



# ETHERIDGE SHIRE COUNCIL

## Community Facilities Booking Form

### CONTACT DETAILS:

Name/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No/s. \_\_\_\_\_

Email Address: \_\_\_\_\_

### FACILITIES TO HIRE:

- |   |   |
|---|---|
| <input type="checkbox"/> Georgetown Hall and Supper Room  | <input type="checkbox"/> Georgetown Supper Room <b>ONLY</b>                           |
| <input type="checkbox"/> Georgetown Hall, Supper Room and Bar   | <input type="checkbox"/> Mt Surprise Hall   |
| <input type="checkbox"/> Georgetown Hall <b>ONLY</b>  | <input type="checkbox"/> Einasleigh Hall  |
| <input type="checkbox"/> Gregg Bethel Memorial Oval   | <input type="checkbox"/> Georgetown Multi-Purpose Sports Facility Kitchen <b>ONLY</b> |
| <input type="checkbox"/> Georgetown Multi-Purpose Sports Facility - Entire                              | <input type="checkbox"/> Georgetown Multi-Purpose Sports Facility Conference Room     |
| <input type="checkbox"/> Georgetown Multi-Purpose Sports Facility Kitchen & Conference Room <b>ONLY</b> |   |
- 
- |   |   |
|---|---|
| <input type="checkbox"/> Tables & Chairs - Georgetown Hall  | <input type="checkbox"/> Tables & Chairs - Einasleigh Hall                          |
| <input type="checkbox"/> Tables & Chairs - Mt Surprise Hall | <input type="checkbox"/> Tables & Chairs – Georgetown Multi-Purpose Sports Facility |

### BOOKING DETAILS:

- |   |  |
|---|--|
| <input type="checkbox"/> Concerts, Variety Shows, Plays                       | <input type="checkbox"/> Function with liquor licenses |
| <input type="checkbox"/> Functions without liquor licence - <b>no bar use</b> | <input type="checkbox"/> Community Meetings            |
| <input type="checkbox"/> Hire By Schools                                      |  |
| <input type="checkbox"/> Hire of Tables and Chairs (outside of Hall)          |  |

### 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

<b>Waiver of Hire Fees</b>		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 2024/2025

## 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			\$534.45	\$52.55	\$578.00
	Amateurs – Local	C			\$512.73	\$51.27	\$564.00
	Rehearsal Fees	Day (8am – 5pm)	C			\$57.27	\$5.73
Night (5pm – 11pm)		\$80.00				\$8.00	\$88.00
Functions with Liquor Licence (Balls, Dances, Fetes, Sporting Events)	Day Hire – includes Main Hall, Bar & Supper Room	C			\$205.45	\$20.55	\$226.00
	Day Hire – Supper Room only	C			\$80.91	\$8.09	\$89.00
	Evening Hire – includes Main Hall, Bar & Supper Room	C			\$355.45	\$35.55	\$391.00
	Evening Hire – Supper Room Only	C			\$86.36	\$8.64	\$95.00
	Day & Evening Hire – includes Main Hall, Bar & Supper Room	C			\$560.91	\$56.09	\$617.00
	Day & Evening Hire – Supper Room Only	C			\$167.27	\$16.73	\$184.00
Functions without Liquor Licence (No Bar) (Balls, Dances, Movie Nights, Conferences, Meetings, Training)	Day Hire – includes Main Hall & Supper Room	C			\$155.45	\$15.55	\$171.00
	Day Hire – Supper Room only	C			\$86.36	\$8.64	\$95.00
	Evening Hire – includes Main Hall & Supper Room	C			\$200.91	\$20.09	\$221.00
	Evening Hire – Supper Room Only	C			\$105.45	\$10.55	\$116.00
	Day & Evening Hire – includes Main Hall & Supper Room	C			\$286.36	\$29.64	\$326.00
	Day & Evening Hire – Supper Room Only	C			\$176.36	\$17.64	\$194.00
Community Meetings	Day Hire – Main Hall	C			\$83.64	\$8.36	\$92.00
	Day Hire – Supper Room	C			\$48.18	\$4.82	\$53.00
	Evening Hire – Main Hall	C			\$176.36	\$17.64	\$194.00
	Evening Hire – Supper Room	C			\$71.82	\$7.18	\$79.00
Hire by Schools	Day Hire – includes Main Hall & Supper Room	C			\$60.00	\$6.00	\$66.00
	Hourly Charge – includes Main Hall & Supper Room	C			\$17.27 Per Hour	\$1.73	\$19.00 Per Hour
	Evening Hire – includes Main Hall & Supper Room	C			\$114.55	\$11.45	\$126.00
Georgetown Progress Association	Annual Charge – Supper Room	C			\$239.09	\$23.91	\$263.00
Hire of Tables & Chairs	Tables	C			\$6.36 Per Table	\$0.64	\$7.00 Per Table
	Chairs	C			\$0.91 Per Chair	\$0.09	\$1.00 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			\$86.36 Per Person, Per Hour	\$8.64	\$95.00 Per Person, Per Hour
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			\$119.09	\$11.91	\$131.00	
	Amateurs – Local	C			\$69.09	\$6.91	\$76.00	
	Rehearsal Fees	Day (8am – 5pm)	C			\$33.64	\$3.36	\$37.00
		Night (5pm – 11pm)				\$48.18	\$4.82	\$53.00
Functions with Liquor Licence (Balls, Dances, Fetes, Sporting Events)	Day Hire – includes Main Hall, Bar & Supper Room	C			\$155.45	\$15.55	\$171.00	
	Evening Hire – includes Main Hall, Bar & Supper Room	C			\$200.90	\$20.10	\$221.00	
	Day & Evening Hire – includes Main Hall, Bar & Supper Room	C			\$296.36	\$29.64	\$326.00	
Functions without Liquor Licence (No Bar)	Day Hire – includes Main Hall & Supper Room	C			\$69.09	\$6.91	\$76.00	
	Evening Hire – includes Main Hall & Supper Room	C			\$80.91	\$8.09	\$89.00	
(Balls, Dances, Movie Nights, Conferences, Meetings, Training)	Day & Evening Hire – includes Main Hall & Supper Room	C			\$150.00	\$15.00	\$165.00	
Community Meetings	Day Hire – Main Hall	C			\$80.91	\$8.09	\$89.00	
	Evening Hire – Main Hall	C			\$173.64	\$17.36	\$191.00	
Hire by Schools	Day Hire – includes Main Hall & Supper Room	C			\$60.00	\$6.00	\$66.00	
	Hourly Charge – includes Main Hall & Supper Room	C			\$17.27 Per Hour	\$1.73	\$19.00	
	Evening Hire – includes Main Hall & Supper Room	C			\$114.55	\$11.45	\$126.00	
Hire of Tables & Chairs	Tables	C			\$6.36 Per Table	\$0.64	\$7.00 Per Table	
	Chairs	C			\$0.91 Per Chair	\$0.09	\$1.00 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			\$86.36 Per Person, Per Hour	\$8.64	\$95.00 Per Person, Per Hour	
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
Greg Bethel Oval	Functions with Liquor Licence	C			\$155.46	\$15.54	\$171.00
	Functions without Liquor Licence (No Bar)	C			\$69.10	\$6.90	\$76.00
Multi-purpose Sports Centre	Kitchen Hire <i>Functions with Liquor Licence</i>	C			\$155.45	\$15.55	\$171.00
	Kitchen Hire <i>Functions without Liquor Licence (No Bar)</i>	C			\$69.09	\$6.91	\$76.00
	Meeting Room Hire	C			\$50.00	\$5.00	\$55.00
Cleaning Fee	Cleaning	C			\$86.36 Per Person, Per Hour	\$8.64	\$95.00 Per Person, Per Hour