



Burke Shire Nijinda Durlga

External Hire Application

Please send completed form to bookings@burke.qld.gov.au or fax 07 4745 5181

Applicant Information

Contact Name: _____

Organisation: _____

Telephone Number: _____ Mobile Number: _____

Address: _____

City: _____ State: _____ Postcode: _____

Email: _____

Venue Hire Information

Type of function/activity: _____ No of attendees: _____

Hire date/s: From _____ To _____

Hire Times (for each day) Entry: _____ am/pm Exit: _____ am/pm

** If more than one day, please complete individual dates and time information below. If entry and exit times are the same for each day, below information isn't required.

Hire date: _____	Entry Time: _____	Exit Time: _____
Hire date: _____	Entry Time: _____	Exit Time: _____
Hire date: _____	Entry Time: _____	Exit Time: _____
Hire date: _____	Entry Time: _____	Exit Time: _____
Hire date: _____	Entry Time: _____	Exit Time: _____
Hire date: _____	Entry Time: _____	Exit Time: _____
Hire date: _____	Entry Time: _____	Exit Time: _____
Hire date: _____	Entry Time: _____	Exit Time: _____

Will alcohol be consumed at the event? Yes No Will alcohol be sold at the event? Yes No

Alcohol: Please refer to the Liquor Licensing requirements in Hire Conditions

Security System: Please note that the venue is fitted with video surveillance and an alarm system.

Public Liability Insurance: Casual Hire Business, Incorporated Body or Association

(If Business, Incorporated Body or Association, attach Certificate of Insurance)

Not for Profit Organisation: No Yes **If YES, attach evidence**

Please tick:

Venue:	Hire Fees – rate per hour (incl. GST)				Total Fee:
	Non-Profit Organisation	✓	Profitable Organisation	✓	
Meeting Room	\$25.00		\$30.00		
Kitchen/Bar *If licensed, copy of license to be supplied	\$25.00		\$30.00		
Outside Deck Area Free in conjunction with another venue hire	\$10.00		\$15.00		
Boardroom	\$35.00		\$40.00		
Shire Hall	\$250.00		\$250.00		
Total Venue Hire Fee Due:					

Additional Items - at no extra cost	No #
Tea/Coffee Station	
Urn Hire 5 Litre	
Urn Hire 30 Litre	
Table Hire	
High Bar Table Hire	
Bar Chair Hire	
Deck Table Hire	
Deck Chair Hire	

Additional Items – at cost	Cost (incl. GST)	Total Fee:
Cleaning – Shire Hall	\$65.00 per hour	
Sound Equipment (Listed below)	\$5.00 per hour	
Technical Support	\$70.00 per hour	
Total Additional Item Hire Fee Due:		

SOUND EQUIPMENT REQUIREMENTS (Subject to Availability):		
<input type="checkbox"/> Portable Lectern	<input type="checkbox"/> Portable Projector	<input type="checkbox"/> Projector Screen
<input type="checkbox"/> Portable Whiteboard	<input type="checkbox"/> Portable Microphone & Speaker	<input type="checkbox"/> Built in Microphone

Venue Bond Fees:	Fee:	✓	Total Fee:
Bond	\$1053.70		
Bond - Key	\$40.00		
Bond – Sound Equipment	\$210.10		
Total Bond Fee Due:			

Total Venue Hire Fee Due:	
Total Additional Item Hire Fee Due:	
Total Bond Fee Due:	
Total Fee Due:	

Important Information

Hall Hire Fees: Payments for venue hire must be paid prior to function/activity, see conditions. Payments can be made at Burke Shire Council Administration Office or by telephone during business hours.

Public Liability Insurance: It is important to read the information in the Public Liability Insurance section attached to this form. Requirements vary depending on the category of hall hire. Please note that you must also provide your own insurance to cover your own equipment.

Conditions of Hire: See attached – please read carefully.

Correspondence to: In Person: Administration Office; Lot 65 Musgrave Street, Burketown
Email: bookings@burke.qld.gov.au
Fax: 07 4745 5181

Agreement

I have read the Conditions of Hire and Public Liability attachment and agree to meet the responsibilities.

I declare that the information I have provided is true and correct in every particular.

Signature of Hirer: _____

Date: _____

OFFICE USE ONLY:

Approved: _____ Date: _____

Date:	Amount Paid	Receipt/PO Number	GL Code
Bond	\$		0300-5200-0030
Venue/Item Hire	\$		7200-1500-0010
TOTAL:	\$		

Booking the Nijinda Durlga (“the venue”)

- All tentative bookings will be held for one (1) week only.
 - Payment of hire fees and bond must be paid by the Hirer fifteen (15) working days prior to the date of use of rooms associated to the venue. Burke Shire Council (“Council”) reserves the right to hire the venue to other interested parties should these fees not be received.
 - Cancellation of booking prior to date could result in total or partial loss of the booking fee.
 - Payment of fees and bond will be accepted via cash, direct deposit, cheque, EFTPOS or Company purchase order.
 - If hire Conditions are met, the Bond refund will be returned to you by direct deposit or cheque within 15 – 20 working days.
 - Use of areas not specifically hired may jeopardise the future use of the facility by the Hirer or their organisation. The property must only be used for the purposes described on this Application Form.
 - Hirers using any part of the facility not stated on the application form will be charged for cleaning and for any damage incurred.
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Keys or Access

Collection: Keys will be available for collection once all conditions are met and payments have been received.

Available at the Burke Shire Council Administration Office, 65 Musgrave Street Burketown.

Office Hours – 8.30am to 4.00pm

If keys are required prior to hire for setup purposes please ensure this is included in hire date and times.

Keys will be made available the morning of hire unless hire starts prior to 8.00am.

Return: Keys are to be returned on the morning of the next business day after the event/cessation of regular hire or as arranged.

Loss of Keys: Loss of any key will result in loss of key bond.

Note - The collection of the key from Council is the responsibility of the Hirer.

Liquor

A Community Liquor Permit can be obtained from the Office of Liquor and Gaming Regulations (on 13 74 68 or www.olgr.qld.gov.au). It is the hirer’s responsibility to contact Office of Liquor and Gaming Regulations, and determine if a license is required. Applications need to be lodged completely and correctly to the Office of Liquor and Gaming Regulations at least 28 days prior to the event.

If a permit is required, a copy of the permit will need to be provided to Council before the key is issued.

Special Instructions

- All functions must cease by **Midnight**. Cleaning inside and outside of the venue to be completed and vacated by 1.00am.
- **No** confetti, blue tack, sticky tape, thumb tack or other fasteners to be use in or around the venue

- **No** helium balloons permitted inside of buildings.
 - **No** balloons or streamers to be attached to the fans.
 - **No** smoking permitted within the venue – smoking area provided at the rear of the venue.
 - **First Aid** kits and/or officers are the hirers' responsibility.
 - People under the age of 18 years are to be supervised by an appropriate adult at all times.
 - **No camping** within the grounds is permitted.
 - Strictly **no animals** allowed.
 - **Read the Fire and Evacuation procedures on the Evacuation Signs located near to all exits.**
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Cleaning of the Facility after Hire

- Council will ensure the venue is in a clean and tidy state prior to the commencement of hire.
- After use, the venue must be left in a clean and tidy state.
- Council is entitled to deduct from the bond any costs for cleaning if the venue is not left in a clean and tidy state.
- The venue is to be swept clean and wet areas mopped with slightly moistened mop.
- Kitchen and Bar areas to be cleaned, swept and mopped, and all belongings removed.
- Toilets are to be left in a clean and tidy state.
- All indoor rubbish bins are to be emptied into external wheelie bins. All wheelie bin to be left Kerbside
- Building surrounds (including adjoining park area and car park area) are to be cleaned of rubbish.
- Bins are located on ground level near the back deck area.

Note: Failure to comply with these conditions will attract a fee

Equipment in Venue

- All tables are to be wiped clean and stacked in storage area as directed. (see council staff).
 - All chairs to be neatly stacked as directed. Refrain from dragging chairs across the floor.
 - Care should be taken to ensure the correct manual handling techniques are used when using the equipment in halls.
 - The cold room and freezer to be cleaned out after use and left switched **on**.
 - The ice machine to be cleaned out after use, switched **off** with the door left open.
 - The stove to be cleaned after use and turned **off**.
 - Urns to be cleaned after use and turned **off**. Zip water heaters are to be left **on**.
 - All lights and fans to be turned **off**.
 - All windows and doors to be **locked** prior to departure.
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Damage

- All damages, breakages, equipment loss and associated on costs are the responsibility of the hirer and must be paid for. All damages must be reported as soon as possible upon conclusion of function.

Note: Failure to comply with the above conditions will result in total or partial loss of Bond and possible further fees.

Checklist and return of Bond

- A Council officer will complete a checklist relating to the condition of the venue. A copy of this report will be available with the key. If this report is considered inaccurate, the Hirer is to contact Council as soon as possible prior to the commencement of hire.
 - A second report will be completed by a Council officer as soon as practicable after the hire has concluded and a copy will be available from the Burke Shire Council Administration Office. This report will be used to determine whether or not the bond will be refunded. No refund is possible until the second report is completed.
 - The Hirer will be responsible for any damage to or loss of furniture, fittings, equipment or any part of the venue during the period of hire and further agrees to bear the full cost of reinstatement of such damage or loss.
 - Council is entitled to deduct from the bond the costs associated with repairing and/or replacing any breakages at, or damage to the venue, including loss or damage to the buildings, fixtures, grounds, equipment or facilities at the venue.
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Public Liability Insurance Information

Please read these conditions carefully

Hirers Responsibility

For the duration of the hire period the venue(s) will be under your physical and legal control.

It is your responsibility as the Hirer to inspect and approve the booked venue(s) as being safe to use for your activity. If you consider it unsafe, do not use it and notify council of the problem.

If you use the venue(s) it will be deemed to be an acknowledgement that the venue(s) is/are fit and proper for your intended use and accept that all liability associated with the use of the venue(s) shall rest with you.

Use of Third Party Contractors

Please note that Third Party contractors engaged by you to provide services e.g. catering, music, face painting etc. are your responsibility and will not be covered by Council's Liability policy.

Incident Reporting

Any incident that may give rise to a claim is to be reported to Council's CEO on 07 4745 5100.

Casual Hirer – read the following information and choose the category that is applicable to your hire.

Casual hirers are hirers who can be described as non-commercial not incorporated and irregular users of Council facilities. Casual hirers are further defined as third parties who hire Council facilities for no more than a total of Ten (10) days over a twelve (12) month period.

Example of a casual hirer include: weddings, family gathering and other non commercial activities by individuals.

Council recommends that you arrange Public Liability Insurance to the extent of at least \$10 million through your own Insurance Company or Broker. If this is not possible and you believe the above definition applies to yourself you may be eligible for cover under a Liability Policy arranged by Council for casual users of Council Facilities. If you have no other cover and wish to avail yourself of this cover or required further information, please contact Council on 07 4745 5100.

Businesses, Incorporated Bodies or Associations of any kind

The following applies to these hirers regardless of hiring regularity.

Any activity that includes a financial transaction; is a club or group of like minded individuals such as a fishing club, hobby group, social club, etc., is not considered to be a casual user.

Provide details of your current Liability Insurance Policy in the form of a **Certificate of Insurance** from your Insurance Company or Broker.

Council requires the policy to be for at least \$10 million and should note Council as an "Interested Party". Until Council received this proof of cover, permission to use the facility/location will be denied.

Note: You must provide your own cover for your equipment.

Warning: Risks Associated with Burke Shire Nijinda Durlga ("the venue")

Council has provided the venue for enjoyment by the public, but Council warns all prospective entrants to the venue that, irrespective of the purpose for which you enter, there may be dangers to person and property posed by:

- the nature of the venue and its facilities and all equipment contained therein;
 - the serviceability and condition of the venue and the facilities;
 - the risk of physical injury from physical activity involved with the use of the facilities or the equipment at the venue;
 - operations being conducted at the venue;
 - the actions, intentional or careless, of persons at the venue, including persons not authorised to be there; and
 - weather conditions (e.g. lightning or strong winds).
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Supervision of users of the venue

Adults enter and use the venue at their own risk.

The supervision of children and others unable properly to provide for their own safety remains **AT ALL TIMES** the responsibility of their **PARENTS OR GUARDIANS**.

Council is **NOT** responsible for the supervision of children and others unable properly to provide for their own safety, irrespective of whether Council provides an instructor or any other form of monitoring or supervision at the venue.

Council may refuse any person permission to enter the venue, and may require any person to leave the venue, in Council's absolute discretion and without giving a reason.

Disclaimer

Except to the extent required by legislation and which cannot be excluded, neither Council nor any of its employees, contractors or agents (collectively "representatives") accept responsibility for ensuring the safety or security of persons who enter the venue.

In particular (except to the extent required by legislation and which cannot be excluded), Council and its representatives accept no contractual obligation, no general law duty and no statutory duty of care to ensure the safety of persons or their property within or near the venue. Further, Council and its representatives will not be responsible to any person, under any circumstance, for:

- death, illness or injury suffered at the venue, or resulting from an occurrence there;
 - death, illness or injury suffered as a result of the use (as intended or inappropriately) of the facilities or the equipment at the venue; or
 - loss or destruction of, or damage or injury to, the property of any person at the venue, or resulting from anything that occurs there.
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Release and Indemnity

Irrespective of whether they do so with the permission of Council or any of its representatives, and irrespective of whether they pay Council a fee for permission to do so, persons using the venue do so upon the following conditions:

1. Each person who uses the venue acknowledges that, together with those in his/her care, he/she attends and uses the venue voluntarily, fully appreciating and accepting the risk that he/she, and any person in his/her care, may suffer or sustain at the venue, or as a result of something that occurs there, illness, injury, death, or property loss or damage, irrespective of cause.
 2. Each such person releases Council and each of its representatives from responsibility for illness, injury or death, and for property loss, destruction or damage the person suffers or sustains, irrespective of cause, while at the venue or as a result of anything that occurs there.
 3. Each such person undertakes to indemnify Council and each of its representatives against any liability, loss or expense sustained or incurred by them or any of them through being held responsible for:
 - illness, injury or death to that person, or to any person in that person's care; or
 - property loss, destruction or damage sustained by that person, or sustained by the owner of any property in that person's possession or under his/her control, or in the possession or under the control of anybody in that person's care, at the venue or as a result of something that occurs at the venue.
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Emergency Details

FIRE

After Hours Procedure

In the event you discover a **FIRE** or detect the presence of smoke.

Raise the Alarm by

1. Dial **000** and ask for the **FIRE Service** and provide the following information:
 - Type of Emergency
 - Location of the premises – **Nijinda Durlga Sloman Street Burketown 4830**
 - Exact location of the fire and the type of fire.
 - Do not hang up from the emergency services unless directed too.
2. Alert all persons in the vicinity.
3. If the fire is small enough use a fire extinguisher to extinguish the fire.

4. Do not fight a fire if it is unsafe to do so. This may occur if the following conditions exist:
- You don't know what's burning.
 - The fire is spreading rapidly.
 - You have not been trained in the use of firefighting equipment
 - You don't have the proper equipment
 - The fire might block your means of escape.
 - You might inhale toxic smoke.
 - Your instincts tell you not to do so.

Evacuation

Whenever you are alerted to evacuate

Evacuate Immediately from your present position, to the Emergency Assembly / Muster Points.

Morning Glory Park Sloman Street

Exercise caution and let common sense prevail.

- | | |
|---------------|--|
| Do Not | Panic |
| Do Not | Run |
| Do Not | Collect personal belongings or Company documentation – lock away personnel effects – you may take your phone, money and medications if necessary |
| Do Not | Return to the building until the “all Clear” has been given by the Emergency Services |

DO

- Turn mobile phones off, until advised it is safe to turn back on (evacuation could be due to bomb threat)
- Proceed in an orderly manner to the nearest safe exit.
- Proceed to the Emergency Muster Point area and wait at the Emergency Muster Point until otherwise authorised by Emergency Services or representative
- Admin Officer is to take the visitors book - head count will be conducted by the Office Fire Warden
- Responsible Warden to lock front door – *if the building is not in the affected area.*
- Responsible Warden is to ensure all visitors and staff are evacuated.
- Personnel who are disabled and other parties who are unable to effectively evacuate the area in a safe manner themselves must be managed by the Responsible Warden.
- Wait together in the dedicated Emergency Muster Point until advised by the Responsible Warden or Emergency Services personnel state it is safe to re-enter the building.

Medical Emergency

In the event of a **Medical Emergency** e.g. suspected heart attack, unconsciousness, breathing difficulties.

1. Ring **000** ask for the **Ambulance service** and provide the following information:

- Location of the premises – **Nijinda Durlga Sloman Street Burketown 4830**
 - Nature of the emergency. Try to be located near the injured person when calling.
 - Do not hang up from Emergency Services unless directed to by the operator.
2. Dispatch a responsible person to assist with direction for the emergency vehicle.
 3. Stay with patient until first aid officer or ambulance officer arrives and takes over.

Building Security and after hour's contacts

In the event of Building Security matters please contact the Burke Shire council Chief Executive Officer on 0488 099 777

In the event of Water and Sewage matters please contact the Burke Shire council CEO and Works Manager:

Chief Executive Officer 0488 099 777

Works Manager 0408 872 377

