



## HIRE OF HALLS

**Blackall Cultural Centre**

**Blackall Memorial Hall**

Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Fax no: \_\_\_\_\_

Function: \_\_\_\_\_

Date/s Required: \_\_\_\_\_

Times (if applicable) From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

**Questions (Please Circle):**

- Is this the first time you have hired the Venue? (Yes / No)
- Will there be alcohol for sale & consumed? (Yes / No)
- Will an Admittance Fee be charged? (Yes / No)
- Chair / Table Hire? (No extra charge) (Yes / No)

Special Requirements (e.g. Table Linen Hire):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Facilities required (Please Tick):**

- Cultural Centre:**
- Whole Facility
  - Auditorium
  - Supper Room
  - Kitchen
  - Bar
  - Foyer
  - Gallery Room

***If this function is planned to have alcohol on the premises, then please ensure as the Hirer you complete and submit Council's 'Application to Consume Liquor in a Public Place'.***

### AGREEMENT OF HIRE

- 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 tradesperson is called to fix an issue with Council venue without Council authorisation, the cost will be borne by the Hirer.
- If any loss or damage of property occurs, it is at the hirer's expense to return the facility back to its original state.
- The Hirer must ensure that the Facility is used only for the purpose set out on this page
- 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).
- 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 a week post function.
- I/We agree that all fees will be paid in full prior to the use of the venue.

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## **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 a bond will be required.*

<b>FEES PAYABLE</b> <i>(Fees are to be paid in full prior to the use of the Venue)</i>	
<b>HIRE FEE</b>	\$
<b>BOND</b>	\$
<b>TOTAL PAYABLE</b>	\$

### **OFFICE USE ONLY**

**Fees Paid (please tick):**  **Date Paid:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

**Copy sent to Cleaner (please tick):**  **Date:** \_\_\_\_\_

**Copy sent to Gardener Foreman (please tick):**  **Date:** \_\_\_\_\_

**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).*



## Check list for Hall

### **Toilets**

	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 and empty		
Toilet paper, hand soap and hand towel refilled		

### **Bar & Supper Room**

	Before Use	After Use
Benches Clean		
Floor Clean		
Coldroom clean (including glass doors)		
Sink clean		
Cupboards Clean and empty (except for Glasses etc)		
All tables returned to storage (Small bar tables stored in bar)		
Bins clean, emptied and bin liner 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		



## **Kitchen**

	Before Use	After Use
Benches Clean		
Floor Clean		
Fridges Clean and Functioning		
Cupboards clean and empty (except for Crockery etc)		
Kitchen utensils checked and stored in labeled cupboards		
Sink clean		
Bins clean and empty		
Gas Bottles Checked		

*ALL equipment including tables & chairs are to be cleaned and returned to storage areas.*

### **Two weeks before event**

- Hirer to advise of booking (bookings can be made earlier)
- Council Officer to ensure Work Programs (QCS) forms are completed and submitted to CEO of date and work required from Works crew.

### **Week before event**

- Council to Clean Complex if needed
- 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

### **Office Use Only**

Approved by Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Complex Visited: \_\_\_\_\_ Date: \_\_\_\_\_  
 Copy to Bond Refund: Yes No Date: \_\_\_\_\_

**(PROVIDE A COPY OF THIS FORM TO CREDITORS FOR PROCESSING OF BOND CHEQUE RETURN PAYMENTS)**



## **Blackall Cultural Centre** ***Procedures for use***

**DO NOT** use stickers, tape or any other adhesive on any walls throughout the building.  
**DO NOT** hang or attach anything to the stage curtains  
**All damages, breakages, or defects must be reported to the Blackall office ASAP**

**Upon leaving the building you must turn off the air conditioning and the cold rooms as soon as the food/beverages have been removed.**

### **Keys:**

Collect and return keys to the Blackall-Tambo Council Office.  
Return keys ASAP after an event.  
All fees to be paid prior to release of keys.  
Keys will be signed for and that person then is responsible for the building.  
Lock all doors and windows at conclusion of an event.  
All lights to be turned off including toilets.  
Security lights will remain on.

### **Chairs:**

Stack 10 high only.  
Move only with the provided chair mover.  
**Do not drag chairs along the polished floors.**  
**Do not remove chairs from the building.**  
**Chairs are for inside use only. Do not take chairs outside or into the garden.**  
**If the vinyl chairs are dirty WIPE THEM.**

### **Tables:**

**Tables are for inside use only. Do not take tables outside or into garden.**  
**Do not drag along the polished floor.**  
**Do not sit on tables as this causes them to buckle.**  
All rectangle tables are to be cleaned and wiped after use and restacked into Supper room cupboards.  
All round tables are to be cleaned and wiped after use and restacked into the locked store room. You will need to contact council to unlock this room to stack the round tables back where they belong. **This is not Councils responsibility to put them back.**



### **Air conditioner:**

Reverse cycle air conditioner/heating is thematically controlled for 24 degrees Celsius.

Air conditioner is controlled by the panel on the wall in the foyer.

4 switches control the air flow to individual rooms.

Turning the appropriate switch to the on position to begin airflow.

Units are on a 3hr automatic timer.

To start the air conditioner again reset the switches by turning it off, then to the on position, this will give the hirer another 3 hours of air conditioning.

**Turn off controls during panel in the foyer at the conclusion of the event if you fail to do so you will be charged as they are expensive to run.**

### **Audio and Lighting Equipment**

Audio and lighting equipment are controlled from the bio box at the rear of the auditorium up the stairs.

Arrangements to be made with the manager if you require audio and lighting equipment.

Microphones are sensitive and should not be dropped or hit.

No smoking, eating or drinking in the bio-box.

Replace all covers after use.

Dimmer board is located on the stage. Do not use any more than two power points at any given time.

## **Blackall Cultural Centre Cleaning**

### **Kitchen**

Kitchen can be accessed from the rear door on the eastern side of the building.

#### **Sweep and mop floors after use.**

All rubbish and food scraps are to be deposited into the outside wheelie bins provided.

Air conditioner is controlled by the power point underneath the bench.

Extra power points located under benches.

Control exhaust vents over the stove are controlled by the switch beside the wall phone.

Stove and fridges are to be cleaned and all food and beverages removed.

Dishwasher drained and cleaned after use. Instruction manual is located on the island bench.

Bain-marie is to be emptied and cleaned after use.

All items accidentally taken must be returned to the Council office immediately after use.

Brooms and mops are kept in hallway cupboard.

Crockery and breakage to be reported to Council office.

Crockery and utensils are to be washed, wiped and stacked.

Stove and hotplate to be cleaned and turned off.



The Coldroom is to be cleaned, swept out and mopped with warm clear water (no detergent) and turned off at the switches at the entrance of the Coldroom.

Microwave oven is to be cleaned, turned off and unplugged at the wall.  
Switch all lights off.

Wipe under all the benches removing all the crumbs from under the counters.

#### **Bar:**

Deliveries are to be taken to the rear door.

Bar is unlicensed therefore hirers are responsible for the arrangement of a liquor licence.

Sweep and mop the bar floor ensuring all sticky substances are removed.

Mops and buckets are located in the cleaner's cupboard situated in the hallway.

Glasses to be cleaned and returned into appropriate package boxes.

#### **Dressing rooms:**

Close window and turn off lights.

Ensure all rubbish and items are removed and disposed of appropriately.

#### **Table cloths:**

Remove and shake table cloths free of crumbs and paper content.

Leave dry table cloths in a neat pile on the floor for the cleaner.

Laundry will be done by the cleaner and is included in the hire charge.

#### **Rubbish:**

All rubbish to be emptied into the outside wheelie bins.

Empty rubbish bins from all toilets into the outdoor wheelie bins.

Ensure bins are free from scraps once returned to their designated place.

#### **Timber floors:**

**All timber floors are to be swept, if a liquid spillage occurs please use clean warm water only.**

#### **Toilets:**

**It is your responsibility to clean up any secretions from the human body failure to do so will result in heavy bond deductions. In general, the toilet should be left in a tidy manor.**



## Specification list

**Chairs & Seating:** 500 Chairs  
45 Rectangle Tables  
22 Round Tables (seat 10 adults comfortably)

**Auditorium:** 18m long x 18m wide  
Seating for 478 people in theatre mode  
Timber floors

**Foyer:** 11.5m long x 6m wide  
Timber floors

**Gallery Room:** 9m long x 6m wide

**Supper Room:** 8m long x 6m wide and 11m long x 6m wide  
Seating for 101 people

**Kitchen:** 9m long x 5.5m wide  
Walk in Coldroom and loading dock

**Equipment:** Range cooker comprising of burner  
2 ovens  
4 hotplates  
1 BBQ  
3 Module curved glass Bain-marie  
1 Commercial Microwave  
3 Urns  
1 Pie oven  
1, 2 Bay Deep Fryer

**Bar:** 9m long x 3m wide  
Walk in Coldroom and loading dock

**Equipment:** Refrigeration insert  
Direct pull beer taps  
Glass washer and brush





### **Crockery- Utensils & Glassware:**

300 White dinner plates, bread and butter plates, dessert bowls,  
cups and saucers  
300 Knives, forks, dessert spoons, soup spoons, butter knives,  
Dessert knives, dessert forks and teaspoons.  
Plastic milk jugs  
Approx. 36 Salt and Pepper shakers  
Approx. 10 Sugar bowls  
Approx. 200 Beer Glasses  
Approx. 200 Champagne glasses  
Approx. 200 Wine Glasses  
Approx. 15 Beer Jugs  
Nonslip round serving trays  
Approx. 10 Stainless Steel Wine Coolers

**Toilets:** Male, Female, Disabled and Mothers Room

**Stage:** Overall area 24m x 6m  
Acting area 12m x 6m  
Apron 1m wide  
Proscenium 10m wide x 4m high  
Timber Floors  
Loading dock

**Dressing Rooms:** 5m x 3m  
2 rooms complete with shower, toilet and vanity basin  
Make-up bench and hanging space