



# Bulloo 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](mailto:bookings@quilpie.qld.gov.au) W: [www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au)

**About this Form** Use this form to apply for the hire of Bulloo 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 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 Bulloo Park for the following event/s: \_\_\_\_\_

Bulloo 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:**

Kiosk	<input type="checkbox"/>	BBQ	<input type="checkbox"/>	Bar	<input type="checkbox"/>
Bain Marie & Trays	<input type="checkbox"/>	Rodeo Bar	<input type="checkbox"/>	Race Course	<input type="checkbox"/>
Pie Warmer	<input type="checkbox"/>	Heaters	<input type="checkbox"/>	Jockey Rooms	<input type="checkbox"/>
Urn	<input type="checkbox"/>	Pavilion	<input type="checkbox"/>	Secretaries Office	<input type="checkbox"/>
Microphone	<input type="checkbox"/>	Stables	<input type="checkbox"/>	Polocrosse Field	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	Rodeo Toilets	<input type="checkbox"/>	Polocrosse Toilets	<input type="checkbox"/>
				<b>ALL</b>	<input type="checkbox"/>

Will you require gas bottles?  Yes  No

How many? (6 available) \_\_\_\_\_

- Refilling gas bottle(s) after use is the responsibility of the hirer.
- Polocrosse Toilet Block – Please switch the lights off when the hire period ends.

**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

**Fees and Charges**

Complete Complex hire inc tables & chairs (Deposit \$200.00 plus non-refundable hire fee \$300.00)	\$500.00
Complex (with or without lights) (Deposit \$150.00 plus non-refundable hire fee \$100.00):	\$250.00
Microphone/ PA (Deposit \$100.00 plus non- refundable hire fee \$30.00):	\$130.00

**Please Note: If facilities are not left in an acceptable condition a cleaning fee will be deducted from the deposit amount**

**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, including the stable area. 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. The Hirer will need to obtain a permit from the Department of Liquor, Gaming and Racing if an event includes the consumption of alcohol for 8 hours or more and is between the hours of 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 \_\_\_\_\_  
(Name of Hirer)

Agree to all conditions stated above.

Hirer Sign: \_\_\_\_\_

**Cleaning Checklist**

**Kitchen and Appliance Checklist**

Fridge

Urn

Pie Warmer

Microwave Oven

4 Tray Bain Marie

**Toilets and Shower Facilities**

Toilets cleaned with toilet cleaner and brush

Floors swept and mopped

Basins wiped

Bins Empty

Polocrosse Toilets Electricity On/Off

**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

✓

✓

Pre Hire

Post Hire

**Cleaning Checklist**



**Bar**

Troughs cleaned and empty

Fridges clean and empty

Benches wiped down, inside and out

Sink cleaned

Bins Empty

**Other**

Chairs and Tables all accounted for

Wiped down

Stored Neatly

**Stabled**

Stables raked out and left clean



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

<b><u>Garden Crew Manger Use Only</u></b>		
Pre-Hire Check:	Date: _____	Sign: _____
Post – Hire Check:	Date: _____	Sign: _____
Manager Sign:	_____	