



PLEASE NOTE: All damages or breakages to any aspect of the buildings and surrounds including the Lady Walker Fountain, furniture or equipment, shall be paid for at full replacement cost plus administration charge of 10%. Room hire charges include the use of existing crockery and cutlery, glassware, chairs and tables.

PLEASE NOTE: Cleaning charges only apply if facilities have not been cleaned to standard acceptable by Council and if Council Caretakers Services have not been requested. Any dispute will be determined by Council's Manager of Facilities.

PLEASE NOTE: With all Longreach Regional Council Facility the COVID-19 Public Health Rules apply: Physical distancing of 1.5m, 4 square meters per person when indoors, Hand Hygiene along with Respiratory Hygiene is to be applied. Longreach Regional Council cleaning staff clean and disinfect the facilities as per COVID -19 recommendations Queensland Health PN12613 WH&S. https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf

Application is for:

<input type="checkbox"/> This is a New Booking	<input type="checkbox"/> Internal Job Cost #: _____	<input type="checkbox"/> Bond Deposit: Yes / No
<input type="checkbox"/> This is an Amendment to an Existing Booking	<input type="checkbox"/> Doc ID #: _____	<input type="checkbox"/> Bond Receipt #: _____
<input type="checkbox"/> Corporate & Government Organisations	<input type="checkbox"/> Invoice #: _____	<input type="checkbox"/> Bond Refund: _____
<input type="checkbox"/> Longreach Regional Residents, Clubs & Associations		

Application Details:

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify): _____	
Contact Name:	
Company / Association:	
Postal Address:	
Locality / Suburb:	State: _____ Postcode: _____
Contact Phone / Mobile :	Contact Fax: _____
Email Address:	

Booking Details:

Event / Function Name:			
Date/s of set up (if required)	Time In:	Date/s of Function:	Time In:
	Time Out:		Time Out:
COVID Safe Event Checklist: Provide copy to LRC via assist@longreach.qld.gov.au		<input type="checkbox"/> Yes <input type="checkbox"/> No Available at: https://www.covid19.qld.gov.au/_data/assets/pdf_file/0014/132701/covid-safe-event-checklist.pdf	

Facility Required: (Please tick all boxes that apply)

<input type="checkbox"/> Entire Building	<input type="checkbox"/> Main Auditorium (Includes stage, hall, mezzanine level, change rooms & foyer)	<p>PLEASE NOTE: There is no disability access to the Fairmount Rooms, Stage or Mezzanine Level.</p>
<input type="checkbox"/> Fairmount Room (Full Size)	<input type="checkbox"/> Fairmount Room (West) <input type="checkbox"/> Fairmount Room (East)	
<input type="checkbox"/> Thomson Readford Room	<input type="checkbox"/> Thomson Room ONLY <input type="checkbox"/> Readford Room ONLY	
<input type="checkbox"/> Courtyard ONLY	<input type="checkbox"/> Kitchen & Bar (Includes fixed equipment) <input type="checkbox"/> Council Chambers	

Additional Requirements & Equipment:

<input type="checkbox"/> Data Projector & Screen	<input type="checkbox"/> Laptop	<input type="checkbox"/> Internet Connection	<p>PLEASE NOTE: For larger events Council does not offer onsite sound, lighting and IT support for these types of events. Please contact Councils Booking Officer for support locally if required.</p>
<input type="checkbox"/> Lectern	<input type="checkbox"/> PA System	<input type="checkbox"/> Whiteboard Qty: ____	
<input type="checkbox"/> Mic & Stand Qty: ____	<input type="checkbox"/> Portable Stage	<input type="checkbox"/> Caretakers Assistance (Additional Cost)	
<input type="checkbox"/> Display Board Qty: ____	<input type="checkbox"/> Signage for function	<input type="checkbox"/> Teleconference	
<input type="checkbox"/> Zoom (Complete IT Help Desk Request ithelpdesk@longreach.qld.gov.au)			
<input type="checkbox"/> Zoom TV/Camera required for Meeting/Event			



Function Setup:	Number of People	Set-up Description
Restaurant Style:		round tables with 10 chairs seated around
Theatre Style:		rows of chairs ONLY
Classroom Style:		tables with chairs behind facing the front of the room
Meeting Style:		Square shape with chairs seated around
U Shape Style:		'U' Shape with chairs seated around
Other Requirements:		

Additional Charges:			
Cleaning		Extra Cleaning Charges	Damages
Will this be Self Setup, Pack Up and Cleaning? <input type="checkbox"/> Yes <input type="checkbox"/> No (Before During and After Function)	Or	Do you require the Caretaker's Services ? <input type="checkbox"/> Yes* <input type="checkbox"/> No (Set up, Pack up, Cleaning.) <i>*If yes this will be charged at a cost as per Council Fees and Charges</i> <i>NOTE: If caretaker is required to wash and fold the tablecloths, charges will apply.</i>	<i>Please Note: Extra Cleaning Charges will apply and be charged at a cost as per Council Fees and charges if facilities have not been cleaned to a standard acceptable by Council. Any dispute will be determined by Council's Manager of Facilities.</i> <i>Any and All Damages to the Facility must be paid for by the Hiring Committee or Organisation. The Cost of which will be in accordance with Longreach Regional Council Fees and Charges.</i>

Liquor Permits & Licensing:
Any liquor sold on Council property will require a Liquor License Permit which can be downloaded from the provided website http://www.olgr.qld.gov.au/industry/liquor_licensing/liquor_permits/index.shtml . If alcohol is <u>ONLY</u> consumed e.g. BYO a Permit to Consume Alcohol will need to be completed and returned with this booking form. (Attached)
<input type="checkbox"/> Permit to sell alcohol (Liquor Licence) <input type="checkbox"/> Form of Endorsement – to consume alcohol on Council premises.

Catering Requirements:			
<input type="checkbox"/> No catering Required (Do not complete the following section).			
<input type="checkbox"/> Catering will be organised by applicant (Do not complete the following section).			
<input type="checkbox"/> Longreach Regional Council to organise catering - * This will include a 10% Administration Fee.			
Date/s:			
Caterer:			
Order Number: (Internal ONLY)			
Type	Number of People	Date	Time
<input type="checkbox"/> Morning Tea			
<input type="checkbox"/> Lunch			
<input type="checkbox"/> Afternoon Tea			
<input type="checkbox"/> Tea & Coffee <input type="checkbox"/> Water Per Break \$5.80 / person			
Other Catering Requirements:			



Refundable Bond / Security Deposits:

I Do Do Not give permission for the Longreach Regional Council to take the fee for Equipment Hire / Facility Hire out of the Refundable Bond paid to Council.

Signature:	Applicant Name:	Date:
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Indemnity:

I / we agree to the foregoing conditions of hire inclusive and certify that the information provided is true and correct to the best of my knowledge and hereby indemnify Longreach Regional Council against any claim whatsoever arising from my / our use of the facilities outlined above. By endorsing the above I agree to abide by the terms and conditions here in.

Signature:	Applicant Name:	Date:
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Privacy Statement:

The information collected in this form will be used by Council for lawful purpose directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*) or as required by Queensland State Government. The information collected may be retained as required by the *Public Records Act 2002*.