



CHRC central highlands
regional council

PO Box 21, EMERALD QLD 4720
PH: 1300 242 686 FAX: 1300 242 687

**APPLICATION TO HIRE
ACTIVITY CENTRE
31 LITTLEFIELD STREET, BLACKWATER**

HIRER DETAILS

Company Name: _____
Contact Person: _____
Address: _____
Daytime Phone: _____ A/H Phone: _____
Mobile Phone: _____ Email: _____

BOOKING DETAILS

Event Name: _____
Type of Function: _____ Date/s of Function: _____
Time Required Start: _____ Finish: _____
Other requirements: _____

* NOTE: Fees may be waived in consideration of the above

DECLARATION: I confirm that details set out above are correct and accept the terms and conditions set out in Schedule 1 attached.

SIGNATURE OF HIRER

DATE

**CENTRAL HIGHLANDS REGIONAL COUNCIL
BLACKWATER ACTIVITY CENTRE
CONDITIONS OF HIRE**

BOOKINGS

In order to secure a booking at the Activity Centre, a booking sheet must be filled out along with payment of the full hire charge as per Council's Fees and Charges. If the form is not filled out and the fees not paid, the booking will be classed as tentative, and in the event another party wishes to hire the Centre at the same time the form and payment must be received by close of business that day or the booking will be cancelled.

RESTORATION

The Hirer shall be liable to repair any damage to the Activity Centre or to replace any equipment arising out of, or incidental to the use of, the facility other than damage caused by events outside the control of the Hirer. The Hirer undertakes to accept the Council resolution as to the amount payable for such damages and to reimburse Council in full upon notice.

CANCELLATION BY HIRER

The Hirer may cancel the booking by giving notice in writing.

HIRER'S OBLIGATIONS

The Hirer will not without the approval in writing by Management

- Use the Facilities for any purpose other than the Hiring Purpose;
- Allow any person not subject to the direction and control of the Hirer to use the Facilities;
- Rehire the Facilities to any person without the approval of Central Highlands Regional Council Management; or
- Alter, move or remove any fixture, fitting or furnishing of the Facilities or the Venue.

SETTING UP

It will be the responsibility of the hirer to set up the seats/tables as the Hirer wishes and to ensure that all furniture and equipment which has been shifted is returned to its original position.

CLEANING

It is the Hirer's responsibility to clean the facilities after an event. Please leave the facility in the manner in which you found it. Before leaving the facility, please ensure the facility has been swept and the bathroom/toilets used have been cleaned.

SMOKING CONDITIONS

The entire Activity Centre is a smoke free environment. It is the Hirer's responsibility to ensure patrons observe this requirement.

Contact Central Highlands Regional Council on 1300 242 686.

Hirer: _____

Date: _____

Witness: _____

Date: _____