



PAROO SHIRE COUNCIL

Facility Hire 2022-2023

Bookings are NOT confirmed until the completed and signed Facility Hire Form is returned, and the booking fee/s and security deposit/s are paid.

These can be paid via credit card, cash or bank transfer. An invoice can be provided upon request.

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 of Council.

Please see page 2 for the Conditions of Hire.

| HIRER DETAILS | | | | | |
|----------------------------------|--|---------|--|------------|--|
| Full name/s: | | | | | |
| Organisation: <i>if relevant</i> | | | | | |
| Postal address: | | | | | |
| Suburb: | | State: | | Post code: | |
| Phone: | | Mobile: | | | |
| Email: | | | | | |

| FUNCTION DETAILS | | | |
|-------------------|---|-----------|--|
| Event title/name: | | | |
| Date(s): | | | |
| Time in: | | Time out: | |
| Type of function: | <input type="checkbox"/> Non-commercial (i.e. private) <input type="checkbox"/> Commercial (i.e. business/organisation) | | |

| OFFICE USE ONLY | | | |
|----------------------|--|--------------|--|
| Date form submitted: | | | |
| Invoice no.: | | | |
| Facility hire fee: | | Receipt no.: | |
| Security deposit: | | Receipt no.: | |
| Total due: | | | |



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CONDITIONS OF HIRE - PAROO SHIRE FACILITIES

1. Bookings are **NOT confirmed** without the return of the completed and signed Facility Hire Form, and the payment of the hire charge/s and security deposit/s.
 - a. Provided all Conditions of Hire terms are complied with, the security deposit will be refunded to the Hirer after the function is held.
2. Keys can be collected from the Council office (located in the CCEC Building, 49 Stockyard Street, Cunnamulla) during business hours (8.30am - 4.30pm weekdays), unless prior arrangements have been made.
 - a. 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 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 CCEC by 10.00am 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. NB: 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. Any damage must be reported to Council. If the value of fixing the damage is higher than the security deposit the Hirer will be liable for any additional costs.
7. 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. All Hirers should be aware of the requirements of the Liquor Act 1992 when holding a function.
8. 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.
9. No furniture, fixtures or equipment shall be removed outside the premises property unless prior approval is obtained from Council.
10. All furniture and equipment in the premises must be returned to its correct position prior to the keys being returned.
11. All functions must finish at 12am (i.e. midnight), except functions at the pool which must finish at 8.30pm. NB: Pool hire times will be at the discretion of Council's staffing availability.
12. Decorations are not permitted to be affixed to the walls, ceilings or light fittings in the premises, without prior permission from Council. Any approved decorations must NOT leave any residue e.g. no sticky tape. Cleaning surcharges may apply.
13. All rubbish accumulated during functions must be placed in the wheelie bins provided by Council.
14. 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.
15. 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.
16. Prior to taking possession of the premises the Hirer is required to carry out an inspection and report problems to Council. Please refer to Inspection Checklist Form.
17. It is strictly prohibited to smoke and bring alcohol into the pool premises.
18. Council's lifeguards must be present at all functions held at the pool, and if held after regular pool operating hours this will be an additional charge to the Hirer. Please note that The Hirer is still responsible for supervising all guests, especially children, attending the function.



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| EVENT DETAILS Please mark the relevant facility/ies for your booking (including security deposit/s) | |
|---|------------------------------|
| Shire Hall Complex | |
| Main Auditorium | |
| Non-commercial | \$220/day |
| Commercial | \$720/day |
| Local shows, schools and similar | \$75/day |
| Functions with food and drink | \$400/day |
| Bar and Courtyard Area | |
| Public function | \$250/day |
| Private function | \$75/day |
| Secretary Room | |
| All functions | \$20/hr, \$75/day |
| Supper Room | |
| Non-commercial | \$150/day |
| Commercial | \$300/day |
| Security Deposit/s | |
| Licensed functions using the bar | \$400/function |
| Function not using the bar | \$200/function |
| Approved functions in main hall with food & drink | \$400/function |
| John Kerr Park | |
| Non-commercial | security deposit only |
| Commercial | \$500/day |
| Electricity (oval lights) | \$55/function |
| Security deposit | \$200/function |
| Other Shire Halls Please specify: _____ | |
| Non-commercial | \$75/day |
| Commercial | \$150/day |
| Cold room (Eulo only) | \$65/day |
| Security deposit/s | \$135/function |
| CCEC During business hours only | |
| Digital hub | \$20/hr, \$100/day |
| PC computer use (printing extra) | \$25/hr, \$150/day |
| Conference room <i>Specify below</i> | \$25/hr, \$150/day |
| <ul style="list-style-type: none"> • Shamrock Room (max. 8pax) • Honeysuckle Room (max. 8pax) • Kookaburra Room (max. 50pax) | |
| <i>NB: Chambers not available for external bookings</i> | |
| No security deposit required as staff onsite | |
| Racecourse Complex | |
| Racecourse and all amenities | \$720/meeting |
| Barrier stalls | \$290/meeting |
| Racecourse amenities only | \$290/day |
| Watering of racecourse | \$290/meeting |
| Sky Channel | \$75/meeting |
| Barrier stalls | \$290/meeting |
| Security deposit | \$200/function |
| Cunnamulla Pool | |
| General hire of BBQ area | \$50/hr |
| <i>10am - 5pm Tuesday - Sunday</i> | |
| Exclusive use | \$50/hr + cost of lifeguards |
| <i>After normal operating hours, until 8.30pm</i> | |
| Water program session | \$35/session |
| No security deposit required as staff present | |

TOTAL: \$ _____ Including security deposit/s

NOTE: if required, cleaning surcharge costs are additional and at cost



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INDEMNITY

I/we agree to all of the Conditions of Hire and certify that the information provided 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.

Hirer signature

Name of Hirer

Date

CREDIT CARD PAYMENT AUTHORITY

RECEIPT/TAX INVOICE TO BE MADE OUT TO

Contact name:

Organisation/business name:

Postal address:

Suburb:

State:

Post code:

Phone number:

Email:

CREDIT CARD PAYMENT AUTHORITY

Cardholder name:

Card number:

Expiry date:

CCV:

Amount authorised:

Signature:

Please return the form to and/or for more information contact:

Paroo Shire Council

Phone: (07) 4655 8400

Email: council@paroo.qld.gov.au

By post: Attn: Facility Hire
Paroo Shire Council
PO Box 75
Cunnamulla Q 4490

In person: Civic and Community Enterprise Centre (CCEC)
49 Stockyard St
Cunnamulla Q 4490

The Information collected in this form will be used by Council for a lawful purpose directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your booking, except where required by legislation (including the Right to Information Act 2009) or as required by the Public Records Act 2002.