



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 W: 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.

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

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"/>	Racecourse	<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"/>
Chairs – How Many	<input type="checkbox"/>	Tables – How Many	<input type="checkbox"/>	ALL	<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

Stabling & Camping Fee (horses only- preapproval needed) \$20.00
Per Horse Per Night \$20.00

Complex Only (Kitchen, Bar, Kiosk, Toilets & Furniture)
Non-Refundable Hire Fee \$163.00

Complex Only (Kitchen, Bar, Kiosk, Toilets & Furniture) \$274.00
Refundable Bond \$111.00

Complete Facility (all inclusive)
Non-Refundable Hire Fee 331.00
Includes tables & chairs, rodeo grounds, jockeys' room etc. \$547.00

Complete Facility (all inclusive)
Refundable Bond: 216.00
Includes tables & chairs, rodeo grounds, jockeys' room etc.

Jockey Rooms (Vet ONLY) – Hire Fee \$66.00 \$66.00

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

Hirer Sign: _____

CUSTOMER DETAILS			
Name:			
Address:			
Email:		Phone No:	
PAYMENT DETAILS			
Bank Details:	BSB No:		Account No:
	Account Name:		

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

Pre-Hire

Post Hire

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

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



Use QR Code to Report:
Damages and Repairs

Town Services Crew Manger Use Only

Pre-Hire Check: Date: _____ Sign: _____

Post – Hire Check: Date: _____ Sign: _____

Manager Sign: _____

OFFICE USE ONLY

Deposit Amount: _____ Receipt Number: _____

Cash Cheque Deposit Paid By:
Eftpos Credit Card

Date Received: _____ Received to: _____

Keys Returned: Yes No