



# Cutlery and Crockery 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 Cutlery and Crockery

**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.

**Any Questions?** Contact the Quilpie Shire Council with any enquiries on 4656 0500.

Indicate below the number of items you would like to hire:

Cutlery

Soup Bowl \_\_\_\_\_  
Dinner Plate \_\_\_\_\_  
Bread & Butter Plate \_\_\_\_\_  
Cups/Glasses \_\_\_\_\_  
Saucers \_\_\_\_\_

Crockery

Knives \_\_\_\_\_  
Forks \_\_\_\_\_  
Teaspoons \_\_\_\_\_  
Soup Spoons \_\_\_\_\_  
Dessert Spoons \_\_\_\_\_

I, \_\_\_\_\_

On behalf of: \_\_\_\_\_  
(Organisation)

Would like to apply for the hire of the Cutlery and/or Crockery I have selected above.

For the event: \_\_\_\_\_

Held at: \_\_\_\_\_  
(address)

For confirmation purposes, please provide your contact details:

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: \_\_\_\_\_

**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. Cutlery and Crockery may be hired for a specific date only. **Collection and return is the responsibility of the Hirer.**
5. All hire facilities, furniture and equipment 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/equipment 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. 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.
8. 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.
9. 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:** \_\_\_\_\_

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

<b><u>Fees and Charges:</u></b>	<b>\$200.00</b>
Cutlery and Crockery Refundable Deposit:	<b>\$100.00</b>
Cutlery and Crockery Non-Refundable Deposit:	<b>\$100.00</b>

<b><u>Office Use Only</u></b>	
<b>Deposit Amount:</b> _____	<b>Receipt Number:</b> _____
<b>Deposit Refund to:</b> _____	
(Name)	
_____	
(Postal Address)	

<b><u>Garden Crew Manger Use Only</u></b>	
<b><u>Cutlery</u></b>	<b><u>Crockery</u></b>
Soup Bowl _____	Knives _____
Dinner Plate _____	Forks _____
Bread & Butter Plate _____	Teaspoons _____
Cups/Glasses _____	Soup Spoons _____
Saucers _____	Dessert Spoons _____