



Home of the Cunnamulla Fella

PAROO SHIRE COUNCIL



FACILITY HIRE

SHIRE HALL & FACILITIES

As at 2nd July 2009

INTRODUCTION

Welcome to the Paroo Shire. We provide the following information regarding Council facilities to help make your function a success.

The Shire Hall is approved to accommodate up to 500 people. Of this seating 200 seats are available in the Supper Room. The Shire Hall has 20 long tables and 11 round tables with 500 chairs.

The stage area is designed to accommodate most production requirements (8.3m x 8.2m). There is a backdrop rail, stage blacks (curtains) and a front curtain. On the left side of stage are 2 change rooms.

Our centre has a ventilation system which can be used to help set the climate of the room.

Our Hall has basic sound and light facilities integrated into it that can be utilized to enhance your program.

A commercial kitchen is available for food preparation with a serving area fully equipped with 2 large ovens, heating oven, bain-marie, cutlery, dinner ware including cups and saucers, fridge, urn and commercial dish washer.

There is also a cold room which can be accessed from the bar area or kitchen and is available at an extra cost.



CONDITIONS OF HIRE – PAROO SHIRE FACILITIES

1. Council Office staff will open the facilities during normal office hours (8:15am – 5:00pm). For all functions that are outside of council office hours, keys can be collected from the Council office (located at 49 Stockyard Street, Cunnamulla) after 4:00pm unless prior arrangements have been made.
2. The Hirer is to sign the key register when collecting and returning keys from Council office. The Hirer must also sign the facility booking sheet, which clearly states that if keys are lost, the Hirer will be charged for replacement keys and the cost of replacement locks where it is deemed a security risk by the CEO of the Council.
3. It is the responsibility of the Hirer to clean the premises to the satisfaction of the Council. If the facility is left unclean the Council will charge the Hirer the cost of cleaning by private contractors.
4. For weekend use or nightly use, the premises shall be cleaned and the keys returned to the Civic Centre by 9:00am on the next working day. Where the premises are to be hired by another person or organisation on the following day, cleaning must be carried out immediately following the function unless alternative arrangements have been made with an Authorised Officer of the Council. NOTE: The Hirer will be advised where such bookings occur on consecutive days.
5. The Hirer of the facilities is responsible for any damage whatsoever that is caused to the premises and other facilities during the period of hire.
6. The supervision of licensed functions in halls shall be the responsibility of the Hirer and all costs associated with such supervision shall be the responsibility of the Hirer.
7. Any organisation hiring the premises is required to submit the name of a responsible person who can liaise with and be contacted by Council, should circumstance necessitate communication with the Hirer.
8. No furniture, fixtures or equipment shall be removed outside the premises property unless prior approval is obtained from an Authorised Officer.
9. All furniture and equipment in the premises must be returned to its correct position prior to the keys being returned.
10. Decorations are not permitted to be affixed to the walls, ceilings or light fittings in the premises, without prior permission from an Authorised Officer.
11. All refuse accumulated during functions at the premises must be placed in bins provided by Council.
12. It is compulsory for all hirers of Council facilities to carry insurance against Public Liability for each principal function. Alternatively, the Hirer of the facility is required to sign the facility booking sheet that indemnifies, in favour of Council, against any claims for damages, injury or loss which may occur as a result of their use of the facility in the event that Council considers, in all the circumstances, that this compulsory Public Liability insurance requirement should be waived.
13. It is the responsibility of the Hirer to ensure compliance with the Fire Safety provisions of Section D of the Building Code of Australia, 1990.
The following minimum requirements are provided as a guide:
 - a. All exits shall be kept clear of furniture, equipment and any other obstructions at all times;
 - b. All exit signs shall remain clearly visible at all times;
 - c. Hall chairs shall be clipped together, where such chairs are available, and;
 - d. The Hirer is required to advise Council of the number of supervising staff at each function and the expected number of persons attending the function.An Authorised Officer shall carry out random checks to ensure compliance with the above Fire Safety requirements and failure by the Hirer to comply may result in the function being delayed or cancelled.
14. Prior to taking possession of the premises the hirer is required to carry out an inspection and report problems to an Authorised Officer.
15. A security deposit as outlined in the Facilities Charge Sheet is required to be paid to Council prior to ALL functions, and provided Items 1 to 15 are complied with, the deposit or balance remaining will be refunded.

Authorised Officers:

Chief Executive Officer

Deputy Chief Executive Officer Caretaker



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Paroo Shire Council
PO Box 75
Cunnamulla QLD 4490
Phone: (07)46558 400
Fax: (07) 46551647



PAROO SHIRE COUNCIL FACILITY BOOKING SHEET

Date of Application: _____ **Date Required:** _____

Time In: _____ **Time Out:** _____

Contact Name/Organisation: _____

Address/Phone/Fax: _____

Type of Function: _____

Facility Required:

<input type="checkbox"/>	Main Auditorium	<input type="checkbox"/>	Supper Room	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Bar	<input type="checkbox"/>	Cold Room
<input type="checkbox"/>	Racecourse	<input type="checkbox"/>	Bar						
<input type="checkbox"/>	Neighbourhood Centre	<input type="checkbox"/>	Kitchen						
<input type="checkbox"/>	John Kerr Park	<input type="checkbox"/>	Lights	<input type="checkbox"/>	Canteen				
<input type="checkbox"/>	Council Chambers <i>(For Council Functions Only)</i>								

Total Cost: _____

Security Deposit: _____

Requests: _____

NOTE:

All booking fees and security deposit are to be paid at time of booking. This can be paid either by credit card, cheque, cash or money order made payable to Paroo Shire Council. Please see the Facility Charges for costings. If keys are lost or not returned, the Hirer will be charged for replacement keys and the cost of replacement locks if it is deemed a security risk by the CEO.

INDEMNITY: I / We agree to the foregoing Conditions of Hire, numbers 1 - 15 inclusive and certify that the information provided above is true and correct to the best of my knowledge and hereby indemnify Paroo Shire Council against any claim whatsoever arising from my/our use of the facilities outlined above.

Signature of Applicant: _____ **Date:** _____

Name of Applicant: _____

Witness: _____ **Date:** _____

Name of Witness: _____

PLEASE RETURN TO THE COUNCIL OFFICE OR FAX TO 07 4655 1647.
You will receive confirmation by return Telephone or FAX.

OFFICE USE ONLY - (General Ledger: 6300-1020)

Application Date Received: _____

Date of Booking available: YES / NO **Booking Registered:** YES / NO

Indemnity Form signed: YES / NO **Insurance Provider:** _____

Caretaker Notified: _____ **Invoice No:** _____

Officer's signature: _____ **TOTAL COST:** _____



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Paroo Shire Council
PO Box 75
Cunnamulla QLD 4490
Phone: (07) 4655 8400
Fax: (07) 4655 1647



CORPORATE CARD / PHONE PAYMENT AUTHORITY

A. RECEIPT / TAX INVOICE TO BE MADE OUT TO:			
Department/Office:			
Postal Address:			
Department Contact name:		Contact Phone:	
B. CREDIT CARD PAYMENT AUTHORITY:			
Cardholder Name:		Signature:	
Card Type:		Amount Authorised:	
Card Number:		Expiry Date:	
C. PARTICULARS OF EXPENDITURE:			
Qty:	Description of Goods / Service:	Total:	
		\$	
		\$	
		\$	
		\$	

Privacy Statement

The collection of personal information on this form and any attachments are not disclosed to other parties without your consent unless required or authorised by or under law.

Please complete and fax back to the Paroo Shire Council Office on: (07) 4655 1647

CUNNAMULLA

FACILITIES CHARGES 2009/10

Security Deposits

Licensed Functions using the Bar	\$183.00
Functions not using the Bar	\$ 61.00
Specially approved Functions in the Main Auditorium with Food & Drink	\$183.00

Main Auditorium

Visiting Shows	\$134.50
Commercial/Non-Theatrical/Cultural Events	\$485.00
Local Shows, Arts Council	Day: \$ 37.00
	Night: \$ 61.00
Balls & Approved Functions with Food & Drink	\$134.50

Bar

Public Function	\$ 61.00
Private Function	\$ 37.00

Electricity

Cold Room	\$ 37.00
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Supper Room

Dinner Dance (Including Kitchen)	\$ 61.00
Commercial – Non Theatrical/Cultural Event	\$364.50
Other (Including Kitchen)	\$ 49.50
Supper Room ONLY	\$ 37.00

Surcharge

Cleaning Cost	\$ 61.00
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Cunnamulla Racecourse

Racecourse & Amenities	\$303.50 per meeting
Barrier Stalls	\$183.00 per meeting
Watering Racecourse	\$183.00 per meeting
Polo, Polocrosse Fields & Racecourse Amenities	\$194.00 per day
Sky Channel	\$ 37.00 per day

John Kerr Park

Season	\$ 607.00
Per Day	\$ 19.00
Per Night	\$ 19.00
Electricity – Oval Lighting & Canteen	\$ 19.00 per function

Alice Street Oval

Circuses, Tent Shows etc.	\$ 42.00
Cleaning Bond	\$ 61.00
Cricket, Softball etc.	\$ 303.50 per Season
	\$ 12.50 per Day

Mobile Catering (per day)

Cold room	\$ 61.00
Bain Marie/Roaster	\$ 25.00
BBQ trailer	\$ 25.00
Tent	\$ 61.00
Cleaning surcharge	\$ 25.00
Security Deposit	\$ 61.00

WYANDRA
(2400-1500)
FACILITY HIRE

Hall	Local Shows, Dances, etc	\$ 43.00 per day
	Visiting Shows	\$ 73.50 per day
	Public Meeting	\$ no charge

EULO
(2400-1500)
FACILITY HIRE

Hall	Local Shows, Dances, etc	\$ 43.00 per day
	Visiting Shows	\$ 73.50 per day
	Public Meeting	\$ no charge
