



## HIRE OF BLACKALL YOUTH CENTRE

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

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

Contact Person: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date Required: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Date of Booking: \_\_\_\_\_

Is this the first time you have hired this venue? (Yes / No)

Will the function require food and/or drink? (Yes / No)

Is the hire in conjunction with another hire/show? (Yes / No)

Special requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TAX INVOICE ABN 42 062 968 922
Bond \$
Fees \$
Total Fees \$

### Agreement of Hire

- The hirer is aware that the building and grounds are inspected by Council prior to the collection of 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 and strictly for the purpose of youth activities
- 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Office Use Only

Fees Paid:	\$	Date Paid:	/ /	Receipt Number:	
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Approval for Hire: Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Should the hirer/s request for fees to be waived or have other special request/s or requirement/s, approval from the Chief Executive Officer is required before authorisation can be given



Non-Compliance	Comments
Smoking in Building	Any traces of smoking within the building and within the 4m radius of an entrance will incur penalties. <input type="checkbox"/> <b>Failed</b> <input type="checkbox"/> <b>Passed</b>
Lights	Lights left on after the event will incur the following penalties <input type="checkbox"/> <b>Failed</b> <input type="checkbox"/> <b>Passed</b>
Air conditioner	Air conditioner left on after the event will incur the following penalties <input type="checkbox"/> <b>Failed</b> <input type="checkbox"/> <b>Passed</b>
Kitchen	If kitchen is not cleaned as specified in the cleaning instructions penalties will apply (per each misdemeanour) <input type="checkbox"/> <b>Failed</b> <input type="checkbox"/> <b>Passed</b>
Chairs	If chairs are not restacked 5 high and free of chewing gum, stickers and tape the following penalties will occur.  If chairs are dragged and damages are caused to floors or any other surfaces the following penalties will occur.  If chairs are taken outside the following penalties will occur. <input type="checkbox"/> <b>Failed</b> <input type="checkbox"/> <b>Passed</b>
Tables	If tables are bent or out of shape this includes the legs and brackets the following fees will occur. (penalty per table)  If tables are taken outside the following penalties will occur. <input type="checkbox"/> <b>Failed</b> <input type="checkbox"/> <b>Passed</b>
Keys	If the keys are not returned 7 days after the scheduled event, then penalties will apply. <input type="checkbox"/> <b>Failed</b> <input type="checkbox"/> <b>Passed</b>
Rubbish	If rubbish or food scraps are not removed from inside the building the following penalties will occur. <input type="checkbox"/> <b>Failed</b> <input type="checkbox"/> <b>Passed</b>



## EMERGENCY EVACUATION PLAN

**IN CASE OF FIRE**

**R** **EMOVE PEOPLE**  
From immediate danger

**A** **LERT THE FIRE SERVICE**  
.break manual call point  
.Call 000

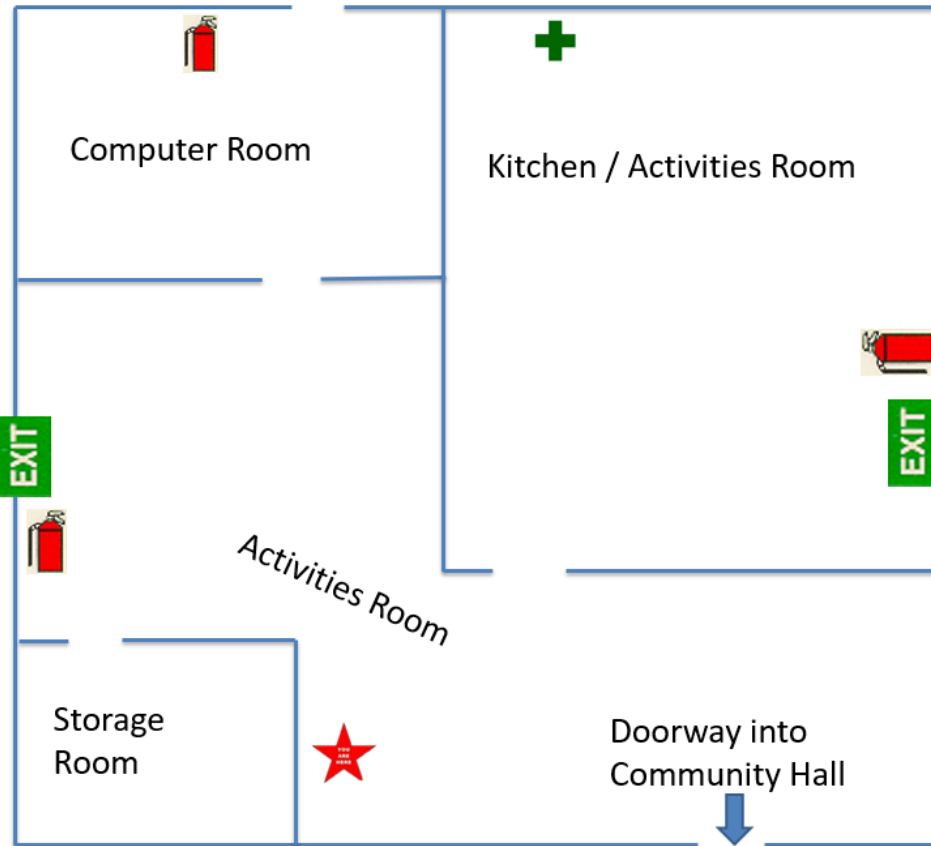
**C** **ONFINE FIRE & SMOKE**  
Close doors and windows  
(if safe to do so)

**E** **VACUATE**  
To the **ASSEMBLY AREA**

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.

**000**  
**EMERGENCY**  
In an emergency dial 000

EXIT	
ASSEMBLY AREA	<b>AA</b>
FIRE HOSE REEL	
EXTINGUISHER	
FIRST AID	
Toilets	
You are Here	



Skate Park

Short Street