

Blackall-Tambo Regional Council 6 Coronation Drive PO Box 21 BLACKALL QLD 4472 Phone: (07) 4621 6600

Fax: (07) 4657 8855 Email: admin@btrc.qld.gov.au website: www.btrc.qld.gov.au

HIRE OF THE MAYNE PAVILLION AND GROUNDS

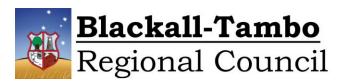
Date Council Notified of Function/E	vent:	
Annlicant:		_
Address:		_
Phone Number:	Fax No:	_
Signature:		_
Type of function:	Time required:	_
Date Required From:	To:	
Will there be alcohol for sale:If yes, has a License been obtained.	YES NO ined: YES NO	
2. Has Public Liability Cover for the E		ınd
submit Council's 'Applicati	on to Consume Liquor on Council Controlled Land or Road'.	
<u>Faci</u>	lities Required: Please Tick	
Rodeo/Camp draft Grounds	Bar	
Toilets	Kitchen	
Showers	Bins (number)	

Payable Bond and Fees

	Cost	Number of days of hire required	Total
Bond	\$		\$
Hire Charge (Per Day) *Includes Light Usage*	\$ \$	Non Local Charge Local Charge	\$
		Total Amount Payable (Bond+Total Hire Charge)	\$

Bonds

The requirement to pay a bond by persons/organisations who wish to hire Council facilities is at the discretion of the CEO. As a general principle where alcohol is being sold or consumed bond will be required.



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Hire of Mayne Pavilion and Grounds Agreement

l	(the Hirer) It is agreed by and between the parties that
Council will hire the Facility to the Hirer of	on the Following terms and conditions.
The facility being hired:	
Activity being conducted:	
Period of hiring	
Facility Hire Fee in total:	

The Hirer agrees to pay to Council the Hire Fee (thirty) 30 days from the receipt of an invoice unless agreed by the parties otherwise.

- All casual hirers are to pay the hire fee at the Council Office prior to entering the nominated room, unless an invoice has been requested.
- Keys can be obtained from the Council Office.

Equipment

- Council warrants that the equipment is of merchantable quality and fit for the purpose for which it was designed.
- The equipment remains the property of Council at all times.
- All electrical equipment brought in for use at this facility must be in good condition and must have a
 current electrical test tag (AS 3760). Power outlets are 10amp or 15amp and appliances/combination of
 appliances must not exceed the rating of the outlet. (DO NOT USE 10 amp plugs in 15 amp outlets or
 force 10amp plugs into 10 amp outlets).

Terms and Conditions of Use

- The hirer is aware that the building and grounds are inspected by Council prior to the pick-up of the keys
- If the hirer has any issues regarding the venue, please contact Council immediately.
- If any loss or damage of property occurs, it is at the hirer's expense to return the facility back to its original state.
- If tradesperson is called to fix an issue with Council venue without Council authorisation, the cost will be borne by the Hirer.
- Bonds are to be paid by <u>all</u> committees. This bond will be refunded once the facility has been checked
 off by Council as clean and damage free.
- The Hirer <u>must</u> ensure that the Facility is used only for the purpose set out on page 1
- The Hirer <u>must</u> refill toilet paper, hand towels and bin liners prior to handing this venue back to Council.
- All venues to be vacated and cleaned by 12.00pm the next day unless prior arrangements have been made. A fee will incur if keys are in the Hirers possession for longer than one week post function.
- The club/committee must have current Public Liability Insurance for the running of the event.



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Council agrees that the hired premises are in a clean condition before hiring. (As per check list) **Council Officer:** Date: Sign: Council agrees the premises are in a clean and tidy condition when returned. (As per check list) Council Officer: Date: Sign: **OFFICE USE ONLY** Fees Paid (please tick): Date Paid: Receipt #: Copy sent to Cleaner Date: __ (please tick): Date: _____ **Copy sent to Gardener Foreman** (please tick): If Applicable: CEO Approval: _____ Date: (Should the hirer/s request for fees to be waived or any other special request/s or requirement/s approval from the CEO is required before authorization can be given). (PROVIDE A COPY OF THIS FORM TO CREDITORS FOR PROCESSING OF BOND CHEQUE **RETURN PAYMENTS**)



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Check list for Mayne Pavillion

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	Before Use	After Use
Toilets clean and Functioning		
Basins clean and functioning		
Urinal clean and functioning		
Floors clean		
Walls/door handles/mirrors clean		
Bins clean, empty and liners replaced		
Toilet paper, hand soap and hand towel refilled		

Showers

	Before Use	After Use
Showers Clean and Functioning		
Gas bottles checked		

Bar

	Before Use	After Use
Benches Clean		
Floor Clean		
Coolroom clean (including glass doors)		
Sink clean		
Cupboards Clean and empty (except for Glasses etc)		
Deep Freeze Clean		
Bins clean, empty and liners replaced		

Undercover area and grass areas

	Before Use	After Use
All rubbish removed (inc cigarette butts)		
All infrastructure functioning correctly		
Cement clean		

Wheelie Bins

	Before Use	After Use
All rubbish removed		
Bins Clean and undamaged		
Number of bins present		



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Kitchen

	Before Use	After Use
Benches Clean		
Floor Clean		
Fridges Clean and Functioning		
Cupboards clean and empty (except for Crockery etc)		
Sink clean		
Bins clean, empty and liners replaced		
Gas Bottles Checked		

Do you required extra toilet paper and hand towel: If yes how many extra:	Yes	NO	
Keys Issued to hirer:			

Two weeks before event

- Hirer to advise of booking (bookings can be made earlier)
- Council Officer to inform relevant staff of date and function

Week before event

- Council to Clean Complex if required
- Council Officer and Hirer to visit Complex to inspect
- Council Officer to advise Hirer of Cleaning Process (cleaning products and tools in the Store room)
 - Sign agreement form that Complex is clean and tidy ready for event
 - Sign key out to hirer

First working day post event

- Council Rep and Hirer to visit complex to inspect
- Sign agreement form that Complex is clean and tidy ready for return
 - Sign keys back in from hirer
- All venues to be vacated and cleaned by 12.00pm the next day unless prior arrangements have been made. A fee will incur if keys are in the Hirers possession for longer than one week post function