



**HIRE OF FACILITIES- MAJOR FUNCTION**

NAME/ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

DATE/S REQUIRED (including decorations/rehearsals): FROM \_\_\_\_\_ TO \_\_\_\_\_

- DAY 1: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  All Day  Hire  Decoration/Rehearsal
- DAY 2: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  All Day  Hire  Decoration/Rehearsal
- DAY 3: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  All Day  Hire  Decoration/Rehearsal
- DAY 4: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  All Day  Hire  Decoration/Rehearsal
- DAY 5: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  All Day  Hire  Decoration/Rehearsal

*If use is for more than 5 days please record additional days on a separate sheet of paper and attach hereto.*

LICENSED FUNCTION  
(Any function where alcohol is consumed)

**Bond Refund** - Bank account details must be provided to allow for Bond Refund.

**OR**

- UN-LICENSED FUNCTION  
 WHOLE BUILDING  
(includes Main Hall, Meeting Rooms,  
Kitchen & Bar)  
 MAIN HALL  
 MEETING ROOMS  
 KITCHEN  
 BAR/COLD ROOM  
 BOND

Account Name	
Bank	
BSB	
Account Number	
Email Address (remittance advice will be emailed)	

**OFFICE USE ONLY:**

Amount Paid:	_____
Receipt No.:	_____
Date:	_____
Amount Owning:	_____
Officers Initials:	_____

Bond Refunded:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date:	_____
Total Refund:	_____
Total Damages:	_____
Officers Initials:	_____

**\*\*\*CONDITIONS FOR THE HIRER\*\*\***

The premises and all facilities are hired to the HIRER on the basis that the HIRER is competent to operate all such facilities (including lighting equipment) and indemnifies Council against any loss, damage or liability from such use.

**DECORATION:** The HIRER shall NOT DECORATE the Main Hall, Dining/Gallery Area, Foyer unless permission is first obtained from the Council, but in NO CASE shall the WALLS be used for decoration purposes. The HIRER **SHALL NOT** cause any NAILS, TACKS, ADHESIVES, or OTHER ARTICLES to be driven on the FLOOR, WALLS or CEILINGS. Provision has been made for decoration, WITH ONLY the HOOKS PROVIDED to be used. The HIRER shall **IMMEDIATELY AFTER THE FUNCTION** remove all decorations from the area/s to the satisfaction of the Council.

**SMOKING:** **PROHIBITED IN ALL AREAS OF THE CENTRE.**

**CLEANING:** The hire charge of the Centre DOES NOT allow for any cleaning by staff. The Hirer is responsible for ensuring that the centre is left in a clean and tidy condition. Should any cleaning be required, an account will be forwarded to the Hirer. **Unless special arrangements are made the Centre must be cleaned and vacated by no later than 9:00am on the day following the hire.**  
**Note: Council may request that the cleaning be completed earlier if the Centre is booked for the following day.**

**DAMAGES:** During their use the HIRER shall be liable to REPAIR/REPLACE any damage to the Grounds, Buildings, Furniture, Plant, Machinery and Other Equipment thereon and such damage cost shall be added to the account for the hire of the facilities.

**KEY:** The key, which will be issued at Council's Customer Service Office at 82 Marshall Street, shall be available for collection on the last working day proceeding the hire date. Office hours are 8:30am to 4:30pm.

**RETURN OF KEY:** The Hirer acknowledges that the key(s) issued for the Centre should be returned to Council's Customer Service Office at 82 Marshall Street by 10:00am on the next working day following the day of hire of the Centre.

However, Council will allow until 10:00am on the second working day following hire for the return of the key without penalty.

If the key is not returned as outlined above a "Late Return Fee" will apply, and will be deducted from the bond, or will be required to be paid prior to any subsequent hiring/use of the Centre.

The "Late Return Fee" shall be:

After 10:00am on the second working day following hiring	\$10.00
After 10:00am on the third working day following hiring	\$15.00
After 10:00am on the fourth working day following hiring	\$20.00
After 10:00am on the fifth working day following hiring	\$25.00
Anytime thereafter	\$50.00
Non Return	\$100.00

**USE OF NON-HIRED ROOMS:** If any room(s) other than those hired are used, or require cleaning, the relevant hire charge for such room(s) shall be deducted from bond monies held, or an account forwarded to the hirer.

**RETURN OF COMPLETED FORM (WITH DEPOSIT):** This form must be completed and returned to Council within seven (7) days of receipt or the "proposed" booking will lapse and the Cultural Centre may be hired to another user.

Contact details:                      Ph. (07) 4671 7400                      Fax (07) 4671 7433

**DEPOSIT:** The deposit of \$50.00 is non-refundable. Therefore should the booking be cancelled no refund will be made.

**CANCELLATION POLICY:** If the function is cancelled within seven (7) days of the date to be held, the hirer shall still be required to pay the full hire fee, to a maximum of \$200.00. This amount shall be in addition to the deposit of \$50.00 being forfeited.  
Interest – If payment of this amount is not made within seven (7) days of being requested, interest at the rate of 10% per annum will be charged on a daily basis, from the date the payment was originally due, until the full amount owing is paid.

**BOND:** \$300 or \$400 if the kitchen is included in the hire.  
The additional bond is required due to the unsatisfactory condition in which the kitchen is being left: i.e. unclean, untidy, dishwasher not unstacked, etc.

**SECURITY/LOCK UP OF CENTRE:** The Centre is fitted with a security alarm system.  
If you are entering or leaving the premises outside work hours please ensure that you read and follow the instructions carefully. If the alarm is activated the premises will be attended by the security service, and a "Call Out" fee will be charged.  
The cost of the Call Out fee will be the RESPONSIBILITY OF THE HIRER. This will include situations where the key is given to a third party to deliver goods, clean the premises, etc.

**VACATING OF PREMISES:** **BAR TO CLOSE & CEASE SERVING ALCOHOL AT MIDNIGHT. MUST VACATE THE PREMISES BY 1:00AM.**

**PUBLIC LIABILITY INSURANCE:** The Hirer shall have in place Liability Insurance to cover their occupancy of the premises, including the activities being conducted. The Centre has Public Liability Insurance as "owner" only, which does not extend to the activities of the Hirer.

**FIRE SAFETY:** The Hirer acknowledges he/she **will** inform **all** the occupants of the FIRE SAFETY PROCEDURE **prior** to the commencement of the function.

1. IN THE EVENT OF FIRE OR UPON THE SMOKE ALARMS ACTIVATING  
Occupants will leave the building with haste and gather at the designated assembly areas located at the front and rear of the building.
2. Show/inform all occupants where Emergency Exits are located.

**DECLARATION**

I HEREBY AGREE TO ALL CONDITIONS AND REQUIREMENTS AS SET OUT ON THIS FORM FOR THE HIRING OF THE ABOVE FACILITY.

**SIGNED:**..... **DATE:** .....