



Facility Booking Form

Minimum 7 business days' notice required for all bookings. Bookings are subject to availability, police notifications and/or liquor licensing requirements. Bookings are not final until all required documentation has been received and all associated fees have been paid.

Applicant Details:

Contact Name:		
Organisation Name (if applicable):		
Postal Address:		
Suburb:	State:	Postcode:
Phone:	Email:	

Facility Required: _____

Booking Details:

Purpose of Hire:	
Name of Event:	
One-off Booking: Yes <input type="checkbox"/> No <input type="checkbox"/> (See Section B)	Date Required:
Entry Time: (Including set up)	Exit Time: (Including Clean up)
Section B - Multiple Bookings Only	Recurrence: (if applicable)
Start Date/s:	End Date/s:
Entry Time: (Including set up)	Exit Time: (Including Clean up)
Approx. No. of People Attending:	

Hire Fees:

Please refer to Councils Fees & Charges for full costings, available on our website. **You will be required to pay all associated fees 7 days prior to the event. Please note, if you have not paid prior to the event, Council has the right to cancel the booking.**

Name of Payer: _____ Contact Number: _____

COVID-19:

In Accordance with Queensland's Covid-19 restrictions, please ensure you are complying with the current directives, social distancing and facility capacity recommendations.

Security Deposit: *(Please indicate for relevant function)*

- Not for Profit Organisation (No Alcohol) - \$315 Private (No Alcohol) - \$525
 Not for Profit Organisation (With Alcohol) - \$525 Private (With Alcohol) - \$1050

A creditor form must be completed and returned at time of booking. Security Deposit will be refunded once keys are returned, and inspection of the premises has passed. Please note, refund payments are made on the last Friday of each month.

Liquor Permits & Licensing:

Will alcohol be consumed at the event?

- No – *Skip to next section*
 Yes

If alcohol is being **consumed but not sold**, a Party Safe Application will need to be completed online and the Officer in Charge at the Local Police Station is required to confirm the submission of the application.

<https://www.police.qld.gov.au/apps/reports/partySafe/>

Police Officer's Name: _____

Signature: _____ Date: _____

Will alcohol be sold at the event? *(Please note this includes charging an admission to cover costs)*

- No – *Skip to next section*
 Yes - Who will be servicing alcohol at the event?

Any liquor sold on

Council property will require a Liquor License Permit which can be downloaded from the below website:

<https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications/types>

Catering:

We have been experiencing some issues with the delivery of catering to our facilities. Please complete the following:

If you have pre-organised catering, please specify:

Name of person ordering the catering: _____

Name of person picking up the catering: _____

Catering company: _____

Contact number: _____

Delivery to (venue name): _____

Delivery Times: _____ or Pick-up Times: _____

Important: Conditions of Hire Agreement and Declaration on next page...

CONDITIONS OF HIRING BALONNE SHIRE COUNCIL FACILITIES

1. The keys to the facilities shall be collected from Council's Administration Office (St George) the day of the booking. Keys are to be returned to Council's Administration Office (St George) **within 3 days of the conclusion of the booking**, during the office hours of 8.45am to 5pm. The returning of **late keys will incur a \$65 fee** that will be deducted from the security deposit, made at the time of the booking. Where it is necessary for security purposes to change locks as a result of keys not being returned, the cost of changing the locks etc. will be charged to the Hirer.
2. It is the responsibility of the Hirer to clean the premises during and after the booking to the satisfaction of Council's Authorised Officer. Council employees are not to be employed to clean the hired premises outside of normal working hours. Hirer can employ their own independent cleaner or pay Council's fees.
3. Unless arrangements have been made with Council's Authorised Officer, the premises shall be cleaned, and the keys returned by the next business day. Where the premises are to be hired by another party the following day, returning of keys and cleaning must be carried out immediately following the function, unless arrangements have been made with Council's Authorised Officer. Hirers will be advised when bookings occur on consecutive days.
4. The Hirer is responsible for any damage whatsoever that is caused to the premises, equipment and other facilities during the period of hire. In such events where damage has occurred, the security deposit will not be refunded, and the Hirer will be notified of such damage.
5. Licenced functions in any Council facility require supervision or security. This is the Hirer's responsibility to arrange and cover costs associated with such supervision or security.
6. No furniture, fixtures or equipment shall be removed outside the premises without prior approval by Council's Authorised Officer and payment as part of the hire arrangement.
7. All furniture and equipment in the premises must be returned to its original position prior to the keys being returned.
8. Any organisation hiring the premises is required to submit the name and contact details of a responsible person who will be available to liaise with Council regarding the facility booking.
9. Decorations of any kind are not to be affixed to the walls, ceilings, or light fittings in the premises unless prior arrangements have been made with Council's Authorised Officer.
10. Any waste that results from the hire of the facility must be disposed of in the 240L wheelie bins supplied by Council. Please notify Council if you require additional bins.
11. 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:
 - All exits shall be kept clear of furniture, equipment, and any other obstructions at all times.
 - All exit signs shall remain clearly visible at all times.
 - 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.
12. Councils Authorised Officer may 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.
13. The Hirer shall be responsible for all costs associated with any call-out in relation, but not limited to:
 - Water Supply – inspection prior for a meter reading
 - Electricity Supply/Consumed
 - Sewerage Supply
14. All functions held at any Council Facility **MUST** shut down by midnight unless prior arrangements have been made as part of the hire arrangement and approved by an Authorised officer. It is the Hirer's responsibility to ensure that all persons on the premises have left within 30 (thirty) minutes of the conclusion of the function.
15. By signing this application form you acknowledge that Balonne Shire Council have granted the Queensland Police Service permission to enter the premise and shut down any function being held at a Council owned facility.
16. **A Security Deposit is required to be paid to Council prior to ALL functions**

Declaration

I hereby make an application for the hire of Balonne Shire Council's facilities. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand, and agree to the facilities' General conditions of Hire and hereby indemnify Balonne Shire Council against any claim whatsoever arising from the use of the facilities outlined above.

Applicants Name: _____ Signature: _____ Date: _____

Office Use Only			
Doc ID:	Fee/s Paid:	Deposit Paid:	Receipt No:
Date Received: ____/____/____	Liquor License Sighted:	Liquor Endorsement Sighted:	Receipting Officer: