



Etheridge Shire Council Community Facilities Booking Form

CONTACT DETAILS:

Name/Organisation: _____

Address: _____ State: _____ Postcode: _____

Contact Person: _____ Contact No/s. _____

Email Address: _____

FACILITIES TO HIRE:

- Georgetown Hall and Supper Room
- Georgetown Hall, Supper Room and Bar
- Georgetown Hall **ONLY**
- Gregg Bethel Memorial Oval
- Georgetown Multi-Purpose Sports Facility - Entire
- Georgetown Multi-Purpose Sports Facility Kitchen & Conference Room **ONLY**
- Georgetown Supper Room **ONLY**
- Mt Surprise Hall
- Einasleigh Hall
- Georgetown Multi-Purpose Sports Facility Kitchen **ONLY**
- Georgetown Multi-Purpose Sports Facility Conference Room

- Tables & Chairs - Georgetown Hall
- Tables & Chairs - Mt Surprise Hall
- Tables & Chairs - Einasleigh Hall
- Tables & Chairs – Georgetown Multi-Purpose Sports Facility

BOOKING DETAILS:

- Concerts, Variety Shows, Plays
- Functions without liquor licence - **no bar use**
- Hire By Schools
- Hire of Tables and Chairs (outside of Hall)
- Function with liquor licenses
- Community Meetings

DATES OF HIRE

From: _____, _____ / _____ /20_____ at _____:_____ am/pm
Enter Day Day Month Enter Time

Until: _____, _____ / _____ /20_____ at _____:_____ am/pm
Enter Day Day Month Enter Time

Please specify: Day Hire and/or Evening Hire

Table and Chair Hire Only: No. of Tables: _____ No. of Chairs: _____

I certify that the above information is correct and I have read and accept the Terms and Conditions of Hire.

Hirer's Name: _____ Date: ____/____/____

OFFICE USE ONLY

- Payment Received: \$ _____
- Receipt No. _____
- Hire of Facility entered into Hall Hire Calendar
- Application filed in Facilities Hire Forms File

Waiver of Hire Fees		Officer: _____
<input type="checkbox"/> Accepted	<input type="checkbox"/> Denied	Signature: _____
Signed: _____ (CEO or delegate to complete ONLY)		Date: ____/____/____



Terms & Conditions of Hire

1. Keys

Most keys can be collected from the Etheridge Shire Council's Main Office located at 41 St George Street, Georgetown the day of the booking, unless prior arrangements are made. Keys are to be returned to Council's Office within 1 day of the conclusion of the booking, during the office hours of 8:30am and 4:30pm, Monday to Friday.

Keys are to be retrieved from the following:

Shire Hall/Tables & Chairs – Georgetown: The Council Office in normal business hours

Town Hall – Mt Surprise: Mt Surprise Town Maintenance Contractor

Town Hall – Einasleigh: Einasleigh Town Maintenance Contractor

Georgetown Multi-purpose Sports Facility: The Council Office in normal business hours

Gregg Bethel Memorial Oval Bar Area - The Council Office in normal business hours

(Please contact Council on (07) 4079 9090 for Town Maintenance Contractor details)

2. Cleaning Requirements

All rubbish must be picked up from within the Hall, verandas and grounds and placed in the bins provided at the Shire Hall in Georgetown. If the bins are inadequate or the Hall hired is in Mt Surprise or Einasleigh all rubbish must be taken to the rubbish dump by the hirer.

Floors are to be swept and mopped if necessary due to spillage of drinks etc.

Veranda floors, where appropriate, are to be hosed and swept, cigarette butts and bottle tops removed.

Kitchen benches to be wiped down and cleaned.

All tables and chairs to be wiped down, cleaned and stacked neatly in the storage areas provided.

Any additional equipment used is to be cleaned and placed back in storage areas.

Any decorations used are to be removed.

3. Responsibilities

The hirer is responsible for the safety against damage of the hall and all equipment owned by the Council.

No sticky tape, pins or nails are to be placed on walls or ceilings. The hirer is responsible for ensuring that there is no smoking within the building. The hirer is responsible for the safety of the patrons and/or guests attending the function.

Where there is any identified, possible or perceived risk to the safety of patrons and/or guests attending the hirer's function, the hirer must have or arrange to have taken out, adequate Public Liability Insurance to cover the hirer (and numbers of the hirer's committee, as the case may be), against claims.

The hirer is to inform Council of any damage sustained to the facility or equipment during the time of hire.

The hirer is to ensure that the facility is locked and kept secure whilst under control of the hirer. (The hirer is deemed to be in control of the facility from the time keys are picked up to the time they are returned to Council).

Fee Calculation Sheet 2023/2024

Public Halls Georgetown Shire Hall

Classification	Description	Regulatory or Commercial Charge	Head of Power (Relevant Act)	Section No.	Fee	GST	Total Fee	
Concerts, Variety Shows, Plays	Visiting Professionals	c			\$500.00	\$50.00	\$550.00	
	Amateurs - Local	c			\$250.00	\$25.00	\$275.00	
	Rehearsal Fees	Day (8am - 5pm)	c			\$54.55	\$5.45	\$60.00
		Night (5pm - 11pm)				\$76.36	\$7.64	\$84.00
Functions with Liquor Licence (Balls, Dances, Fetes, Sporting Events)	Day Hire - includes Main Hall, Bar & Supper Room	c			\$195.45	\$19.55	\$215.00	
	Day Hire - Supper Room only	c			\$77.27	\$7.73	\$85.00	
	Evening Hire - includes Main Hall, Bar & Supper Room	c			\$338.64	\$33.86	\$372.50	
	Evening Hire - Supper Room only	c			\$81.82	\$8.18	\$90.00	
	Day and Evening Hire - includes Main Hall, Bar & Supper Room	c			\$534.55	\$53.45	\$588.00	
	Day and Evening Hire - Supper Room only	c			\$159.09	\$15.91	\$175.00	
Functions without Liquor Licence (No Bar) (Balls, Dances, Movie Nights, Conferences, Meetings, Training)	Day Hire - includes Main Hall & Supper Room	c			\$147.73	\$14.77	\$162.50	
	Day Hire - Supper Room only	c			\$81.82	\$8.18	\$90.00	
	Evening Hire - includes Main Hall & Supper Room	c			\$190.90	\$19.10	\$210.00	
	Evening Hire - Supper Room only	c			\$100.00	\$10.00	\$110.00	
	Day and Evening Hire - includes Main Hall & Supper Room	c			\$281.82	\$28.18	\$310.00	
	Day and Evening Hire - Supper Room only	c			\$168.18	\$16.82	\$185.00	
Community Meetings	Day Hire - Main Hall	c			\$79.55	\$7.95	\$87.50	
	Day Hire - Supper Room	c			\$45.45	\$4.55	\$50.00	
	Evening Hire - Main Hall	c			\$168.18	\$16.82	\$185.00	
	Evening Hire - Supper Room	c			\$68.18	\$6.82	\$75.00	
Hire by Schools	Day Hire - includes Main Hall & Supper Room	c			\$56.82	\$5.68	\$52.50	
	Hourly Charge - includes Main Hall & Supper Room	c			\$16.82 per hour	\$1.68	\$18.50 per hour	
	Evening Hire - includes Main Hall & Supper Room	c			\$109.09	\$10.91	\$120.00	
Georgetown Progress Association	Annual Charge - Supper Room	c			\$227.27	\$22.73	\$250.00	
Hire of Tables & Chairs	Tables	c			\$5.45 per table	\$0.55	\$6 per table	
	Chairs	c			\$0.55 per chair	\$0.05	\$0.60 per chair	
Damages to Councils Chairs or Tables that are hired for offsite private functions will be charged at replacement cost for the items. Return of Chairs & Tables will be inspected by Council Officers to ensure that no damage to items have been incurred.								
Cleaning of Hall	Cleaning	c			\$81.82 per hour per person	\$8.18	\$90.00 per hour per person	
It is the responsibility of the hirer to ensure that the Hall is left in a clean manner after use. If the hirer requires Council to clean the Hall the above fee is applicable (minimum charge will be 4 hours)								

Public Halls
Mt Surprise & Einasleigh Hall

Classification	Description	Regulatory or Commercial Charge	Head of Power (Relevant Act)	Section No.	Fee	GST	Total Fee	
Concerts, Variety Shows, Plays	Visiting Professionals	C			\$113.64	\$11.36	\$125.00	
	Amateurs - Local	C			\$65.91	\$6.59	\$72.50	
	Rehearsal Fees	Day (8am - 5pm)	C			\$31.82	\$3.18	\$35.00
		Night (5pm - 11pm)				\$45.45	\$4.55	\$50.00
Functions with Liquor Licence (Balls, Dances, Fetes, Sporting Events)	Day Hire - includes Main Hall, Bar & Supper Room	C			\$147.73	\$14.77	\$162.50	
	Evening Hire - includes Main Hall, Bar & Supper Room	C			\$190.91	\$19.09	\$210.00	
	Day and Evening Hire - includes Main Hall, Bar & Supper Room	C			\$281.82	\$28.18	\$310.00	
Functions without Liquor Licence (No Bar) (Balls, Dances, Movie Nights, Conferences, Meetings, Training)	Day Hire - includes Main Hall & Supper Room	C			\$65.91	\$6.59	\$72.50	
	Evening Hire - includes Main Hall & Supper Room	C			\$77.27	\$7.73	\$85.00	
	Day and Evening Hire - includes Main Hall & Supper Room	C			\$143.18	\$14.32	\$157.50	
Community Meetings	Day Hire - Main Hall	C			\$77.72	\$7.73	\$85.00	
	Evening Hire - Main Hall	C			\$165.91	\$16.59	\$182.50	
Hire by Schools	Day Hire - includes Main Hall & Supper Room	C			\$56.82	\$5.68	\$62.50	
	Hourly Charge - includes Main Hall & Supper Room	C			\$16.82 per hour	\$1.68	\$18.50 per hour	
	Evening Hire - includes Main Hall & Supper Room	C			\$109.09	\$10.91	\$120.00	
Hire of Tables & Chairs	Tables	C			\$5.45 per table	\$0.55	\$6.00 per table	
	Chairs	C			\$0.55 per chair	\$0.05	\$0.60 per chair	
the items. Return of Chairs & Tables will be inspected by Council Officers to ensure that no damage to items have been incurred.								
Cleaning of Hall	Cleaning	C			\$81.82 per hour per person	\$8.18	\$90.00 per hour per person	
It is the responsibility of the hirer to ensure that the Hall is left in a clean manner after use. If the hirer requires Council to clean the Hall the above fee is applicable (minimum charge will be 4 hours)								

Other Venues

Classification	Description	Regulatory or Commercial Charge	Head of Power (Relevant Act)	Section No.	Fee	GST	Total Fee
Gregg Bethel Memorial Oval	Functions with Liquor Licence	C			\$147.73	\$14.77	\$162.50
	Functions without Liquor Licence (No Bar)	C			\$65.91	\$6.59	\$72.50
Multi-purpose Sports Centre	Kitchen Hire <i>Functions with Liquor License</i>	C			\$147.73	\$14.77	\$162.50
	Kitchen Hire <i>Functions without Liquor License (No Bar)</i>	C			\$65.91	\$6.59	\$72.50
	Meeting Room Hire	C			\$47.73	\$4.77	\$52.50
Cleaning Fee	Cleaning	C			\$81.82 per hour per person	\$8.18	\$90.00 per hour per person