



CUC Training Room Booking Form

Minimum 7 business days' notice required for all bookings. Bookings are subject to availability. Bookings are not final until all required documentation has been received and all associated fees have been paid.

Applicant Details:

Contact Name:		
Organisation Name (if applicable):		
Postal Address:		
Suburb:	State:	Postcode:
Phone:	Email:	

Booking Details:

Purpose of Hire:	
Name of Event:	
One-off Booking: <input type="checkbox"/> Yes <input type="checkbox"/> No (See Section B)	Date Required:
Entry Time: (Including set up)	Exit Time: (Including Clean up)
Section B - Multiple Bookings Only	Recurrence: (if applicable)
Start Date/s:	End Date/s:
Entry Time: (Including set up)	Exit Time: (Including Clean up)

Hire Fees:

Hire Fees for the training room are \$120 for a full day or \$20 per hour for a minimum of 2 hours. **You will be required to pay all associated fees 7 days prior to the event. Please note, if you have not paid prior to the event, Council has the right to cancel the booking.**

Name of Payer: _____ Contact Number: _____

Upon receipt of the form signed by the Organiser and upon payment it is agreed that you will have access to the facilities for the above requested dates and times. You can request verbal confirmation of the dates prior to submitting the form before booking the facility. The only circumstance this room would not be available is in the situation COVID-19 restrictions and/or a disaster event. If this was to be the case the Organiser would be notified as soon as practicable. Where possible alternate facilities would be offered to allow the Organiser/training provider to continue. A refund of paid fees would be provided if the event cannot proceed at any of the Council's facilities.

COVID-19:

In Accordance with Queensland's Covid-19 restrictions, please ensure you are complying with the current directives, social distancing and facility capacity recommendations (currently maximum 16 persons – subject to change without notice)

CONDITIONS OF HIRING BALONNE SHIRE COUNCIL FACILITIES

1. If keys are required they can be collected from Council's Administration Office (St George) the day of the booking. Keys are to be returned to Council's Administration Office (St George) **within 3 days of the conclusion of the booking**, during the office hours of 8.45am to 5pm. The returning of **late keys will incur a \$50 fee** that will be deducted from the security deposit, made at the time of the booking. Where it is necessary for security purposes to change locks as a result of keys not being returned, the cost of changing the locks etc. will be charged to the Hirer.
2. It is the responsibility of the Hirer to clean the premises during and after the booking to the satisfaction of Council's Authorised Officer. Council employees are not to be employed to clean the hired premises outside of normal working hours. Hirer can employ their own independent cleaner or pay Council's fees.
3. Unless arrangements have been made with Council's Authorised Officer, the premises shall be cleaned, and the keys returned by the next business day. Where the premises are to be hired by another party the following day, returning of keys and cleaning must be carried out immediately following the function, unless arrangements have been made with Council's Authorised Officer. Hirers will be advised when bookings occur on consecutive days.
4. The Hirer is responsible for any damage whatsoever that is caused to the premises, equipment and other facilities during the period of hire. In such events where damage has occurred, the security deposit will not be refunded, and the Hirer will be notified of such damage.
5. Licenced functions are not permitted in the CUC Training room facility. It is the Hirer's responsibility to arrange supervision or security depending on the event.
6. No furniture, fixtures or equipment shall be removed outside the premises without prior approval by Council's Authorised Officer and payment as part of the hire arrangement.
7. All furniture and equipment in the premises must be returned to its original position prior to the keys being returned.
8. Any organisation hiring the premises is required to submit the name and contact details of a responsible person who will be available to liaise with Council regarding the facility booking.
9. Decorations of any kind are not to be affixed to the walls, ceilings, or light fittings in the premises unless prior arrangements have been made with Council's Authorised Officer.
10. Any waste that results from the hire of the facility must be disposed of in the 240L wheelie bins supplied by Council. Please notify Council if you require additional bins.
11. It is the responsibility of the Hirer to ensure compliance with the Fire Safety Provisions of Section D of the Building Code of Australia, 1990. The following minimum requirements are provided as a guide:
 - All exits shall be kept clear of furniture, equipment, and any other obstructions at all times.
 - All exit signs shall remain clearly visible at all times.
 - The Hirer is required to advise Council of the number of supervising Staff at each function and the expected number of persons attending the function.
12. Councils Authorised Officer may carry out random checks to ensure compliance with the above Fire Safety requirements and failure by the Hirer to comply may result in the function being delayed or cancelled.
13. The Hirer shall be responsible for all costs associated with any call-out in relation, but not limited to:
 - Water Supply – inspection prior for a meter reading
 - Electricity Supply/Consumed
 - Sewerage Supply
14. All functions held at any Council Facility **MUST** shut down by midnight unless prior arrangements have been made as part of the hire arrangement and approved by an Authorised officer. It is the Hirer's responsibility to ensure that all persons on the premises have left within 30 (thirty) minutes of the conclusion of the function.
15. By signing this application form you acknowledge that Balonne Shire Council have granted the Queensland Police Service permission to enter the premise and shut down any function being held at a Council owned facility.
16. Alcohol is not permitted inside the CUC Balonne.
17. **A Security Deposit is required to be paid to Council prior to ALL functions**

Declaration

I hereby make an application for the hire of CUC Training room facilities. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand, and agree to the facilities' General conditions of Hire and hereby indemnify Balonne Shire Council and CUC Balonne against any claim whatsoever arising from the use of the facilities outlined above.

Applicants Name: _____ Signature: _____ Date: _____

Organiser's Name: _____ Signature: _____ Date: _____

Office Use Only			
Doc ID:	The organiser of this booking is: <input type="checkbox"/> Balonne Shire Council <input type="checkbox"/> CUC Balonne		
Date Received:	Fee Paid:	Receipt/Invoice No:	Receiving Officer: