



Toompine 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 Toompine 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.

Charges

I, _____

On behalf of: _____
(Organisation)

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

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

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

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: _____

Business's Sale of Goods – Traders/Itinerant Vendors:	\$650.00
Toompine Hall Refundable Deposit:	\$125.00
Toompine Hall Non-Refundable Deposit:	\$75.00

Office Use Only	
Deposit Amount: _____	Receipt Number _____
Deposit Paid By: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Eftpos <input type="checkbox"/> Credit Card <input type="checkbox"/> </div>	
Date Received: _____	Refunded To: _____
Keys Returned: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> yes <input type="checkbox"/> no <input type="checkbox"/> </div>	

Conditions of Hire Application

1. Hirer must be eighteen (18) years of age or over.
2. Deposit or hire charge (if required) is to be paid before hire period.
3. Council staff have no authority to waive deposit/hire fees; a written application to council is required.
4. Tables and chairs may be hired for a specific date only. A written application to Council is required.
5. All hire facilities and furniture are to be left clean and tidy, with rubbish removed and the floor swept and mopped (where applicable) Tables and Chairs are to be cleaned. If facilities/furniture are not left in a condition that is acceptable to Council, a cleaning fee will be deducted from the deposit amount or charged to the hirer.
6. Cancellation should be notified promptly and before the event.
7. A Permit must be obtained by the Department of Liquor, Gaming and Racing when a non profit, community event includes the consumption of alcohol for eight (8) hours or more and is between 7am and midnight.
8. The hirer shall be responsible for and make good and repair, to the satisfaction of the Council, all damages to the equipment occurring during the use and caused by the negligence or default of the hirer, their servants, agents or any other person using the equipment pursuant to or in exercise of the rights or 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 seven (7) The Council shall make good the equipment and the hirer shall pay 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 Council;
 - a) By any 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 any 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; or
 - c) By any person, when using the equipment

I Agree to All terms and conditions stated above

Name of Hirer: _____

Signature of Hirer: _____

OFFICE USE ONLY

Cleaning Checklist

✓

✓

Appliance Checklist

Pre Hire

Post Hire

Fridge

Urn

Pie Warmer

Microwave Oven x 2

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

Fridges clean and empty

Benches wiped down, inside and out

Sink cleaned

Bins Empty

Garden Crew Manger Use Only

Pre-Hire Check: Date: _____ Sign: _____

Post – Hire Check: Date: _____ Sign: _____

Manager Sign: _____