



Quilpie Shire 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 W: www.quilpie.qld.gov.au

About this Form Use this form to apply for the hire of The Quilpie Shire 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

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: _____

Please select the area/s of the facility to be hired:

Entire Hall	<input type="checkbox"/>	Small Bar	<input type="checkbox"/>
Hall Only	<input type="checkbox"/>	Stage	<input type="checkbox"/>
Supper Room	<input type="checkbox"/>	Chairs - how many? _____	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Tables - how many? _____	<input type="checkbox"/>
Main Bar	<input type="checkbox"/>		

Fees and Charges:

Quilpie Shire Hall Hire Fee and bond: \$245.00
 (Refundable bond: \$163.00 plus Non-Refundable Hire Fee: \$82.00)

Quilpie Supper Room Hire Fee and bond: \$245.00
 (Refundable bond: \$163 plus Non-Refundable Hire Fee: \$82.00)

Quilpie Shire Hall and Supper Room (Entire Hall) Non-Refundable Hire Fee: \$353.00
 (Refundable bond: \$216.00 plus Non-Refundable Hire Fee: \$137.00)

Crockery and Cutlery (Refundable Bond \$111.00 plus non-refundable hire fee \$111.00) \$222.00

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

Conditions of Application

1. Hirer must be eighteen (18) years of age or over
2. Deposit of hire charge (if required) 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 from Bulloo Park for a specific date only.
5. All facilities are to be left clean and tidy, with rubbish removed and floors swept and mopped (where applicable) If facilities are not left in a condition that is acceptable to the council, a cleaning fee will be deducted from the deposit amount.
6. Cancellations to be notified promptly and before the event
7. It is the responsibility of the hirer to obtain required permits when the event includes consumption of alcohol.
8. The hirer shall be 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, agents, or any other person using 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 and or repair any damages for which they are responsible as referred to in paragraph nine (9), the Council shall be at liberty to repair and make good the equipment. The hirer shall then pay to the Council upon demand all costs reasonable incurred by 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 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 the conditions stated above.**

Hirer
Signature: _____

Date: _____



USE QR CODE TO REPORT:

DAMAGES AND REPAIRS

OFFICE USE ONLY

Cleaning Checklist

✓

✓

Appliance Checklist

Pre Hire

Post Hire

Fridge

Urn

Pie Warmer

Microwave Oven x 2

4 Tray 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

Troughs cleaned and empty

Fridges clean and empty

Benches wiped down, inside and out

Sink cleaned

Bins Empty

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

<u>Garden Crew Manager Use Only</u>	
PRE HIRE:	
Date:	_____ Sign: _____
POST HIRE:	
Date:	_____ Sign: _____
Notes:	_____

<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"/>