



# Quilpie Shire 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](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 The Quilpie Shire 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: \_\_\_\_\_ 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: \_\_\_\_\_

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

Entire Hall	<input type="checkbox"/>	Small Bar	<input type="checkbox"/>
Hall Only	<input type="checkbox"/>	Stage	<input type="checkbox"/>
Supper Room	<input type="checkbox"/>	Chairs - how many? _____	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Tables - how many? _____	<input type="checkbox"/>
Main Bar	<input type="checkbox"/>		

**Fees and Charges:**

Business's Sale of Goods – Traders/Itinerant Vendors:	\$650.00
Quilpie Shire Hall Deposit Fee: (Refundable Fee: \$150 plus Non-Refundable Fee: \$75.00)	\$225.00
Quilpie Supper Room Deposit Fee: (Refundable Fee: \$150 plus Non-Refundable Fee: \$75.00)	\$225.00
Quilpie Shire Hall and Supper Room (Entire Hall) Deposit Fee: (Refundable Fee: \$200.00 plus Non-Refundable Fee: \$125.00)	\$325.00
Microphone/PA System (Deposit \$100.00 plus non-refundable hire fee \$30.00):	\$130.00
Crockery and Cutlery (Deposit \$100.00 plus non-refundable hire fee \$100.00):	\$200.00

**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

**Conditions of Application**

1. Hirer must be eighteen (18) years of age or over
2. Deposit of hire charge (if required) 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 from Bulloo Park for a specific date only.
5. All facilities are to be left clean and tidy, with rubbish removed and floors swept and mopped (where applicable) If facilities are not left in a condition that is acceptable to the council, a cleaning fee will be deducted from the deposit amount.
6. Cancellations to be notified promptly and before the event
7. It is the responsibility of the hirer to obtain required permits when the event includes consumption of alcohol.
8. The hirer shall be 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, agents or any other person using 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 and or repair any damages for which they are responsible as referred to in paragraph nine (9), the Council shall be at liberty to repair and make good the equipment. The hirer shall then pay to the Council upon demand all costs reasonable incurred by 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 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 of the conditions stated above.**

**Hirer**  
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Cleaning Checklist**

✓

✓

**Appliance Checklist**

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

**Garden Crew Manager Use Only**

**PRE HIRE:**

**Date:** \_\_\_\_\_ **Sign:** \_\_\_\_\_

**POST HIRE:**

**Date:** \_\_\_\_\_ **Sign:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Office Use Only**

**Deposit Amount:** \_\_\_\_\_ **Receipt Number** \_\_\_\_\_

**Deposit Paid By:**

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

**Date Received:** \_\_\_\_\_ **Refunded To:** \_\_\_\_\_

**Keys Returned:** **yes**  **no**