



# 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](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 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.

**Person or person's hiring Quilpie Shire Council Facilities must adhere to the latest public health direction from the Chief Health Officer.**

[www.health.qld.gov.au](http://www.health.qld.gov.au)

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: \_\_\_\_\_

## Charges

Business's Sale of Goods – Traders/Itinerant Vendors:	\$655.00
Toompine Hall Refundable Deposit:	\$125.00
Toompine Hall Non-Refundable Deposit:	\$75.00

<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:	Refunded 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) 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: \_\_\_\_\_