



**GOONDIWINDI WAGGAMBA COMMUNITY  
CULTURAL CENTRE  
CNR RUSSELL & SHORT STREETS, GOONDIWINDI**

Postal: LMB 7, INGLEWOOD QLD 4387  
 Web: [www.goondiwindirc.qld.gov.au](http://www.goondiwindirc.qld.gov.au)  
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 ABN: 79 969 846 487

**HIRE OF FACILITIES- MINOR FUNCTIONS INCLUDING  
PERMANENT/MULTIPLE BOOKINGS (UNLICENSED)**

**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 | <input type="checkbox"/> All Day | <input type="checkbox"/> Hire | <input type="checkbox"/> Decoration/Rehearsal |
| DAY 2: | From _____ am/pm | To _____ am/pm | <input type="checkbox"/> All Day | <input type="checkbox"/> Hire | <input type="checkbox"/> Decoration/Rehearsal |
| DAY 3: | From _____ am/pm | To _____ am/pm | <input type="checkbox"/> All Day | <input type="checkbox"/> Hire | <input type="checkbox"/> Decoration/Rehearsal |
| DAY 4: | From _____ am/pm | To _____ am/pm | <input type="checkbox"/> All Day | <input type="checkbox"/> Hire | <input type="checkbox"/> Decoration/Rehearsal |
| DAY 5: | From _____ am/pm | To _____ am/pm | <input type="checkbox"/> All Day | <input type="checkbox"/> Hire | <input type="checkbox"/> Decoration/Rehearsal |
| DAY 6: | From _____ am/pm | To _____ am/pm | <input type="checkbox"/> All Day | <input type="checkbox"/> Hire | <input type="checkbox"/> Decoration/Rehearsal |
| DAY 7: | From _____ am/pm | To _____ am/pm | <input type="checkbox"/> All Day | <input type="checkbox"/> Hire | <input type="checkbox"/> Decoration/Rehearsal |

*If use is for more than 7 days please record additional days on a separate sheet of paper and attach hereto.*

- WHOLE BUILDING**  
(Includes Main Hall, Meeting Rooms, Kitchen & Bar)
- MAIN HALL**
- MEETING ROOMS**
- KITCHEN**
- BAR/COLD ROOM**

**OFFICE USE ONLY:**

<b>Amount Paid:</b>	_____
<b>Receipt No.:</b>	_____
<b>Date:</b>	_____
<b>Amount Owing:</b>	_____
<b>Officers Initials:</b>	_____

**\*\*\*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 CEILING. 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.

**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

**CANCELLATION OF BOOKING:** If cancellation of a booking is made less than fourteen (14) days prior to the proposed use of the centre, the board may retain payment of the full hire fees.

**BOND - KITCHEN:** Due to the unsatisfactory condition the kitchen is being left (unclean, untidy, dishwasher not unstacked, etc) a bond may be required.

**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.

**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:** .....