

Application for Facility Hire

Folder _____ Workflow _____ Hall Bookings _____ Doc ID _____

All sections of this form must be completed entirely and signed.

Key fob required for accessing facilities – this must be collected between business hours prior to hire.

COMPANY / ORGANISATION DETAILS

Company / organisation	ABN	Are you a not-for-profit group? <input type="checkbox"/> Yes <input type="checkbox"/> No
Two (2) positions must be completed President / CEO name	Secretary / Manager name	Treasurer / Authoriser name
President / CEO contact number	Secretary / Manager contact number	Treasurer / Authoriser contact number

APPLICANT DETAILS *(must be over the age of 18 years)*

Do you hold a position listed above <input type="checkbox"/> Yes <input type="checkbox"/> No	First name	Surname	Contact number
Address	Town	State	Postcode
Postal address (if different from above)	Town	State	Postcode
Email address (Council will email correspondence where applicable)			

INSURANCE

Are you a commercial organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an incorporated not-for-profit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be high risk sports or activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you hire the facility for more than 12 days per year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered NO to all of the above questions, you are covered under Council's Casual Hire Insurance. If you answered YES to any above question above questions, \$20million Public Liability Insurance is required and copy of your policy must be supplied as part of your booking.	
Is the Public Liability Insurance Certificate attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EVENT DETAILS

Purpose of hire / Event name		
Frequency of Hire <input type="checkbox"/> One off hire <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date of hire/s	
Note: Hours of hire are from 7.00am to midnight. Any request for usage outside these hours will require Council approval.		
Start time of hire	Finish time of hire	Number of people attending
Note: One (1) free day either side of a <u>full</u> day hire is included in fees (if requested). This does not apply to any not-for-profit bookings.		
Is additional date and time required for set up and cleanup? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and time of set up	Date and time of cleanup

VENUE DETAILS					
COMMUNITY HALLS	Entire Facility	Main Hall	Kitchen	Supper Room	Other Room options
Biggenden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eidsvold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Front Meeting Room: 1 <input type="checkbox"/> Front Meeting Room: 2 <input type="checkbox"/> Norwegian Room
Gayndah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Function Room
Mount Perry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not available	<input type="checkbox"/> Meeting Room <input type="checkbox"/> Boardroom
Mundubbera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SPORTING COMPLEX	Fields	Toilets/ change rooms	Rec Centre only	Other options	
Biggenden	<input type="checkbox"/>	<input type="checkbox"/>	Not available	<input type="checkbox"/> Bar area	
Eidsvold	<input type="checkbox"/>	<input type="checkbox"/>	Not available	<input type="checkbox"/> Bar area <input type="checkbox"/> Multi-purpose courts	
Gayndah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Netball Courts	
Monto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Netball Courts	
Mount Perry	X	Multi-Purpose Courts and Gym - <i>contact the Mount Perry Sport and Recreation Club.</i>			
Mundubbera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Multi-purpose courts	
Do you require lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No Note: Additional fees are required for lighting use.				
OTHER VENUES					
Eidsvold	<input type="checkbox"/>	Showgrounds - Sports Shed			
	<input type="checkbox"/>	Showgrounds - Toilet and Shower block			
	X	Showgrounds buildings / grassed areas - <i>contact the Eidsvold Sports Development Group.</i>			
Monto	<input type="checkbox"/>	Cania Dam Recreation Precinct Catering Facility			
Mount Perry	<input type="checkbox"/>	Wolca Reserve – Entire Facility			
FOOD AND ALCOHOL INFORMATION					
FOOD					
Will there be food prepared or served at the event?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Food Event Notification is not required for prepackaged food, tea, coffee etc.	
Are you preparing your own food?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Food Event Notification form is required Community Organisation: Food Event Notification (office.com)	
Are you engaging a catering service?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Caterers Name If yes, Food Licence Number	
Note: For more information, contact Council's Environmental Team on 1300 696 272.					
ALCOHOL					
Will alcohol be consumed?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, bond is required, refer to Council Fees and Charges.	
Note: If alcohol is being sold, contact the Office of Liquor and Gaming Regulation Liquor and wine licences and permits Business Queensland or 1300 072 322 for relevant advice specific to your event.					

ADDITIONAL REQUIREMENTS

COMMUNITY HALL RUBBISH BINS

Biggenden:	2 bins	Gayndah:	5 bins	Mount Perry:	2 bins
Eidsvold:	4 bins	Monto:	8 bins	Mundubbera:	6 bins

NFP Groups:

Are you seeking In Kind support for event bins? ☐ Yes ☐ No If yes, [North Burnett Regional Council - Community Grants Program](#)

Individuals/organisations:

Are additional bins required? ☐ Yes ☐ No If yes, [Garbage Collection Form \(office.com\)](#) Fees apply

If yes, fees apply, contact Council's Environmental Tea.

Note: 15 business days notice is required for bin requests.

ROAD CLOSURES

Are road closures required? ☐ Yes ☐ No If yes, contact Council's Civil Works Team.

DECLARATION

I hereby make application to hire Council's facilities as per this application. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand and abide to the terms and conditions.

Name

Signature

Date

Click or tap to enter a date.

LODGEMENT OF YOUR APPLICATION

MAIL Chief Executive Officer, North Burnett Regional Council, PO Box 390, Gayndah QLD 4625

EMAIL admin@northburnett.qld.gov.au

TELEPHONE 1300 MY NBRC (1300 696 272)

IN PERSON Visit your local library and customer service centre

OFFICE USE ONLY

Information received from

Date and time

NBRC Receiving Officer

NBRC contact officer

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