Eromanga Hall Hire

We Value: **Respect | Communication | Fun & Humour | Pride | Trust | Teamwork**

Quilpie Shire Council, 50 Brolga Street, PO Box 57, Quilpie Qld 4480
E: bookings@quilpie.qld.gov.au W: www.quilpie.qld.gov.au

About this Form	**Use this form to apply for the hire of The Eromanga Hall**
Lodgement:	**Please complete all of the details below. This form is to be submitted to the Quilpie Shire office no less than one (1) week before the date of hire. Bookings will be confirmed only when hire form has been submitted and the correct payment of fees and charges have been made.**
Important:	**No camping in facilities unless prior approval is obtained.** **If keys are misplaced or damaged you are responsible for replacing the locks and keys.** **Set up days and Clean up days need to be included in the booking. The facility should be hired from the day you will be in possession of the keys until the day the keys are returned.**
Any Questions?	**Contact the Quilpie Shire Council with any enquiries on 4656 0500.**

I, _____

On behalf of: _____
(Organisation)

Apply for the hire of The Hall for the following event/s: _____

The Hall will be hired from: _____ (Date) At: _____ (Time) AM/PM

Until: _____ (Date) At: _____ (Time) AM/PM

Will alcohol be consumed at this function? Yes ☐ No ☐

Phone Number: _____ Email: _____

Fax Number: _____ Postal Address: _____

Is this a community funded grant?

If yes, what is the name of the grant? _____

Name of Hirer: _____ Date: _____
(Today's Date)

Hirer Signature: _____

Fees and Charges

Business's Sale of Goods – Traders/Itinerant Vendors:	$637.00
Eromanga Hall Refundable Deposit:	$125.00
Eromanga Hall Non-Refundable Deposit:	$75.00

CONDITIONS OF HIRE APPLICATION

1. Hirer must be eighteen (18) years of age or older.
2. Deposit of hire charge (if required) to be paid before hire period.
3. Council staff has no authority to waiver deposit/hire fees; a written letter to Council is required.
4. Tables and chairs may be hired for a specific date only. Collection and return is the responsibility of the hirer.
5. All facilities must be left clean and tidy including the rubbish removed and floors swept and mopped (where applicable) If facilities are not left in an acceptable condition, a cleaning fee may be incurred.
6. Cancellations should be notified promptly and before the event.
7. A permit must be obtained from the Department of Liquor, Gaming and Racing if the event includes the consumption of alcohol for eight (8) hours or more and is between the hours of 7am and midnight. Permission to serve liquor also needs to be approved by Quilpie shire Council.
8. The hirer shall be responsible and shall make good and repair, to the satisfaction of the Council, all damaged to equipment occurring during the use and caused by negligence or default of the hirer, their servants, agents or any other person using the equipment pursuant to or in exercise of any of the rights hereby granted to the hirer.
9. If the hirer shall fail or neglect or refuse to make good or repair any damages for which they are responsible, as referred to in paragraph eight (8) the Council shall be at liberty to repair and make good the equipment and the hirer shall pay to the Council, upon demand, all costs reasonable incurred by the Council in doing so.
10. The hirer will indemnify and keep indemnified, The Council from and against all actions, suits, proceedings, claims and demands which may be brought and maintained or made against the Council;
    a) By any of the servants or agents of the hirer for any cost occasioned by or arising from the use of the equipment
    b) By any person or persons arising out of or occasioned by the act or omission on the part of the hirer, their servants or agents or the failure of the hirer, their servants or agents to observe these terms and conditions.
    c) By any person, when using the hire equipment.

I, _____

Agree to all Terms and conditions stated above.

Hirer Signature: _____ **Date:** _____

Signing Out Key/s

- Please include set up days and clean up days in your booking. The facility should be hired from the date that you will be in possession of the key(s) until the date the key(s) are returned.
- The key(s) need to be collected from the Eromanga pub and returned on the date which the hire period the facility ends.
- The Hire Deposit will not be refunded until the key(s) have been returned.

Key Holder(s)	Key(s)	Contact Number for Key Holder	Date	Sign Out	Sign In

Office Use Only

Deposit Amount: _____ **Receipt Number** _____

Deposit Paid By:

Cash ☐ **Cheque** ☐ **Eftpos** ☐ **Credit Card** ☐

Date Receipted: _____ **Refunded To:** _____

Keys Returned: ☐ ☐

Garden Crew Manager Use Only

PRE HIRE:

Date: _____ **Sign:** _____

POST HIRE:

Date: _____ **Sign:** _____

Notes: _____

OFFICE USE ONLY

Cleaning Checklist	✓	✓
Appliance Checklist	**Pre Hire**	**Post Hire**
Fridge		
Urn		
Pie Warmer		
Microwave Oven x 2		
4 Tray Bain Marie		
Toilets and Shower Facilities		
Toilets cleaned with toilet cleaner and brush		
Floors swept and mopped		
Basins wiped		
Bins Empty		
Kiosk		
Cooking and warming utensils cleaned		
Benches wiped down, inside and out		
Fridges cleaned and emptied		
Floors swept and mopped		
Sink cleaned		
Bins Empty		
If gas bottles used, disconnect and leave in kiosk and clean BBQ		
Bar		
Troughs cleaned and empty		
Fridges clean and empty		
Benches wiped down, inside and out		
Sink cleaned		
Bins Empty		