

Quilpie Shire Council, 50 Brolga Street, PO Box 57, Quilpie Qld 4480 E: <u>bookings@quilpie.qld.gov.au</u> W: <u>www.quilpie.qld.gov.au</u>

About this Form	Use this form to apply for the	e hire of Bu	lloo Park.	
Lodgement:	Please complete all of the de	etails below.	. This form is to	be submitted to the Quilpie
	Shire office no less than one			
	Bookings will be confirmed o	only when h	ire form has be	en submitted and the correct
	payment of fees and charges	s have been	made.	
Important:	No camping in facilities unles	ss prior app	roval is obtaine	ed.
	If keys are misplaced or dam	laged, you a	re responsible	for replacing the locks and
	keys.		·	
	Set up days and clean up da	ys need to l	be included in	the booking. The facility should
	be hired from the day you w	ill be in pos	session of the l	eys until the day the keys are
	returned.			
Any Questions?	Contact the Quilpie Shire Co	uncil with a	ny enquiries or	4656 0500.
Person or pers	on's hiring Quilpie Shire	e Council	Facilities mu	ust adhere to the latest
	public health direction f			
	•	ealth.qld.go		officer.
	<u></u>	<u>cantiliqui.go</u>	<u>v.au</u>	
l,				
On behalf of:				
	(Or	rganisation)		
Apply for the hire of	Bulloo Park for the following e	• •		
Bulloo Park wi	ll be hired from: / /	At:	(Time)	AM/PM
	(Date)		(Time)	
	Until: / /	At:	(Time)	_ AM/PM
	(Date)		(Time)	
			_	
Will alcohol be consu	med at this function?		Yes	No
Phone Number:		Email:		
Fax Number:	Posta	al Address:		
Is this a community f	unded grant?	Yes		No
If yes, what is the nai	me of the grant?			
Nome of Lines			Deter	
Name of Hirer:			Date:	(Today's Date)
Hirer Signature:				
.023/2024				

Please select the area/s of the facility to be hired:							
Kiosk		BBQ		Bar			
Bain Marie & Trays		Rodeo Bar		Racecourse			
Pie Warmer		Heaters		Jockey Rooms			
Urn		Pavilion		Secretaries Office			
Microphone		Stables		Polocrosse Field			
Toilets		Rodeo Toilets		Polocrosse Toilets			
Chairs – How Many		Tables – How Many		ALL			
Will you require gas bottles?		🗆 Yes 🗆 No					
How many? (6 available)							
<ul> <li>Refilling gas bottle(s) after use is the responsibility of the hirer.</li> <li>Polocrosse Toilet Block – Please switch the lights off when the hire period ends.</li> </ul>							

### 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	
	\$274.00
Complex Only (Kitchen, Bar, Kiosk, Toilets & Furniture)	
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		Pre-Hire	Post Hire
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			
2023/2024	- ·		

Polocrosse Toilets Electricity On/Off

# <u>Kiosk</u>

Cooking and warming utensils cleaned

Benches wiped down, inside and out

Fridges cleaned and emptied

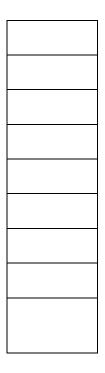
Floors swept and mopped

Sink cleaned

**Bins Empty** 

If gas bottles used, disconnect, and leave in kiosk and clean BBQ

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# **Cleaning Checklist**

<u>Bar</u>

Troughs cleaned and empty

Fridges clean and empty

Benches wiped down, inside and out

Sink cleaned

**Bins Empty** 

### **Other**

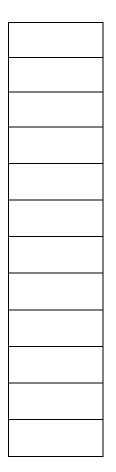
Chairs and Tables all accounted for

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	Deposit Paid By: Cheque Eftpos Credit Card						
Date Receipted:	Receipted to:						
Keys Returned:	Yes No						