

Disaster Coordination Centre BOOKING FORM



PLEASE NOTE

All damages or breakages to any aspect of the buildings and surrounds including furniture or equipment, shall be paid for at full replacement cost plus administration charge of 10%. Room hire charges include the use of existing chairs and tables, IT equipment, tea, coffee and water.

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 groups

☐ 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)

Brolga Room (full size)

Kookaburra Room

(Office space)

Kestrel Room

(Library Meeting Room)

Please note: Access via Magpie Lane. All rooms have disability access.

Additional Requirements & Equipment:

Audio visual platform

Laptop

Internet Connection

Whiteboard - Qty:

Caretakers Assistance (additional cost)

Signage for function

Function setup:

	Number of people	Set-up description
Theatre style		rows of chairs ONLY
Classroom style		tables with chairs behind facing the front of the room
U Shape Style:		'U' shape with chairs (small or large group)
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 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 * This will include a 10% administration fee.

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.