

Civic & Cultural Centre Facility BOOKING FORM



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.

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.

Application is for:

☐ This is a new booking

☐ Corporate & Government organisations

☐ Local Community Groups and Organisations eg., school, church.

☐ Internal Job Cost Number:

Applicant details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (specify)

Contact name:

Company / Association:

Postal address:

Locality / Suburb:

State:

Postcode:

Contact phone / mobile :

Contact fax:

Email address:

Event

Event / function name:

Date/s of function:

Setup time in/out:

Function time in/out:

Facility required:

(Please tick all boxes that apply)

Entire Building	Main Auditorium (Includes stage, hall, mezzanine level, change rooms & foyer)
Fairmount Room (Full Size)	Fairmount Room (West) Fairmount Room (East)
Thomson Readford Room	Kitchen & Bar (Includes fixed equipment)
Courtyard ONLY	

Please note: There is no disability access to the Fairmount rooms, stage or mezzanine level.

Additional Requirements & Equipment:

Audio visual platform	Laptop	Internet Connection
Lectern	PA System	Whiteboard - Qty:
Mic & Stand - Qty:	Caretakers Assistance (additional cost)	
Signage for function		

Please note: For larger events Council does not offer onsite sound, lighting and IT support.

Please contact Councils Booking Officer for support locally if required.

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		

Will this be self setup, pack up and cleaning Yes No (before during and after function)

Or

Do you require the caretaker's services Yes No (setup, pack up, cleaning)

PLEASE NOTE:

Any dispute will be determined by Council's Manager of Facilities.

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.

Liquor permits & licensing:

Any liquor sold on Council property will require a Liquor License Permit which can be downloaded from www.olgr.qld.gov.au/industry/liquor_licensing/liquor_permits/index.shtml

If alcohol is ONLY consumed eg., 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.

Catering requirements:

No catering required Do not complete the following section.

Catering will be organised by applicant Do not complete the following section.

Longreach Regional Council to organise catering

Date/s:

Caterer:

Order Number: (Internal ONLY)

	Number of people	Date	Time
Morning Tea			
Lunch			
Afternoon Tea			
Tea & Coffee Water			

Other catering requirements:

Refundable bond / security deposits:

Bond required YES (private function) NO (meeting/tuition within work hours)

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:

Date:

Applicant name:

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:

Date:

Applicant name:

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.

Civic & Cultural Centre Facility FORM FOR ENDORSEMENT



To coincide with Form 7 prior online lodgment.

Hirers of Council Facilities that will be consuming alcohol will be required to complete the Form of Endorsement.

Hirers of Council facilities that will be selling alcohol will be required to complete the Form of Endorsement and a Community Liquor Permit which can be found and lodged online at www.qld.gov.au. For more information please visit the Office of Liquor and Gaming Regulation website www.olgr.qld.gov.au

Once completed, a signed and completed copy of this form needs to be submitted to your local police station regardless of whether you are required to obtain a Liquor Licence for the event.

Application is for:

Permit to Consume Alcohol

Permit to Sell Alcohol – Community Liquor Permit will need to be attached

Applicant details: responsible person

Title Mr Mrs Ms Miss Other (specify)

Contact Name:

Date of Birth:

Postal Address:

Locality / Suburb:

State:

Postcode:

Contact Phone/Mobile:

Email Address:

Applicant details: Club/Association – beneficiary to the event

Company/Association:

Postal address:

Locality/Suburb:

State:

Postcode:

Contact phone:

Venue details:

Name of venue:

Venue address:

Locality/Suburb:

State:

Postcode:

Bar trading times:

Day

Date

Times

Venue details:

Name of event:

Is the event open to the public? Yes No

Estimated attendance to event:

Estimated patrons to consume liquor at event:

Will minors be attending the event? Yes No

Will minors be permitted in consumption areas? Yes No

Will minors be accompanied by parent or guardian? Yes No

Liquor consumption areas:

Consumption area:

Number of serving areas: Size:

If inside – What is the name of the building?

If outside – What is the location of the consumption area within the property?

How will the consumption area be defined?

Liquor Serving Container Types: how is it intended that liquor be served?

Cans Bottles Glasses Disposable/plastic cups

Entertainment: Entertainment Type (If Applicable- you may select more than one).

DJ Live music Adult entertainment Rodeo Boxing/Martial Arts Other

Security: What type of security will be provided?

Licensed security providers Volunteer based security provider

How many security personnel will there be?

Indemnity:

I / we 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.

Signature:

Date:

Applicant Name:

Council endorsement:

Council endorses this permit holder to consume/sell alcohol on the above mentioned Council land.

Signature:

Date:

Name & Position: Mitchell Murphy - Chief Executive Officer