



Blackall-Tambo Regional Council

Blackall-Tambo Regional Council
21 Arthur Street
TAMBO QLD 4478
Phone: (07) 4621 6600
Email: admin@btrc.qld.gov.au
Website: www.btrc.qld.gov.au

Tambo Mayne Pavilion and Grounds Hire

Applicant information

Name of hirer :
(key holder)

Address:

Phone:

Email:

Name of Organisation:

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

Function information

Type of function:

Date of hire:

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:

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:

Cleaning to be completed
by-

Name:

HIRE OF:

Tambo Mayne Pavilion & Yards Landsborough Hwy TAMBO QLD 4478 Facility bond- \$500.00	Please tick facilities required- \$278.00 per day (Non Tambo) ☐ Rodeo/Campdraft grounds ☐ Bar ☐ Kitchen ☐ Toilets and Showers \$124.00 per day (Tambo Committees & users)
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Form updated 01.07.2025



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:	☐ Yes ☐ No		
Notes:	Date:	Hire Fees Paid:	Date:
Emailed to Parks & Gardens/Caretaker:	Date:		Receipt No:
Emailed to Cleaner:	Date:	Bond Paid:	Date:
Cleaning Checklist given to Hirer-	Date:		Receipt No:
		In-Kind costs:	\$



Tambo Mayne Pavilion and Grounds - Cleaning Checklist

Toilet	Before Use		After Use		Notes
Toilets + urinal clean and functioning	☐ Yes	☐ No	☐ Yes	☐ No	
Basin clean and functioning	☐ Yes	☐ No	☐ Yes	☐ No	
Toilet paper refilled	☐ Yes	☐ No	☐ Yes	☐ No	
Hand soap and hand towels refilled	☐ Yes	☐ No	☐ Yes	☐ No	
Floor clean	☐ Yes	☐ No	☐ Yes	☐ No	
Walls, door handles and mirrors clean	☐ Yes	☐ No	☐ Yes	☐ No	
Bin clean, empty & liner replaced	☐ Yes	☐ No	☐ Yes	☐ No	

Showers	Before Use		After Use		Notes
Showers clean and functioning	☐ Yes	☐ No	☐ Yes	☐ No	
Gas bottles checked	☐ Yes	☐ No	☐ Yes	☐ No	

Equipment	Before Use		After Use		Notes
Oven and stove top clean	☐ Yes	☐ No	☐ Yes	☐ No	
Deep fryers clean	☐ Yes	☐ No	☐ Yes	☐ No	
Bain marie clean and trays all accounted for	☐ Yes	☐ No	☐ Yes	☐ No	

Kitchen	Before Use		After Use		Notes
Benches clean	☐ Yes	☐ No	☐ Yes	☐ No	
Floors clean	☐ Yes	☐ No	☐ Yes	☐ No	
Fridges clean and functioning	☐ Yes	☐ No	☐ Yes	☐ No	
Sink clean	☐ Yes	☐ No	☐ Yes	☐ No	
Cupboards clean & empty (except for crockery etc.)	☐ Yes	☐ No	☐ Yes	☐ No	
Gas bottles checked	☐ Yes	☐ No	☐ Yes	☐ No	
Bins clean, empty & liner replaced	☐ Yes	☐ No	☐ Yes	☐ No	

Bar area	Before Use		After Use		Notes
Benches clean	☐ Yes	☐ No	☐ Yes	☐ No	
Floors clean	☐ Yes	☐ No	☐ Yes	☐ No	
Coldroom clean & glass doors	☐ Yes	☐ No	☐ Yes	☐ No	
Sink clean	☐ Yes	☐ No	☐ Yes	☐ No	
Cupboards clean & empty	☐ Yes	☐ No	☐ Yes	☐ No	
Bins clean, empty & liner replaced	☐ Yes	☐ No	☐ Yes	☐ No	

Undercover area & grass areas	Before Use		After Use		Notes
All rubbish removed (inc cigarette butts)	☐ Yes	☐ No	☐ Yes	☐ No	
All infrastructure functioning correctly	☐ Yes	☐ No	☐ Yes	☐ No	
Cement clean	☐ Yes	☐ No	☐ Yes	☐ 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: