**SHOWGROUNDS HIRE AGREEMENT**

Please Note: for Fees & Charges please contact Council Office on (07) 4741 2900 or to go our Website [www.flinders.qld.gov.au](http://www.flinders.qld.gov.au)

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| **Hirer Details** | | | | | | |
| **Name:** |  | | | | | |
| **Postal Address:** |  | | | | | |
| **Residential Address:** |  | | | | | |
| **Phone (W):** |  | | **Phone (H):** |  | | |
| **Mobile:** |  | | **Fax:** |  | | |
| **Email:** |  | | | | | |
| **Preferred Contact Method:** | **Phone  Mail  Email** | | | | | |
| **Hire Requirements** | | | | | | |
| **Contact Person:** |  | **Contact Phone Number:** | | | |  |
| **Time and Dates Required:** | **Time:**       **Date:**        **Time:**       **Date:**  **Number of Days :** | | | | | |
| **Function (purpose of hire):** |  | | | | | |
| **All Facilities:**  (Incudes Electricty & Old Metal Chairs) | **Yes  No  Option A  Option B** | | | | | |
| **Main Arena Only:** | **Yes  No** | | **Main Area Lights:**  (Extra) | | **Yes  No** | |
| **Main Arena PA System:** | **Yes  No** | | **Wool Pavilion Only:** | | **Yes  No** | |
| **Kitchen & Bar:** | **Yes  No** | | **Outback Arena:** | | **Yes  No** | |
| **Flinders Sports Ground:** | **Yes  No** | | **Flinders Sports Ground Lights:** (extra) | | **Yes  No** | |
| **Camp Site:** | **Camp Site – Travelling with Stock or Trucks (powered):**  Yes  No Number of Sites:       Number of Days:  **Camp Site – Travelling with Stock or Trucks (un-powered):**  Yes  No Number of Sites:       Number of Days: | | | | | |
| **Yards**  **Number Required:** |  | | **Stables (covered)**  **Number Required:** | |  | |
| **Stock Stalls (covered) Number Required:** |  | | **Stock Stalls**  **(un- covered)**  **Number Required:** | |  | |
| **Chairs (old)**  **Number Required:** |  | | **Chairs (new)**  **Number Required:** | |  | |
| **Tables (trestle)**  **Number Required:** |  | | **Tables (folding)**  **Number Required:** | |  | |
| **Special Requirements:** |  | | | | | |
| **Office Use Only - Quotation of Cost** | | | | | | |
| **Type of Charge** | **Quantity** | **Unit Cost** | | | | **Total** |
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| **Grand Total:** | | | | | |  |
| **Office Use Only - Quotation of Bond** | | | | | | |
| **Type of Charge** | **Quantity** | **Unit Cost** | | | | **Total** |
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| **Grand Total:** | | | | | |  |
| **Hire Agreement** | | | | | | |
| **Privacy Collection Notice:** | Flinders Shire Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees and/or Councillors of Flinders Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. | | | | | |
| **Signature of Hirer:** | **I/we make this agreement subject to the conditions as attached**  **Date:** | | | | | |

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| **Office Use Only – Booking** | | | | | |
| **Conditions of Hire Provided:** | **Yes  No** | | | | |
| **Received By:** |  | | | | |
| **Entered into Equipment Calendar:** | **Yes  No** | **Date Entered:** | |  | |
| **Invoice Required:** | **Yes  No** | **Key Numbers if required:** | |  | |
| **Bond Paid:** | **$** | **Receipt Number:** | |  | |
| **Hire Fee:** | **$** | **Receipt Number:** | |  | |
| **Notice to Overseer & Town Foreman:** | **Yes  No** | **Notice to Parks & Gardens:** | | **Yes  No** | |
| **Office Use Only - Inspection** | | | | | |
| **Inspected by:** | **Date:** | | | | |
| **Condition of Facility:** | **Satisfactory**  **Unsatisfactory**  **Notes if unsatisfactory:** | | | | |
| **Refund Bond:** | **Yes  No Amount refunded: $** | | | | |
| **Office Use Only – Facilities Officer or Revenue Officer** | | | | | |
| **Debtors Code:** |  | | **Invoice Date:** | |  |
| **Invoice Number:** |  | | **Invoice Amount:** | |  |
| **Signature of Officer:** | **Date:** | | | | |

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| **General Conditions – Hughenden Showgrounds Hire** |
| ***The Hirer agrees:-***   1. All fees and bonds shall be paid prior to hire or at the time of application for hire of the Hughenden Showgrounds. This includes payment of any Bond required by Council. 2. The picking up of the key/s from the Council Office is the responsibility of the hirer and must be collected in opening hours between 8:30am – 5:00pm Monday - Friday 3. The key/s shall be returned to the Council Office as soon as practicable after completion of the hire of the facility. This will be prior to 10.am on the first working day following hire. 4. A Council Officer/Employee will be available by appointment to conduct an inspection of the facility/s with the hirer, prior to use, to confirm cleanliness and good order before and after hire. 5. It is the Hirers responsibility to set up the facility and clean up after the function. 6. Provide all necessary consumables for the complete duration of hire, eg. Toilet paper, paper towel, soaps, cleaning equipment etc as required. 7. All refuse will be removed by the Council. Please assist by having refuse placed in the bins provided. If there are not enough bins located on the grounds, please notify council prior to the event. 8. All facilities must be kept locked at all times except when in use. 9. No bonds shall be refunded until the Council Officer is satisfied that the facility/s have been left clean and in good order. Should the facilities not be left in good order and cleanliness by 10.00am on the first working day following use, then they shall be cleaned or repaired by Council staff at the hirer’s expense. This may result in the Bond being forfeited by the hirer. 10. There will be no Bond charged to regular sporting and community groups. If the conditions of hire are not strictly adhered, that group will be charged for damages and may be banned from future use of the facility. Bond will still be required for keys and PA System. 11. Hirers of the Showgrounds must obtain the necessary licence to sell alcohol. Alcohol is only to be served from the Bar or designated area on the liquor licence. 12. No glass bottles/containers may be brought into or used within the facility. For formal functions (eg: balls, weddings) glass bottles may be allowed on application to council. 13. Microphones/Head set for the PA System will be stored at the Council office and will only be given to the Council approved person once the Bond has been paid. 14. That I/We, the hirer will be responsible for any damage to, or loss of any furniture, fittings, equipment or any part of such property and further agree to bear the full cost of reinstatement of such damage or loss. 15. That I/We, the hirer, do hereby indemnify the Council against any liability or bodily injury to any person, or any damage to any personal property, not being the property of Council, arising from or caused by the condition of such property and that a public liability cover has been taken out by an insurance company indemnifying Council accordingly. 16. Old chairs and trestle tables are included in the hire of the whole facility at the showgrounds. The new chairs and tables are an extra charge if hirer’s wish to hire them with a facility at the showgrounds. 17. Hirers must report any damage to facilities to the Council. 18. It is the hirer’s/committee’s/stock owner’s responsibility to read NLIS tags and record mob based in & out transfers onto the MLA Database as requested, for any livestock that is on the grounds for a sporting event. The Showgrounds PIC No. is QFFD0306   **Additional Terms of Use for the Outback Arena**   1. Users of the Outback Arena must hire it from the Flinders Shire Council. 2. The Flinders Shire Council does not accept any responsibility or liability for any accident, damage, injury or illness to horses/cattle, riders, grounds, spectators or any other person or property whatever. 3. Hirers must provide proof of insurance which can be through membership of an incorporated and insured club or association, in which case, users must abide by that club or association’s own rules. 4. Contact Flinders Shire Council for terms of use and hire fees, phone 07 4741 2900. 5. Special arena surface requirements should be discussed with Flinders Shire Council prior to a planned event. 6. Excessive churning of the arena surface is the responsibility of the user to rectify in consultation with the Flinders Shire Council.   **Rules of Use**   1. Clean up – all arena users must clean up manure after each use. 2. Hirers are to supply their own clean up equipment. 3. Do not tie horses to the arena fence. 4. Remove any equipment after each use. 5. No smoking. 6. No dogs. 7. Please ensure that all gates are locked and the key returned to the Flinders Shire Office after each use. 8. Report any damage to facilities to the Flinders Shire Council immediately after use. 9. In case of emergency dial 000 |