

# Application for Facility Hire

Folder \_\_\_\_\_ Workflow Hall Bookings Doc ID \_\_\_\_\_

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

Key / fobs 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 <b>NO</b> to all of the above questions, you are covered under Council's Casual Hire Insurance. If you answered <b>YES</b> 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 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	Recreation 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		<i>Food Event Notification is not required for prepackaged food, tea, coffee etc.</i>		
Are you preparing your own food?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes, Food Event Notification form is required</i> <a href="http://community.org.au/northburnett.qld.gov.au/online-forms/">Community Organisation: Food Event Notification (office.com) northburnett.qld.gov.au/online-forms/</a> (Environment)		
Are you engaging a catering service?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes, Caterers Name</i> <i>If yes, Food Licence Number</i>		
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		<i>If yes, bond is required, refer to Council Fees and Charges.</i>		
Note: If alcohol is being sold, contact the Office of Liquor and Gaming Regulation <a href="http://business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/licences-permits/">Liquor and wine licences and permits   Business Queensland</a> (business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/licences-permits) or 1300 072 322 for relevant advice specific to your event.						

## ADDITIONAL REQUIREMENTS

### BINS

Biggenden: 2 bins  
Eidsvold: 4 bins

Gayndah: 5 bins  
Monto: 8 bins

Mount Perry: 2 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](http://northburnett.qld.gov.au/community-grants-program/)  
[northburnett.qld.gov.au/community-grants-program/](http://northburnett.qld.gov.au/community-grants-program/)

Individuals/organisations:  
Are additional bins required?

Yes  No

If yes, [Garbage Collection Form \(office.com\)](http://northburnett.qld.gov.au/online-forms/) (Temporary Service)  
[northburnett.qld.gov.au/online-forms/](http://northburnett.qld.gov.au/online-forms/) (Environment)  
Fees apply, contact Council's Environmental Team.

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

In signing below, I hereby,

1. make application to hire Council's facilities as per this application.
2. I declare that all information provided in this form is true and correct to the best of my knowledge.
3. I have read, understood and will abide by the terms and conditions.
4. agree to indemnify, keep indemnified, and to keep harmless the Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses, damages whatsoever which may be brought, or made, or claimed against them, arising out of, or in relation to the hiring engagement.

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](mailto: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

### Information Privacy Act 2009 collection notice

NBRC is collecting the information on this form for the purposes of processing your application. NBRC may share some or all of this information with other government authorities and third parties involved in the processing of this Application. Your personal details will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

## FACILITY HIRE – TERMS AND CONDITIONS

The hirer is responsible for the conduct and safety of all persons attending the event. The hirer must ensure compliance with all laws and regulations and Council's terms and conditions to minimise the likelihood of accident, loss, damage or injury being sustained to any person as a result of the hire.

### BOOKINGS

1. **Application:** The hirer must complete and sign an *Application for Facility Hire* form. If the proposed hirer is an organisation or club, the application must include the personal details of the President, Treasurer and/or Secretary of the Club or Organisation.
2. **Tentative Bookings:** Tentative bookings will be accepted. If the venue receives an enquiry for a date that is tentatively booked, the contact person will be notified and given first preference to confirm their reservation. If no signed form is received with 48 hours, the tentative booking will be forfeited.
3. **Regular bookings:** Regular bookings can be made for a period of up to 12 months (within the same financial year). Regular bookings may be required to be cancelled/rescheduled in preference of major events, disaster events or funeral services, giving users the maximum amount of notice possible. Council does not accept permanent bookings.
4. **Cancellations:** Cancellation of a booking must be made with at least 24 hours notice prior to the date of the function. Cancellations with insufficient notice will result in full hire fees (no refund applicable).
5. **Exclusive Use:** Hirers may not have 'exclusive use' of the facility for their function (unless the entire facility is booked). Other bookings may be taken throughout the facility for other rooms available.
6. **Closing Time:** All functions must conclude, and the premises vacated prior to midnight. Every consideration must be given to the residents who live nearby in regard to minimising noise.
7. **Transfer of Hire Rights:** The hirer that is granted permission to use the hall shall not assign the right of use to any other person, organisation or body.
8. **Use of rooms not booked:** The hirer must only use the rooms nominated. If the hirer uses any other room not stated on the Facility Hire Form:
  - a. Council will provide a written warning to the hirer for each offence.
  - b. Will seek payment, in full for the rooms used; or
  - c. Continuous breaches may result in Council taking further action.
9. **Keys/Fobs:** Keys/Fobs can be collected from Council's Customer Service & Library Centre's during normal business hours, prior to the event. Keys/Fobs must be returned to the Customer Service & Library Centre immediately following the event or on the next business day.

### FEES AND CHARGES

10. **Fees and Charges:** Applicable fees and charges as set by Council, are to be paid in full, in advance of any booking (unless a debtor invoice arrangement has been pre-authorized).
11. **Not-For-Profit Fees and Charges:** Not-For-Profit (NFP) fees and charges will be offered to registered NFP groups [Check a charity or association | Your rights, crime and the law | Queensland Government \(www.qld.gov.au\)](http://www.qld.gov.au) ([www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association](http://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association))
12. **Changes to Fees and Charges:** Hire charges are set annually for the following financial year normally commencing on 1st July. Fee increases will apply to bookings already confirmed.
13. **Bond & Additional Charges:** A refundable bond (in addition to facility hire fees) will be required for events where alcohol is consumed. If there is no breach of the conditions the bond will be returned.

### GENERAL CONDITIONS

14. **Incident or Emergency:** Council must be immediately notified of any incident/emergency via 1300 696 272, followed by completion of an incident report (if requested by Council).
15. **Smoking:** Smoking is not permitted in any Council building, or within five (5) meters of entrances.
16. **Open Flames:** The use of open flames including but not limited to candles and lanterns is prohibited. BBQ's must not be operated indoors.
17. **Children:** All minors (under 12 years) attending the facility must be supervised by a hirer/parent(s)/guardian(s).
18. **Animals:** Except for assistance animals, animals and/or wildlife are not permitted in Council facilities without approval.
19. **Overnight Camping:** Hirers are not permitted to sleep in the venue overnight.
20. **Building Security:** The hirer is responsible for opening and locking of the facility upon commencement and completion of their event.
21. **Temporary Fixtures and Decorations:** It is the hirer's responsibility to ensure that no walls, floors or any parts of the venue are damaged, pierced by nails or screws, or other method nor any writing, printing, painting or other decoration be made on the walls. Adhesive tape and Blu Tac are not an acceptable method of attachment, painters tape is preferred.
22. **Noise:** Amplified music and general noise levels must be kept at a reasonable level which will not disturb people living near the venue.
23. **Vehicles:** Vehicles are not to be driven on the sporting fields or grassed areas surrounding a Facility without prior approval from Council.

## EQUIPMENT

24. **Facility Setup / Cleanup:** It is the responsibility of the hirer to setup and cleanup for their event.
25. **Table and Chairs:** Tables and chairs are included in hire fees. At the completion of the function tables and chairs are to be returned to their original position. All tables are to be folded flat and stacked onto table trolleys. **Equipment must not be dragged across the polished wooden floors (refer to damages clause).**
26. **Piano/s:** The piano/s must not be moved without Council approval. No food or liquid is permitted on the piano. The hirer will be responsible for any malicious damage to the piano caused through misuse. No piano shall be brought into the building without the permission of Council.
27. **Power Switches:** All lights, fans, air conditioners and equipment must be turned off at the end of the event.
28. **Electrical Obligations:** Electrical equipment owned by the Hirer or introduced into the venue for a function must be in good working order, compliant with Australian safety regulations and must be tested and tagged by a qualified person.
29. **Additional Equipment:** Furniture or equipment required other than that already provided, must be supplied by the Hirer at the Hirer's expense and shall be the liability of the Hirer.

## INSURANCE

30. **Casual Hirer's Insurance:** The North Burnett Regional Council maintains a broad form Liability Insurance Policy providing coverage for 'Casual Hirers'. The cover is available to persons who are non-commercial, not incorporated, and irregular users of Council's facilities (up to 12 bookings per financial year).
31. **Insurance:** All hirers who are not 'Casual Hirers' must provide a Certificate of Currency indicating Public Liability and Indemnity Cover of no less than \$20 million per claim. This certificate must accompany the hire form.

## CLEANING & DAMAGES

32. **Cleaning & Cleanliness of Rooms:** The facility shall be left in a clean and orderly state at the end of the hire period and in accordance with the following cleaning requirements:
  - a. Sweeping of all hard floors.
  - b. Mopping with warm water where necessary (spills etc).
  - c. Wipe down all benches and tables.
  - d. Dispose of any rubbish into outside bins before leaving. Rubbish is not to be dumped on the ground near bins.
  - e. Ensure the outside area around the facility is free of litter.
  - f. Ensure glassware, crockery and other equipment provided is thoroughly cleaned and dried before storing.
33. **Kitchen & Bar:** The hirer is responsible for the condition and cleanliness of these areas at the conclusion of the event and should ensure the following items have been attended to:
  - a. Sweeping of all hard floors and mopping with warm water is required.
  - b. All electrical appliances have been turned off.
  - c. All refrigerators are empty and have been cleaned.
  - d. All food preparation benches are clean and free from food waste and spillage.
  - e. All crumbs shall be removed from appliances.
34. **Cleaning Supplies:** The hirer will need to supply their own tea towels and cleaning consumables i.e. dishwashing liquid.
35. **Additional Cleaning:** Where the above cleaning requirements are not met or excessive cleaning is required, an additional cleaning charge will apply.
36. **Damages:** The hirer shall accept full financial responsibility for damages except for normal wear and tear.

## PERMITS AND REGULATIONS

37. **Health and Safety:** All hirers must comply with relevant Occupational Health and Safety guidelines.
38. **Acts and Regulations:** The hirer shall conform to all relevant Act's & Local Law's in place at the time of booking.
39. **Copyrighted Entertainment:** Copyright may be payable for performances, or other forms of entertainment and/or use of music (whether recorded or live). Any infringement for copyright will be at the hirer's expense. Contact Australian Copyright Council for further information.
40. **Gambling:** No game of chance (excluding a raffle), at which either directly or indirectly money is passed as a prize, shall take place in any part of the premises, with the exception that this clause shall not prevent the hirer from using the premises for games of Bingo or equivalent, providing relevant permits have been obtained. For further information please seek advice from [Competitions, raffles, bingo and other charitable games | Business Queensland](http://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/gaming/not-profit-charitable/competitions-raffles-bingo) ([www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/gaming/not-profit-charitable/competitions-raffles-bingo](http://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/gaming/not-profit-charitable/competitions-raffles-bingo))
41. **Liquor Licencing:** The sale or supply of liquor on the premises will be in accordance with relevant liquor licence granted. The hirer is responsible for their event. If alcohol is to be sold, Council will require a copy of the approved liquor licence (or exemption) prior to the function and a copy must be displayed at the bar during the function. For further information please seek advice from [Community liquor permit - QLD - Australian Business Licence and Information Service](http://ablis.business.gov.au/service/queensland/community-liquor-permit/35388) ([ablis.business.gov.au/service/queensland/community-liquor-permit/35388](http://ablis.business.gov.au/service/queensland/community-liquor-permit/35388))

42. **Liquor Provision:** No alcohol is to be consumed outside the facility. The supply to and or consumption of alcohol by minors or intoxicated persons at the facility is not permitted. Persons serving alcohol must hold a current "Responsible Serving of Alcohol (RSA) Certificate".
43. **Catering:** All hirers must comply with requirements of the Food Act 2006.

## **FIRE & EVACUATION**

44. **Evacuations:** Emergency evacuation diagrams are located throughout the facility
45. **Emergency Exits:** The hirer shall ensure all signed exits are always clear and useable. The exits must remain unlocked throughout the hire period. Exit lights shall be kept on at all times.
46. **Fire Safety:** It is the responsibility of the hirer to ensure:
  - a. That all attendees are aware of the locations of emergency exits.
  - b. Ensures all rooms (including toilets) are checked for people in the event of an emergency (after assessing the risk from smoke or fire).
  - c. That 000 is immediately called in the event of an emergency.
  - d. Council is immediately notified of the incident/emergency via 1300 696 272, followed by completion of an incident report (if requested by Council).
  - e. Council is immediately notified if any fire extinguishers are used. If it is found that the extinguishers have been inappropriately used, the hirer will be responsible for the cost of recharging the fire extinguisher(s) and any damage caused by its use. Necessary use will not be charged.

## **AUTHORISATION & DISPUTES**

47. **Council Delegate:** Wherever appearing in these conditions 'Chief Executive Officer or Council' shall be deemed to include any other officer acting with the authority of the Chief Executive Officer expressly or implied.
48. **Right of Refusal:** The Chief Executive Officer (or their delegate) can refuse hire and refund fees paid. The hirer agrees in such case to accept same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.
49. **Agreement:** The North Burnett Regional Council will take all reasonable steps to ensure the conditions required by the client are met, however, the North Burnett Regional Council cannot be held responsible if unable to carry out the terms due to circumstances beyond our control, including, but not limited to, power disturbances, industrial disputes, fire, flood, vandalism, or any act that prevents or inhibits the normal operation of the facility.
50. **Termination:** If the hirer commits or allows any breach or default in any of these conditions, Council may terminate the permission to use the premises and the hirer shall immediately vacate the premises.
51. **Disputes:** In the event of any dispute or difference arising as to the interpretation of these conditions, the decision of the Chief Executive Officer shall be final and conclusive.
52. **Indemnity:** The hirer agrees to indemnify, keep indemnified, and to keep harmless the Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses, damages whatsoever which may be brought, or made, or claimed against them, arising out of, or in relation to the hiring engagement. The Indemnity Clause on the Application for North Burnett Regional Council Facility Hire Form must be signed by the hirer.