



**PLEASE NOTE:** All damages or breakages to any aspect of the buildings and, 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:** 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](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)

### Application is for:

<input type="checkbox"/> Ilfracombe	<input type="checkbox"/> Isisford	<input type="checkbox"/> Yaraka	<input type="checkbox"/> Internal Job Cost #: _____	<input type="checkbox"/> Bond Deposit: Yes / No
<input type="checkbox"/> Corporate & Government Organisations			<input type="checkbox"/> Doc ID #: _____	<input type="checkbox"/> Bond Receipt #: _____
<input type="checkbox"/> Regional Residents, Clubs & Associations			<input type="checkbox"/> Invoice #: _____	<input type="checkbox"/> Bond Refund: _____

### 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 <a href="mailto:assist@longreach.qld.gov.au">assist@longreach.qld.gov.au</a>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Available at: <a href="https://www.covid19.qld.gov.au/_data/assets/pdf_file/0014/132701/covid-safe-event-checklist.pdf">https://www.covid19.qld.gov.au/_data/assets/pdf_file/0014/132701/covid-safe-event-checklist.pdf</a>			

### Facility Required: Any Council maintained Facility (Please tick all boxes that apply)

<input type="checkbox"/> Ilfracombe Recreation Centre	<input type="checkbox"/> Ilfracombe Tennis Courts	<input type="checkbox"/> Ilfracombe Memorial Park & Artesian Spa
<input type="checkbox"/> Isisford Hall	<input type="checkbox"/> Isisford Racecourse	<input type="checkbox"/> Omawaterhole Fishing Compound Sheds
<input type="checkbox"/> Yaraka Hall	<input type="checkbox"/> Yaraka Racecourse	<input type="checkbox"/> Other : _____

### Additional Requirements & Equipment:

<input type="checkbox"/> Data Projector & Screen	<input type="checkbox"/> Laptop	<input type="checkbox"/> Internet Connection
<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 <a href="mailto:ithelpdesk@longreach.qld.gov.au">ithelpdesk@longreach.qld.gov.au</a> )		
<input type="checkbox"/> Zoom TV/Camera required for Meeting/Event		

**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.



### 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](http://www.olgr.qld.gov.au/industry/liquor_licensing/liquor_permits/index.shtml). If alcohol is ONLY consumed e.g. BYO a Permit to Consume Alcohol will need to be completed and returned with this booking form. (Attached)

Permit to sell alcohol (Liquor Licence)       Form of Endorsement – to consume alcohol on Council premises.

### 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:

### 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:

### 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*.

**Incident Report / Investigation** To comply with the Workplace Health and Safety Act 2011 and Workplace Health and Safety Regulation 2011, a record of all serious bodily injury, work caused illnesses and dangerous events must be recorded within 24 hours of the incident occurring.