



John Waugh Park 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 John Waugh Park

- 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 your booking. The facility should be hired from the day you will be in possession of the keys until the day the keys are returned.
 - A permit must be obtained from the Department of Liquor, Gaming and Racing when a non-profit, community event includes the consumption of alcohol for eight hours or more and is between 7am and midnight.
- Any Questions?**
- Contact the Quilpie Shire Council with any enquiries on 4656 0500.

I, _____

On behalf of: _____
(Organisation)

Apply for the hire of John Waugh Park for the following event/s: _____

John Waugh Park 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? Yes No

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

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

Hirer Signature: _____

Please select the area/s of the facility to be hired:

All	<input type="checkbox"/>	Tennis Courts	<input type="checkbox"/>
Kiosk	<input type="checkbox"/>	Lights	<input type="checkbox"/>
Change Rooms	<input type="checkbox"/>	Netball Courts	<input type="checkbox"/>
BBQ	<input type="checkbox"/>	Bain Marie	<input type="checkbox"/>
Bar	<input type="checkbox"/>	Fencing (Designated area)	<input type="checkbox"/>

- If tables and Chairs are needed for the event, please fill out a Quilpie Shire Council – Tables & Chairs Hire Form.

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 returned to Quilpie Shire Council Office on the date which the hire of the facility ends.
- The Hire Deposit will not be refunded until the key(s) have been returned to Quilpie Shire Council Office.

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

<u>OFFICE USE ONLY</u>					
Deposit Amount:	_____	Receipt Number:	_____		
Deposit Paid By:					
Cash	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Eftpos	<input type="checkbox"/>
				Credit Card	<input type="checkbox"/>
Date Received:	_____	Received to:	_____		
Keys Returned:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

CONDITIONS OF HIRE APPLICATION

1. Hirer must be eighteen (18) years of age or over.
2. Deposit or hire charge (if required) to be paid before hire period
3. Council staff have no authority to waive deposit/hire fees; a written letter to council is required
4. Table and chairs must be hired from Bulloo Park for a specific date only. Collection and return is the responsibility of the hirer.
5. All facilities are to be left clean and tidy. Rubbish is to be removed and floors swept and mopped (where applicable) if facilities are not left in a condition that is acceptable to Council, a cleaning fee will be deducted from the deposit amount.
6. Cancellations should be notified promptly and before the event.
7. It is the responsibility of the hirer to obtain required permits when the event includes the consumption of alcohol. A permit must be obtained from the Department of Liquor, Gaming and Racing when a non-profit, community event includes the consumption of alcohol for eight hours or more and is between 7am and midnight.
8. The hirer shall be made responsible for and shall make good and repair, to the satisfaction of the Council, all damages to equipment occurring during the use and caused by negligence or default of the hirer. Their servants or 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 so doing.
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 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 any act or omission on the part of the hirer, their servants or agents to observe their terms and conditions; or
 - c) By any person, when using the equipment.

I _____ **Agree to all conditions stated above.**
(Name of Hirer)

Hirer Sign: _____