



Central Highlands Regional Council McIndoe Function Centre Booking Form

Please Complete ALL Sections and return to CHRCe-mail: enquiries@chrc.qld.gov.au

Organisation:	
Event:	
Contact Person:	
Mobile:	
Phone number:	
Fax number:	
E-mail address:	

Organisation Details for Invoicing:

Postal Address:	
Contact number:	

Bank Details for Refund of Bond:

Bond will be refunded by cheque if there are no bank details provided

BSB:	
Account Number:	
Account name:	

Area Required:

1. Whole Complex	Yes / No
2. Function Room – not including use of bar or kitchen	Yes / No
3. Use of PA System and Projector	Yes / No

Dates Required:

Date Required:	Area/s Required:	Time – From/ Till Set up from 10am Pack up until 9am	Cost
			\$
			\$
			\$
			\$

Total Cost:	\$
Bond:	\$

Please include 'set up' and 'clean up' time.

Note that you are only entitled to use the areas that you have booked.

Will Alcohol be served?	Yes / No
If you are hiring the Kitchen, will you require a familiarisation of the kitchen equipment?	Yes / No
If you are using the PA System and Projector, a familiarisation is required. Main settings are not to be changed.	Yes – organise a time/date

- All rental Charges and Bond (if applicable) are to be paid in full before the use. All changes or cancellations must be made in writing and forwarded to CHRC as soon as possible.
- Users agree to adhere to the maximum number of persons to use the premises of 350 people.

McIndoe Conditions of Hire

<p>***Football Season runs from March to September each year, please note that Council does not guarantee exclusive use of the car-park and grandstand areas associated with the Football fields on the day/evening of your event. This booking entitles exclusive use of the Function Centre only and shared access to the car-park area***</p>
<p>IMPORTANT – The automatic doors to the Rugby League fields are NOT to be accessed other than in the case of an emergency. Access to and from the Function Centre is to be gained through the front automatic doors and the side access door.</p>
<p>All the rental charges and bond are to be paid in full before use.</p>
<p>Keys must be returned to Council within five business days.</p>
<p>You will need a key to access the PA System. When using the PA System and Projector, a familiarisation is required. Main settings are not to be changed. Any damages or missing parts will be at your cost.</p>
<p>Bookings are to be confirmed by submitting:</p> <ul style="list-style-type: none"> • A signed Booking Form and • A completed copy of the Conditions of Hire
<p>If these forms are not completed, signed, or not submitted the booking will not continue and will be cancelled.</p>
<p>Failure to notify the Council in writing of a cancellation or amendment of a booking at least seven days prior to the booked date may result in a forfeiture of the fee. However, written application for the return of the fee will be considered by Council.</p>
<p>The hirer shall be responsible for any damage caused to the building, furniture, equipment etc. during the occupancy.</p>
<p>Any loss or breakages of kitchen equipment including bain marie trays are the responsibility of the hirer and will be charged to the hirer.</p>
<p>Please use the table trolley and chair trolley when moving tables and chairs.</p>
<p>Tables are to be stacked evenly in two piles on the two table trolleys provided.</p>
<p>Chairs are to be stacked in piles between 10 to 12 chairs and stored in the storeroom.</p>
<p>Tables and chairs are to be stacked in the storeroom within the black and yellow lines so that the cupboards can be accessed.</p>
<p>The premises shall be left in a clean and tidy condition.</p> <ul style="list-style-type: none"> • All surfaces to be wiped down • Tables and chairs to be wiped down and put away • Floors are to be swept and mopped • Carpet to be vacuumed • Toilets are to be left tidy • Rubbish is to be removed • Glass sliding doors and glass walls to be cleaned
<p>If you have hired the kitchen, please organise to be familiarised with the kitchen equipment prior to your hire.</p>
<p>When leaving the kitchen please ensure:</p> <ul style="list-style-type: none"> • All surfaces are wiped down • Floors are mopped • All personal items and food are removed • All rubbish is removed • You switch off the cold room and leave the cold room door open • Turn off the stove
<p>All rubbish is to be put in the skip next to the function centre. Any excess rubbish is the responsibility of the hirer.</p>
<p>If you require any additional toilet paper or bin liners for your event, please request this prior to the booking.</p>

<p>Although there are some cleaning equipment in the storeroom, the hirer will need to provide all other cleaning equipment and cleaning chemicals.</p> <p>Cleaning equipment include:</p> <ul style="list-style-type: none"> • Floppy dust mop • 2 Mops • 2 Mop bucket • Two vacuum cleaners • Two extension cables • A steam mop • Dust pan and bush
<p>When mopping the floors, change water frequently and do not use too much chemical as this leaves the floors sticky.</p>
<p>It shall be the responsibility of the hirer to ensure that all persons have vacated the premises at the completion of the function that:</p> <ul style="list-style-type: none"> • All doors and windows are locked • All fans, air conditioners and lights are switched off • Alarm is set
<p>The hirer shall maintain all exits and fire extinguishers are clear and useable, without hindrance, and ensure that exit lights be lit at all times.</p>
<p>Supervision of functions is the responsibility of the hirer, and may be deemed a requirement by Council. Please register your party with Queensland Police on www.police.qld.gov.au/party</p>
<p>All personal belongings, props, food, catering equipment, musical instruments that belong to the hirer etc. are to be removed within 24 hours of the function. Failure to comply will result in a penalty charge or the property being removed and stored at the hirer's expense.</p>
<p>Liquor or drinks shall not be served in any part of the complex other than through the bar.</p>
<p>You must have a Community Liquor Licence to sell alcohol in the McIndoe Function Centre or Town Hall. The web site to go to is: http://www.olgr.qld.gov.au/industry/liquor_licensing/gettingLiquorlicence/index.shtml Once you have done this, e-mail your first name, last name and application number to kstephenson@chrc.qld.gov.au</p>
<p>Food shall not be prepared in any other part of the complex other than the kitchen.</p>
<p>The Council accepts no responsibility whatsoever for the damage or injury to any persons or for the safety, damage or loss of any goods etc.</p>
<p>All Hirers must have their own Public Liability Insurance except for one off use.</p>
<p>The hirer shall adhere to the provisions of the Building Fire Safety Regulations 2008 http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/B/BuildgFireSR08.pdf regarding the maximum number of persons permitted to use the premises.</p>
<p>The Council reserves the right not to accept bookings from any person or persons.</p>
<p>It is the responsibility of the hirer to provide and arrange catering for their function.</p>
<p>When completing the booking form, you will need to allow for 'set up' and 'pack up' time. You will be charged an additional fee if you require the hall longer than the times specified on the booking form.</p>
<p>Any default on any of these Conditions of Hire will result in forfeiture of all or some of your bond.</p>
<p>You will also be billed for any additional charges that the bond has not covered.</p>

I/ We have read, understood and agree to the above Conditions of Hire.

Hirer Signature

Hirer Name

Date

GENERAL INFORMATION

Security Codes

- Upon collection of the facility keys, you will also need a security code to allow access into the building.
- Please use the side door to enter the building when first entering the building.

General

- Light switches are located by the side entrance, in the kitchen near the dishwasher and on the wall near the storeroom.
- There are 4 fire extinguishers and one fire hose.

Storeroom

- All the tables, chairs and cleaning equipment are located in the storeroom.
- Please use the table trolley and chairs when setting up and packing up.
- The red mop and bucket are for the bathrooms only. There is a blue mop and bucket for general use.
- There is a steam mop in the store room. Only use clean water in the steam mop. Do not use any chemicals in the steam mop. Please wash and let dry the steam mop pad.

Sliding Doors

- There are two automatic sliding doors. When the handle is in the downward position the door is unlocked, when the door handle is in the upward position the door is locked.
- Please make sure the door handle is in the downward position before pressing the buttons on the left to auto or open.
- When leaving, once the door is closed, press the button to off and lift handle to lock.

Kitchen

- The cold room has a switch high above. Switch it on then close the door for the cold room to cool. Please note that this is a cold room and not a freezer and it will take a lot longer to cool down warm drinks etc.
- The kitchen contains has two bar fridges, a stove, a bain marie and a dish washer.
- We do not provide any cutlery or crockery at McIndoe Function Centre.
- Instruction in the use of the stove must be obtained from the caretaker before stove is used.

Air-conditioning

- There are two controllers for the air conditioners. One is kept on the bar and the other is kept on the wall beside the dishwasher. Do not set the temperature below 22 degrees.
- The same controller works on each air conditioner.
- Turn all air conditioners off when leaving the premises.

Emergency –

- Please familiarise your guests with the emergency exits and evacuation assembly points, information is displayed at all entries to the building.

In case of Emergency, call 000 or 112

Emerald Police Station: 4983 8100

Council contact list:

- Front Reception – During business hours: 1300 242 686
- the caretaker on 0448 344 633
- Sharyn on 07 4982 8385 or 0488 791 658

FEES AND CHARGES 2015/2016

Duration, Category	Fee	Bond
Full Day/ evening/ night including use of bar, cold room & Kitchen Profit	\$1209	\$500
Full Day/ evening/ night including use of bar, cold room & Kitchen Non-Profit	\$842	\$500
Full Day/ evening/ night. No use of bar, cold room & Kitchen Profit	\$949	\$400
Full Day/ evening/ night. No use of bar, cold room & Kitchen Non-Profit	\$612	\$400
Half Day/ evening/ night including use of bar, cold room & Kitchen Profit	\$770	\$200
Half Day/ evening/ night including use of bar, cold room & Kitchen Non-Profit	\$525	\$200
Half Day/ evening/ night. No use of bar, cold room & Kitchen Profit	\$612	\$200
Half Day/ evening/ night. No use of bar, cold room & Kitchen Non-Profit	\$367	\$200
Rugby League Clubs	\$168	\$200
Cleaning fee per hour	\$46	-
Key Deposit	-	\$50

Notes:

1. At the Chief Executive Officer's discretion and depending on the degree of cleaning likely, the bond amount will be a minimum of \$200 and a maximum of \$500.
2. No GST is payable if the full bond is returned. GST is payable on the amount of any Bond money forfeited.
3. All Rental Charges and Bond are to be paid in full prior to the use of the premise.



Central Highlands Regional Council
McIndoe Function Centre

CUSTOMER FEEDBACK SURVEY FOR
HALLS AND COMMUNITY CENTRE

Council appreciates your feedback, which aids us in maintaining and improving this facility.

Complete this form and return to Council (65 Egerton Street) with the keys when your hire is complete.

Name: _____

Telephone: _____

Facilities hired: [] Whole Complex [] Function Room [] Kitchen [] Bar
[] Other (please detail) _____ Date of hire: _____

Rate the following by selecting the appropriate box:

Table with 7 columns: Excellent, Above average, Acceptable, Poor, Unacceptable, Not applicable. Rows include: Was your enquire dealt with in a friendly and efficient manner, Was the information provided appropriate, Cleanliness of the room hired, Cleanliness of the kitchen, Cleanliness of the outside courtyard or area, Cleanliness of the toilets, Operation of the sound system (if available), Performance of air-conditioners, Other electrical e.g. lights and power-points, Was the furniture in working order, Were you able to get the date and time required, Is the building maintained to an acceptable standard.

Comments/suggestions: _____

Four horizontal lines for additional comments or suggestions.