Application to hire venue and equipment (Alpha/ Jericho)

Use this form if you are a community organisation and request to hire a Council

Venue and Equipment. ***(Venues/ equipment must be left/ returned - clean & tidy)***

|  |
| --- |
| **Hirer Information** |
|  |
| **Organisation Name** |  | **Contact Name** |
|       |  |       |
|  |
| **Postal Address** |
|       |
|  |
| **Delivery Address (if required)** |
|       |
|  |
| **Daytime Contact Number** |  | **Mobile Phone Number** |
|       |  |       |
|  |
| **Email Address** |
|       |
|  |
| **Are you a…?** |
| [ ]  Community Group/ Business (based within Barcaldine Regional Council area) [ ]  Individual (based within BRC area) [ ]  Individual (based outside BRC area) [ ]  Business (based outside BRC area) [ ]  Non BRC Non-Profit [ ]  Other…………………… |
|  |
| **Have you submitted in a Request for Assistance to waive fees?** |
| [ ]  No, not Applicable [ ]  Yes: Date submitted:        |
|  |
| **Type of event / function** |  | **Is your event open to the public?** |
|       |  | [ ]  Yes (will be on BRC event calendar) [ ]  No |

|  |
| --- |
| **Event Information** |
|  |
| 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 (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. |
|  |
| **Start date** |  | **Start time** |  | **Finish date** |  | **Finish time** |
|       |  |       [ ]  am [ ]  pm |  |       |  |       [ ]  am [ ]  pm |
|  |
| **Will you have alcohol at your event?** |  | **No. of attendees** |
| [ ]  Yes – selling [ ]  Yes – supplied by host [ ]  Yes – BYO [ ]  No – alcohol free |  |       |
|  |  |  |
| **If above is YES, Have you obtained or applied for a Liquor Permit for your event?** |
| [ ]  Yes [ ]  No [ ]  Not applicable  |

|  |
| --- |
| **Set-up Required** |
| [ ]  | Facility Set-up | $70 per venue per event | $      |
| **Setting out plan:** |
| [ ]  Dinner | [ ]  Meeting | [ ]  U shape | [ ]  Concert | [ ]  Other (provide layout plan at least 3 days prior) |
| [ ]  | Delivery of Equipment | $150 per load | $      |
| [ ]  | Collection of Equipment | $150 per load | $      |
| [ ]  | Cleaning Fee | $150/hour/person - to be deducted from Bond before refund made if facility not left clean | $      |

|  |
| --- |
| **Showgrounds (\*50% for Local residents and Groups; A BOND OF $200-00 APPLIES FOR FACILITIES.)** |
| **NOTE: Alpha Showgrounds has 14 bins allocated; Jericho Showgrounds has 14 bins allocated (any extra bins required will be charged accordingly)** |
| [ ]  | Minor Function\*  | $55 per day | $      |
| [ ]  | Major Function\* | $170 per day | $      |
| [ ]  | Seasonal Sporting Activities | $450 per season |  |
| [ ]  | Light Hire | $33/night - One off Events | $      |

|  |
| --- |
| **Sporting Venues (\*50% for Local residents and Groups; A BOND OF $200-00 APPLIES FOR FACILITIES.)** |
| [ ]  | Netball Courts | No initial fee, but night use may have a fee for use of lights | $      |
| [ ]  | Tennis Courts | No initial fee, but night use may have a fee for use of lights | $      |
| [ ]  | Multi-purpose Court | No initial fee, but night use may have a fee for use of lights | $      |

|  |
| --- |
| **Community Hall (\*50% for Local residents and Groups; A BOND OF $200-00 APPLIES FOR FACILITIES.)** |
| **NOTE: Alpha Hall has 5 bins allocated; Jericho Hall has 5 bins allocated (any extra bins required will be charged accordingly)** |
| [ ]  | Town Hall\* | $310 for full day | $      |
| [ ]  | Town Hall\* | $185 for half day (5 hours or less) | $      |
| [ ]  | Town Hall\* | $490 for weekly | $      |
| [ ]  | Hall Kitchen\*  | $185 for full day | $      |
| [ ]  | Hall Kitchen\* | $92.50 for half day | $      |
| [ ]  | Hall Supper Room\* | $185 for full day | $      |
| [ ]  | Hall Supper Room\* | $92.50 for half day | $      |
| [ ]  | Hall Mother’s Room (Alpha)\* | $185 for full day | $      |
| [ ]  | Hall Mother’s Room (Alpha)\* | $92.50 for half day | $      |

|  |
| --- |
| **Other Venues (A BOND OF $200-00 APPLIES FOR FACILITIES.)** |
| [ ]  | Jericho Drive-In Theatre  | No initial fee, but night use may have a fee for use of lights | $      |
| [ ]  | Langston Park | No initial fee, but night use may have a fee for use of lights | $      |
| [ ]  | Jane Neville-Rolfe Art Gallery | No intial fee, but night use may have a fee for use of lights | $      |

|  |
| --- |
| **Equipment Fees (Delivery and collection of the tents require 48 hours’ notice and set-up requires 3 days’ notice)****(\*A BOND OF $100-00 APPLIES FOR EQUIPMENT.)** |
| **Equipment Available** | **Fee** | **Qty** |  |  |
| [ ]  | Wheelie Bins | $15.00 each per function |       |  | $      |
| [ ]  | Tables | $7.50 each per function |       |  | $      |
| [ ]  | Chairs | $1.50 each per function |       |  | $      |
| [ ]  | Bain Marie & Trays | $40 per function |       |  | $      |
| [ ]  | Small Mobile PA System | $40 each per day |       |  | $      |
| [ ]  | Key for Arena PA System | Pick up and Sign for key at Alpha Office |       |  |  |
| [ ]  | Erecting Marquee/Tent (Small) | $125 each |       |  | $      |
| [ ]  | Dismantling Marquee/Tent (Small) | $125 each |       |  | $      |
| [ ]  | Generator | If you wish to hire the generator please see Generator Hire Application (Bond $500 / Hire Fee $340 each) |       |  | $      |

|  |
| --- |
| **Declaration** |
| I/We have received a copy of the Terms & Conditions of hire and agree to comply in all respects to the Barcaldine Regional Council Alpha area Conditions of Hire for Council venues and equipment.  |
| **Applicant Signature** |  | **Date** |
|  |  |       |

|  |
| --- |
| **OFFICE USE ONLY** |
| Hall hire | $      | (1031-1000-0000) | Receipt number |       |
| Showgrounds hire | $      | (1042-1000-0000) | Date received |       |
| Equipment hire | $      | (1043-1000-0000) | Booking number |       |
| Set-up fee | $      | (1043-1000-0000) | Date booked in diary |       |
| Bond (venue) | $      | (9991-5300-0030) |  |  |
| Bond (equipment) | $      | (9991-5300-0030) |  |  |

|  |
| --- |
| **Venue Hire Inspection Checklist** |
|  |  |  |  |  |
| **General** | **✓** |  | **Kitchens** | **✓** |
| Floors✓ Sweep / Vacuum✓ Mop / Hose Out✓ Polished |  |  | Sink✓ Clean✓ Detergent✓ Dishcloth |  |
|  |
|  |
| Cleaning Materials for Customer✓ Broom, mop and bucket |  |  |
|  | Oven / Hot Plates✓ Clean✓ Including trays and racks |  |
| Walls✓ Cobwebs Removed✓ Wiped / Washed✓ Posters removed |  |  |
|  |
|  | Other✓ Sufficient cutlery and crockery✓ Benches / Cupboards - clean✓ Stove / Grillers - clean✓ Urn / Kettle - clean✓ All other equipment - clean |  |
| Windows/Doors - securely locked✓ Wiped / Washed✓ None Broken? |  |  |
|  |
|  |
| Bins✓ Emptied / Rubbish Removed✓ Liners (where required)✓ Cleaned (where required) |  |  |
|  |
|  | Pie Warmer / Bain Marie / Fridges✓ Clean✓ Food / Drinks Removed✓ All trays and racks |  |
|  |
| **Bars** | **✓** |  |
| Cold Room / Fridges✓ Food / Drinks Removed✓ Clean / Defrosted |  |  |
|  | **Toilets / Showers** | **✓** |
|  | Basins✓ Wiped / Washed✓ Clean✓ Taps in good order (no leaks)✓ Toilets are working |  |
| Benches / Sink✓ Clean✓ Dishcloth |  |  |
|  |
|  | Supplies✓ Toilet paper✓ Hand Towels✓ Soap |  |
| **Equipment** | **✓** |  |
| ✓ Clean and in working order✓ PA System Working✓ Returned within timeframe |  |  |
|  |
| **Outside Area**  | **✓** |  | **Showgrounds** | **✓** |
| ✓ Area surrounding clean✓ Area free of rubbish |  |  | ✓ Arena Prepped✓ Rubbish Removed✓ Horse Stalls need to be cleaned out |  |
|  |

|  |  |
| --- | --- |
| Are all mops / buckets / brooms still in place? | Yes [ ]  No [ ]  |
| Does a cleaning fee apply? If yes, |       | hours | Yes [ ]  No [ ]  |
| Was the area left according to cleaning / hire conditions? | Yes [ ]  No [ ]  |
| If equipment was delivered, has it been returned? | Yes [ ]  No [ ]  |
| Describe any damage to venue or equipment?  |       |
| Do you have any other matters to report?  |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **DEPOT STAFF:** |       | Received date: |       |
| Delivery required? | Yes [ ]  No [ ]  | Collection required? | Yes [ ]  No [ ]  |
| **Showgrounds / Depot**  | Collections 10.00am to 3.00pm | 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 [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DISTRICT MANAGER:** |       | Received date: |       |
| Any further fees to be invoiced? If yes, | $      |  | Yes [ ]  No [ ]  |
| Will bond be returned? If yes, | $      |  | Yes [ ]  No [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DEBTOR OFFICER:** |       | Invoice No: |       | Processed date: |       |
| **CREDITOR OFFICER:** |       | Cheque No: |       | Processed date: |       |

**Conditions of Hire for Council Venues and/or Equipment**

**1. Applications for Hiring Council Venues and/or Equipment**

1.1 Applications for the hire of Council venue or equipment shall be made on the prescribed form – *Application to Hire Council Venue and/or Equipment* and bookings will only be accepted when this is returned completed and signed.

1.2 The Council reserves the right to withdraw, the use of a facility or equipment should it be required for a Council function.

1.3 Hirers are responsible for the venue and/or equipment and must ensure there is no damage, it is left cleaned and locked up upon completion of hire.

1.4 Any breach of the above conditions and instructions could result in refusal of further use of any of the Council facilities or equipment.

**2. Hiring of Council Facilities**

2.1 The Council reserves the right to refuse to let the Council venue or any portion thereof.

2.2 The Council reserves the right to withhold the use of the facility in order to promote large scale carnivals, tournaments, events or shows.

2.3 Venue will be prepped by Council staff at their earliest convenience in time for your function. This will be either on the day of the function or the last business day prior to the function i.e. for a Saturday night function, the venue will be prepped on the Friday.

2.4 Venues hired must be locked up upon completion of hire.

2.5 Functions should finish and the venue to be vacated by 2.00 a.m.

2.6 All venues to be **vacated and cleaned by 8.00 a.m. the next day** unless prior arrangements have been made.

**3. Hiring of Council Equipment**

3.1 Collection Hours for equipment from Showgrounds, Town Hall or Council Depot is 10.00 a.m. to 3.00 p.m.

3.2 Collection Hours for equipment from the Council Administration Office is 8.00 a.m. to 4.30 p.m.

3.3 Council can deliver and collect equipment to and from your venue (within township only) provided that 48 hours notice is given. A fee is applicable to this service.

3.4 All equipment must be kept under cover 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 10.00 a.m. the next business working day to the same place as **equipment was collected**. Failure to do so will result in full hire charges per day being invoiced to hirer.

3.6 **All equipment must be cleaned prior to being returned**

3.7 For any linen that is hired, it must returned within 7 days of function. Failure to do so will result in full hire charges per day being invoiced to hirer.

3.8 **All equipment must remain within the Barcaldine Regional Council area**

**4. Fees and Charges**

4.1 Hirers are to pay applicable hire fees prior to the event unless approval has been given for invoicing.

4.2 Hirers are to pay cleaning bond at the time of lodging *Application to Hire Council Venue and/or Equipment*.

4.3 Approval has been given to invoice local clubs, organisations and business houses for equipment or venue hire. This does not apply to the payment of cleaning bond. An invoice will be issued within 30 business days of completion of the event.

4.4 For any council venue hired, hirer has free use of equipment i.e. tables, chairs, etc.

4.5 Barcaldine Regional Council Local non-profit organisations, Community Groups, Businesses & Residents (12 months or more) pay 50% of the full fee for a private function where applicable\*.

**5. Cleaning Bond**

5.1 A Cleaning Bond is required to be paid by all hirers (groups, individuals, social clubs, government departments and business houses) when making a booking for Council Venue or Equipment.

5.2 For groups that require use of venues periodically throughout the year – only 1 Bond will be required to be paid prior to start of use.

5.3 All other charges applicable are required to be paid prior to use.

5.4 Council reserves the right to refuse hire of facilities or equipment, should there be any outstanding fees or charges from a previous use of a Council facility or equipment.

5.5 Cleaning fees do apply if equipment and/or venue is not left in a clean condition.

5.6 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 Statement by Supplier (if no ABN held). When approved for refund the Bond will be issued via a cheque.

5.7 Failure to adhere to any of these conditions will result in additional hire fees or cleaning fees being invoiced.

**6. Keys**

6.1 All keys required for access to venues can only be collected from the Council Administration Office on the day of your function or last working day.

6.2 It is the responsibility of the hirer to obtain the keys.

6.3 It is the responsibility of the person signing the keys out to ensure they are returned.

6.4 All keys must be returned to the Council Administration Office by 4.30pm thenext business working day.

6.5 Keys not returned by due time will incur a $10 a day per key overdue fee.

6.6 Lost keys will incur a fee for each key lost.

**7. Period of Hire**

7.1 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.

7.2 Functions that are 4 hours and under are considered half-day events and are charged accordingly.

**8. Cancellations**

8.1 Forty-eight (48) hours notice is required for cancellations. Failure to comply will result in full payment being invoiced to the hirer, unless extraordinary circumstances apply as determined by the District Manager.

8.2 The Council may at any time cancel any agreement for hiring of council venues or equipment.

**9. Cleaning of Venues and Equipment**

9.1 It is the **responsibility of the hirer** to ensure that all cleaning procedures are adhered to (see checklist).

9.2 Should hirer have private caterers for function it is still the responsibility of the hirer to ensure that Conditions of Hire are adhered to.

9.3 **All equipment used in conjunction with a venue is to be cleaned upon completion of hire.**

9.4 Venues are to be cleaned by 8.00 a.m. the next day.

9.5 Council staff will inspect the venue following your function and if cleaning is not done in a satisfactory condition you will be invoiced for the cost of the cleaning.

9.6 Failure to adhere to Cleaning Conditions will result in a cleaning fee being deducted from the cleaning bond. Customer will be invoiced for any additional charges.

**10. Breakages and Damages**

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

10.2 Should hirer choose to leave food or drinks etc. in cold rooms or freezers, Council does not accept responsibility for any spoilage or theft.

**11. Delivery / Collection**

11.1 Council staff can arrange delivery and collection of your equipment (within townships only).

11.2 Hirers are to pay applicable delivery and/or collection fees prior to the event.

11.3 It will be delivered by 3pm on the day of your function and collected by 3pm the next business working day.

11.4 48 hours notice must be given to Council to allow delivery and/or collection to be scheduled.

**12. Set-up**

12.1 Council staff can arrange to set-up the equipment in a Council venue for your function.

12.2 Hirer to pay applicable set-up fee and a layout must be provided 3 days prior to your function.

**13. Noise**

13.1 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 is terminated by midnight.

**14. Liquor**

14.1 At functions where liquor is to be sold, it is the responsibility of the function host to obtain the necessary permit. Permits will need to be authorised by Queensland Police and Barcaldine Regional Council.

14.2 For private functions (no sale of alcohol) it is requested as a courtesy that you notify Queensland Police of your event.

14.3 It is the responsibility of the hirer to ensure that the provisions of the Liquor Act are complied with.

**15. Smoking Restrictions**

15.1 Smoking is not permitted inside any of the Council venues.

15.2 It is the responsibility of the hirer to ensure correct guidelines are followed for the Tobacco Laws. Contact the Tobacco Hotline on 1800 005 998.

**16. Council Contacts**

***Alpha Administration Office***

43 Dryden Street, Alpha Qld 4724

Ph: 07 4985 1166
Fax: 07 4985 1162

***Jericho Administration Office***

6 Darwin Street, Jericho Qld 4728

Ph: 07 4651 4129
Fax: 07 4651 4133

**After hours**

On-Call: 0428 683 465