



Facility Booking Form

Minimum 7 business days' notice required for all bookings.

Bookings are subject to availability, police notifications and/or liquor licensing requirements.

Bookings are not final until all required documentation has been received and all associated fees have been paid.

Hirer Details:

Contact Name:		
Name of Organisation / Government Dept / Not-for-profit, Charity, Community Group: <i>(if applicable)</i>		
Postal Address:		
Suburb:	State:	Postcode:
Phone:	Email:	

Facility Required: _____

Booking Details:

Purpose of Hire:
Name of Event:
Approx. No. of People Attending:

Section A – Complete for one-off bookings	
Start Date:	End Date:
Entry Time: <i>(Including Set-Up as access will <u>not</u> be given before this time)</i>	Exit Time: <i>(Including Clean-Up as access will <u>not</u> be given after this time)</i>

Section B – Complete for multiple bookings	
Start Date/s:	End Date/s:
Entry Time/s: <i>(Including Set-Up as access will <u>not</u> be given before this time)</i>	Exit Time/s: <i>(Including Clean-Up as access will <u>not</u> be given after this time)</i>

Hire Fees:

<ul style="list-style-type: none"> Refer to Councils Fees & Charges for full costings, available on our website. You will be required to pay all associated fees 7 days prior to the event. If you have not paid prior to the event, Council reserves the right to cancel the booking.
Name of Payer: _____ Contact Number: _____

Security Deposit: *(Please indicate for relevant function)*

☐ Not-for-Profit - \$550

☐ Organisation / Government / Private - \$1500

- A 'Creditor' form must be submitted with all bookings.
- Valid Not-For-Profit or Charity status will be checked against ACNC website if claiming reduced fees.
- Security Deposit will be refunded once keys are returned, and inspection of the premises has passed.
- Refund payments are processed twice a month.

Catering: *(Complete the following if you are arranging for catering to be delivered to your function)*

Catering Company Name:

Contact Name:

Contact Phone:

Delivery Day/Time:

Rubbish Removal: *(Complete the following if your function requires a rubbish removal service. A Waste Management Plan may be required for large events. All other rubbish to be removed by the hirer)*

How many 240L bins required:

Consumption of Liquor: *(Complete this section if liquor is being consumed on Council property, but not sold)*

- a Party Safe or Event Application must be completed online, Contact Policelink - 131 444
- Visit: <https://forms.police.qld.gov.au/launch/eventpartysafe> to submit your application

Provide your QLD Police Reference Number _____

Sale of Liquor: *(Complete this section if liquor is being sold on Council property - this includes charging an admission fee to cover costs)*

1) a Party Safe or Event Application must be completed online, Contact Policelink - 131 444

Visit: <https://forms.police.qld.gov.au/launch/eventpartysafe> to submit your application

Provide your QLD Police Reference Number _____

2) a Liquor License Permit must be completed online. Contact Office of Liquor and Gaming Regulation - 13 74 68

Visit: www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/

Name of company/person servicing alcohol at the event: _____

Permit: _____

Health Directives:

Please ensure you are complying with current directives, social distancing, or facility capacity recommendations.

CONDITIONS OF HIRING BALONNE SHIRE COUNCIL FACILITIES

1. **KEY COLLECTION:** Keys shall be collected from Council's Administration Office (St George) or from Town Supervisors/Depots either the day of the booking during office hours 8.45am - 5pm or for bookings outside office hours, the business day prior to the booking.
2. **EXIT TIME:** All functions **MUST** be shut down by midnight unless prior arrangements have been made as part of the hire agreement and approved by Councils 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.
3. **RUBBISH:** Any waste that results from the hire of the facility must be removed by you or disposed of in the 240L wheelie bins hired from Council.
4. **CLEANING:** It is the responsibility of the Hirer to clean the premises **during and immediately after the event and within the entry and exit time/s specified on the Facility Booking Form** to the satisfaction of Council's Authorised Officer. If the premises is not cleaned before the exit time specified on the Facility Booking Form, a Cleaning Fee per hour will be charged unless arrangements had been made with Councils Authorised Officer prior.
5. **KEY RETURN:** Keys must be returned to Council's Administration Office (St George) or Town Supervisors/Depots either the day of the booking during office hours of 8.45am - 5pm or by 9am next business day unless arrangements have been made with Councils Authorised Officer prior.

The returning of **late keys will incur a fee** that will be deducted from the security deposit. Where security has been compromised, the cost of changing locks and keys etc. will be charged to the Hirer.
6. **EVENT SECURITY:** Licenced functions in any Council facility require supervision or security. This is the Hirer's responsibility to arrange and cover costs associated with such supervision or security.
7. **COUNCIL PROPERTY:** 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.

All furniture and equipment in the premises must be returned to its original position prior to the keys being returned.
8. **DAMAGES:** 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 and approved by Councils Authorised Officer.

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.
9. **FIRE SAFETY:** 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.
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.
10. 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
11. 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.
12. **A Security Deposit is required to be paid to Council prior to ALL functions.**

Declaration

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

Hirer Name: _____ Signature: _____ Date: _____