



## Tambo Mayne Pavilion and Grounds Hire

### Applicant information

Name of hirer :  
(key holder)

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Address:

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Phone:

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Email:

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Name of Organisation:

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Is the hirer using  
approved In-kind  
Support from Council:    Yes     No

Has Public Liability  
Cover for the event been  
obtained:    Yes     No

The hirer of the facility whose signature appears on the application form is to ensure that the hired facility, when vacated is left in a clean and tidy condition and securely locked prior to the return of the keys to the Council Office by a date stated below.

**Please note: All fees and charges for applications are subject to change, and it is recommended to check with the Blackall-Tambo Regional Council to confirm the current fees. Fees and Charges can be found on website: [www.btrc.qld.gov.au](http://www.btrc.qld.gov.au)**

### Function information

Type of function:

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Date of hire:

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**The hirer will only have access to the facility for the requested hire period. Additional charges will be applied if used outside the hire date/s.**

Date of hire finished:

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Times required:                    :    am / pm                    :    am / pm

**Please allow time to clean up after your event.**

Will alcohol be  
sold/consumed on the  
premises:    Yes     No

**If YES, have you applied  
for a permit- (this is  
mandatory)**    Yes     No

The requirement to pay a bond by persons/organisation 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. All fees must be paid before hire.

Keys returned by-                    Date:

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Cleaning to be completed  
by-                    Name:

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### HIRE OF:

<p><b><u>Tambo Mayne Pavilion &amp; Yards</u></b> <b><u>Landsborough Hwy</u></b> <b><u>TAMBO QLD 4478</u></b></p> <p><b>Facility bond- \$500.00</b></p>	<p><b>Please tick facilities required -</b> \$291.00 (Non Tambo)</p> <p><input type="checkbox"/> Rodeo/Campdraft grounds</p> <p><input type="checkbox"/> Bar</p> <p><input type="checkbox"/> Kitchen</p> <p><input type="checkbox"/> Toilets and Showers</p> <p>\$130.00 per day (Tambo Committees &amp; users)</p>
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## Tambo Mayne Pavilion and Grounds Hire Terms and Conditions of Use

**Please tick the box once each hire terms and conditions have been read.**

- The buildings and grounds are inspected by Council prior to the pick-up of keys; the inspection after hire should show the buildings and grounds in the same condition as they were prior to hire.
- The club/committee must have current Public Liability Insurance for the running event.
- If any issues arise regarding the venue, the Hirer is to contact Council immediately.
- If tradesperson/s is called to fix an issue with a 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; damages may be taken out of the bond.
- The facility hired is to be used only for the purpose set out in this document.
- 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 bonds and fees must be paid prior to release of keys.
- Council warrants that the equipment is of merchantable quality and fit for the purpose for which it was designed.
- The building/s, grounds and equipment remains the property of Council at all times.

### Key Issue responsibility acceptance

- I accept the responsibility for the key(s) issued to me and will return them upon completion of the event I need them for. I accept liability and acknowledged that I may be responsible in the cost of replacing lost key(s) that were in my care. On completion of my hire, the key(s) will be returned to the Administration Office front desk to be signed back in.

### Unable to collect the key(s)?

- As the hirer of this Council facility I have authorised (**Name**) ..... **to collect the key(s) on my behalf.**

### Declaration

I have read and agree to the hire terms and conditions of Blackall-Tambo Regional Council facilities. I agree to the foregoing conditions of hire inclusive and certify that the information provided is true and correct to the best of my knowledge and indemnify Blackall-Tambo Regional Council against any claim whatsoever arising from my/our use of the facilities outlined above. By endorsing the above I agree to abide by the terms and conditions herein.

**Your Name:**

**Signature:**

**Date:**

### Privacy

Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with Council's privacy policy.

### OFFICE USE ONLY

Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Notes:	Date:	Hire Fees Paid:	Date:
Emailed to Parks & Gardens/Caretaker:	Date:		Receipt No:
Emailed to Cleaner:	Date:	Bond Paid:	Date:
<b>Cleaning Checklist given to Hirer-</b>	Date:		Receipt No:
		In-Kind costs:	\$



## Tambo Mayne Pavilion and Grounds - Cleaning Checklist

Toilet	Before Use		After Use		Notes
Toilets + urinal clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Basin clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Toilet paper refilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hand soap and hand towels refilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floor clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Walls, door handles and mirrors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bin clean, empty & liner replaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Showers	Before Use		After Use		Notes
Showers clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Gas bottles checked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Equipment	Before Use		After Use		Notes
Oven and stove top clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Deep fryers clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bain marie clean and trays all accounted for	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Kitchen	Before Use		After Use		Notes
Benches clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fridges clean and functioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sink clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cupboards clean & empty (except for crockery etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Gas bottles checked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bins clean, empty & liner replaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Bar area	Before Use		After Use		Notes
Benches clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floors clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Coldroom clean & glass doors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sink clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cupboards clean & empty	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bins clean, empty & liner replaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Undercover area & grass areas	Before Use		After Use		Notes
All rubbish removed (inc cigarette butts)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
All infrastructure functioning correctly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cement clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Wheelie Bins	Before Use	After Use	Notes
Number of bins present			

Building/s locked (check all doors)	Initial:
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Hirer sign:	Staff sign:
Date:	Date: