

Balonne Shire Council

118 Victoria Street,
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ST GEORGE QLD 4487
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Website: www.balonne.qld.gov.au



Balonne Shire Council Facility Booking Form

Room hire charges include the use of existing crockery and cutlery, glassware, chairs and tables. All damages or breakages to any aspect of the buildings and surrounds, furniture or equipment, shall be paid for at full replacement cost.

Booking No: _____ Doc ID: _____

Applicant Details:

Title Mr Mrs Ms Miss Other (specify) _____

Contact Name:			
Company / Association:			
Postal Address:			
Locality / Suburb:	State:	Postcode:	
Contact Phone:	Contact Fax:		
Contact Mobile:			
Email Address:			

Booking Details:

Event / Function Name:

This booking is set for a period of time

Date/s of Function:

Time In:

Time Out:

No of People Attending:

Facility Required:

Facility Location:

Do you Required Councils Public Liability: Yes No

(Please tick all boxes that apply)

Entire Facility Part Facility (Please Indicate Required Rooms)

Security Deposits (Please tick type of function being requested):

- Not For Profit Organisation (No Alcohol) - \$300 Private Hire (No Alcohol) - \$500
 Not For Profit Organisation (With Alcohol) - \$500 Private Hire (With Alcohol) - \$1000

Signature:

Date:

Applicant Name:

Important: Liquor Permits & Licensing information on next page

Liquor Permits & Licensing:

Any liquor sold on Council property will require a Liquor License Permit which can be downloaded from the provided website

<https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications/types>

If alcohol is being **consumed but not sold**, a Party Safe Application will need to be completed online and the Officer in Charge at the Local Police Station is required to confirm the application has been submitted.

<https://www.police.qld.gov.au/apps/reports/partySafe/>

Permit to sell alcohol (Liquor License)

Form of Endorsement – to consume alcohol on Council premises.

Officers Name: _____ Signature: _____

CONDITIONS OF HIRING BALONNE SHIRE COUNCIL FACILITIES

1. The keys to the premises shall be collected prior to the required function and returned at the conclusion of the function, during normal working hours. It is the responsibility of the Hirer to secure all doors and entrances, and switch off lighting and power (where applicable). Duplication of keys is prohibited without the express approval of the Director of Infrastructure Services or Authorised Officer. Keys not returned will be charged for at the cost of replacement. Where it is necessary for security purposes to change locks as a result of the non-return of keys, the cost of same will be charged to the hirer.
2. It is the responsibility of the **Hirer to clean the premises during and after the function** to the satisfaction of the Authorised Officer. Council employees **are not** to be employed to clean the Premises outside of normal working hours.
3. Under normal circumstances the premises shall be cleaned and the keys returned on the first normal working day after the function unless prior arrangements have been made with the Director of Infrastructure Services or other Authorised Officer as the case may be. Where the premises are to be hired by another person or organisation on the following day, cleaning must be carried out immediately following the function unless alternative arrangements have been made with the Director of Infrastructure Services or Authorised Officer. The hirers will be advised where such bookings occur on consecutive days.
4. The Hirer of the premises is responsible for any damage whatsoever that is caused to the premises and other facilities during the period of hire.
5. Licensed Functions in any Council facility require supervision or security. This is hirer's responsibility to organise and cover costs associated with such supervision or security.
6. No furniture, fixtures or equipment shall be removed outside the premises proper unless prior approval is obtained from the Director of Infrastructure Services or other Authorised Officer as the case may be.
7. All furniture and equipment in the premises must be returned to its correct position prior to the keys being returned.
8. Any organisation hiring the premises is required to submit the name of a responsible person who can liaise with and be contacted by Council, should any circumstances arise where it is necessary to communicate with the Hirer.
9. Decorations **ARE NOT** to be affixed to the walls, ceilings or light fittings in the premises, without prior permission from the Director of Infrastructure Services or other Authorised Officers.
10. All refuse accumulated during functions at the premises must be placed in rubbish bins provided by Council for that purpose.
11. Public Liability Insurance:-
 - a) It is **compulsory** for all hirers of Council facilities to carry insurance against Public Liability for each principal function. Rehearsals, practices or preliminary use of facilities are excluded from this requirement. However, in these cases, the Hirer of the facility is required to complete a form of **INDEMNITY** in favour of **COUNCIL** against any claims for damages, injury or loss which may occur as a result of their use of the facility. (Refer to "Application for Rental" form)
 - b) **Proof of sufficient Public Liability Insurance cover (MINIMUM \$10,000,000) must be provided.** Where the hirer has not provided proof of their own insurance cover and qualifies to use Council's Casual Hires policy, a premium fee of **\$31.50** per day shall be paid to Council.
12. 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:-
 - a) All exits shall be kept clear of furniture, equipment and any other obstructions at all times;
 - b) All exit signs shall remain clearly visible at all times;
 - c) 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.

The Director of Infrastructure Services or an 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 the cost of electricity consumed during the period of hire.
14. The Hirer shall be responsible for all costs associated with any call out in relation to:

(a) Water Supply	(b) Electricity Supply	(c) Sewerage Supply.
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15. All bookings **MUST** be registered online through the Queensland Police Party Safe Program. Balonne Shire Council requires confirmation by the Queensland Police Service that the event has been registered online. Confirmation can be issued by the Officer in Charge at the Local Police Station. This condition **ONLY** applies to bookings where liquor is being consumed.
16. All functions held at any Council Facility **MUST** shut down by 12 midnight, unless prior arrangements have been made 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.
17. By signing this application form you acknowledge that Balonne Shire Council have granted the Queensland Police Service permission to enter the premise and close down any function being held at a Council owned facility.
18. **A Security Deposit (amounts located on first page) is required to be paid to Council prior to ALL functions, and provided Items 1 to 15 are complied with the security deposit will then be refunded in full.**

Indemnity:

I / we agree to the foregoing conditions of hire inclusive and certify that the information provided is true and correct to the best of my knowledge and hereby indemnify Balonne Shire Council against any claim whatsoever arising from my / our use of the facilities outlined above.

Applicants name: _____

Signature: _____

Date: _____

