

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) | | | | | | | |
| 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 | |
| | \$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

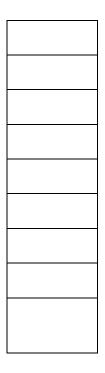
Floors swept and mopped

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

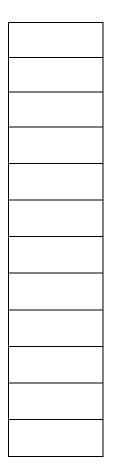
Chairs and Tables all accounted for

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 | | | | | | |