rubbish removed, benches wiped, given a general clean and left tidy upon completion of hire

- Showground** - Racecourse (inside pavilion) and ablution block to the East of the Racecourse, Eastern toilet/shower block near Arthur Winter Pavilion, Grandstand – toilets and showers on Western side of the building and Dressing Sheds
- Barcaldine Rec Park** – rubbish removed, benches wiped, given a general clean and left tidy upon completion of hire
- Town Hall / Globe Gallery / Village Green** (if a function held on the Village Green or TOK Memorial) / **Rob Chandler Park**

PLEASE DO NOT SIT ON PLASTIC TABLES!! NO GRAFFITI ON ANY COUNCIL VENUE!!
NO TAPE/NAILS ON WALLS OR FLOORS!!

Please report any issues to 07 4651 5600 during Office hours or After hours on 0428 683 465.