**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 Details** | | | | | | | | | |
| **Contact Person:** |  | | | **Contact Phone Number:** | | | | |  |
| **Time and Dates Required:** | **Time:**       **Date:**        **Time:**       **Date:**  **Number of Days :** | | | | | | | | |
| **Function (purpose of hire):** |  | | | | | | | | |
| **Facility Hire**  Please select which facilities you wish to hire. | | | | | | | | | |
| **COVID-19 Safety Requirements:** | Due to COVID-19, Hirers will need to provide their industry specific [Approved COVID Safe Industry Plan](https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans) for our records.  If you are not guided by an industry specific plan (for example community meetings, etc.) then you must read the [Industry Framework for COVID Safe Events](https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses#_industry-framework-covid-safe-events) to find your specific category for your event – most hirers will be category 3.  This will prompt you to complete a [COVID Safe Event Checklist](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0014/132701/covid-safe-event-checklist.pdf) which Council requests a copy of for our records.  Once you have completed the a plan or checklist specific to you, a [Statement of Compliance](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0020/132572/statement-of-compliance-event-checklist.pdf) that matches the document you have completed, will also need to be signed and displayed at your event.  If you are governed by a different Safe Plan with different restrictions please discuss this matter with Council.  If any participants attending your event/activity become unwell please send them home with immediate referral to the doctor/hospital.  If you discover a participant that has attended your event/activity has tested positive to COVID-19 or has recently been in contact with someone that has tested positive to COVID-19, please contact Council immediately.  Cleaning of the facility during the duration of the hire is the responsibility of the Hirer. All continuously used surfaces MUST be cleaned on a regular basis.  Hirers are responsible for supplying their own cleaning and hygiene products during their hire.  As per the COVID Safe Event Checklist, an attendance register needs to be completed by all participants of the event and kept by the hirer for 56 days after the event for contact tracing purposes.  If Hirers do not comply with restrictions, Council may refuse future hires.  If you have any questions please contact Council on (07) 47 412 900. | | | | | | | | |
| **Copy of COVID Approved Safe Plan or COVID Safe Event Checklist given to Council:** | **Yes  No** | | **Statement of Compliance Completed for display:** | | | | | **Yes  No** | |
| **Special Event Hire:**  Note: Any extra facilities or equipment hired will be an extra cost. | **Hughenden Show**  (up to 7 days/ hire) | | Includes:  Main Arena, Outback Arena, Bar, Kitchen, Green Toilets Block, Wool Pavilion, Arts and Crafts Pavilion, Trades Pavilion, Powered and Unpowered Camping, All stalls and yards, Chairs, Tables, Secretary Office, Announcers Box, PA System, All Lights and Bin Collection. | | | | | | |
| **Campdraft Event**  (up to 7 days/ hire) | | Includes:  Main Arena, Outback Arena, Bar, Kitchen, Green Toilets Block, Wool Pavilion, Powered and Unpowered Camping, All stalls and yards, Chairs, Tables, Announcers Box, PA System, All Lights and Bin Collection. | | | | | | |
| **Horse Workshop**  (per day) | | Includes:  Outback Arena, Outback Arena Lights, Green Toilet Block, Bar, Kitchen, All Stalls and Powered and Unpowered Camping. | | | | | | |
| **Sports Event**  (up to 3 days/ hire) | | Includes:  Flinders Sports Ground (FSG), FSG Lights, Chairs, Tables, Bar, Kitchen, Green Toilet Block, Wool Pavilion, Main Arena Lights and PA System. | | | | | | |
| **Community Club Training**  (Per Season) | | Includes:  Flinders Sports Ground, Lights and Wool Pavilion Toilets. | | | | | | |
| **All Facilities:** | **Yes  No  Option A  Option B** | | | | | | | | |
| **Main Arena Only:**  (includes lights) | **Yes  No** | | **Main Area Lights:** | | | | **Yes  No** | | |
| **Showgrounds PA System:** | **Yes  No** | | **Wool Pavilion:** | | | | **Yes  No** | | |
| **Kitchen & Bar:** | **Yes  No** | | **Outback Arena:** | | | | **Yes  No** | | |
| **Flinders Sports Ground:**  (Includes lights and PA system) | **Yes  No** | | **Flinders Sports Ground Lights:** | | | | **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 Number Required:** |  | | | **Stock Stalls**  **(un- covered)**  **Number Required:** | | |  | | |
| **Chairs - 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. | | | | | | | | |
| **Hirer’s Agreement:** | I certify that I am authorised to submit this form. I certify that to the best of my knowledge the information provided in this form is correct.  I agree to provide Council with additional information if required to assess this application.  I have read and agree to comply with all requirements of that are set out in the General Conditions.  I agree to comply with all COVID-19 requirements set by Council and Queensland Government.  I understand that my application can be terminated by Council at any time if the General Conditions aren’t adhered to. | | | | | | | | |
| **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** | |
| **Notice to Showgrounds Caretaker:** | **Yes  No** | **Notice to Regular Hirers:** | | **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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| **Hughenden Showgrounds General Conditions** |
| ***The Hirer agrees:-***  **COVID-19 Cleaning**   * **It is the Hirers responsibility to clean during the duration of their hire. All surfaces MUST be cleaned on a regular basis.** * **Hirers are to supply their own cleaning materials.**   **General Conditions**   * Private hirers must pay all hire fees and bonds to Council prior to the hire date or at the time of application for hire of the Hughenden Showgrounds. * It is the Hirers responsibility to set up the facility and clean up after the function. * No bonds shall be refunded until Council is satisfied that the facility/s has been left clean and in good order. * 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. * Should the facilities not be left in good order and clean by 10.00am on the first working day following use, then the hirer shall be called and asked to return to the facility and clean it. If the hirer is unable to clean the facility within the given time, it will be cleaned or repaired by the Showground Caretaker or Council at the hirer’s expense. This may result in the bond being forfeited by the hirer. * Hirers are to supply their own cleaning equipment. * All regular/long term hirers MUST supply the Council with a copy of their Public Liability Certificate of Currency before the use of the facility. * No animals are permitted inside the Flinders Sports Ground. * No dogs are permitted inside the Showgrounds unless prior permission is given by the Council. * 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 * 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 10:00am on the first working day following hire. * The Showgrounds Caretaker or Council Officer will be available by appointment to conduct an inspection of the facility/s with the hirer to confirm cleanliness and good order before and after hire. * It is the hirer’s responsibility to provide all necessary consumables for the complete duration of hire, eg. Toilet paper, paper towel, soaps, cleaning equipment, etc. * All refuse in the wheelie bins will be removed by the Council. Please assist by having all rubbish placed in the bins provided. If the rubbish bins are full it is the hirer’s responsibility to remove the remaining rubbish from the Showgrounds to prevent any animals spreading rubbish around (e.g. crows). * All facilities must be kept locked at all times except when in use. * 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. * No glass bottles/containers may be brought into or used within the facility unless prior approval from Council. * Microphones/Head set for the PA system will be stored at the Showgrounds. * 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. * Hirers must report any damage to facilities to the Council. * 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 * Clean up – all arena users must clean up manure after each use. * Hirers must abide by the ‘NO SMOKING’ laws. * Equipment used is to be returned in a clean and good order. Equipment (e.g. chairs, tables, etc.) is to be returned to the location in which the hirer received it unless another location has been approved prior.   **Additional Conditions for the Outback Arena**   * Special arena surface requirements should be discussed with Flinders Shire Council 6 weeks prior to a planned event. * It is the responsibility of the hirer to water and rake the arena during their hire. Hirers are asked to return the arena raked. * Clean up – all users must clean up manure and rubbish after each use. * There is to be NO CAMPING inside the Outback Arena. * NO GLASS to be inside the Outback Arena.   **Additional Conditions for the Flinders Sports Ground (FSG)**   * NO animals allowed in the FSG. * Hirers must abide by the ‘NO SMOKING’ laws – NO SMOKING inside the FSG. * No glass bottles/containers may be brought into or used within the facility. * All hirers are to leave all facilities clean – FSG, amenities, etc. * Limited traffic inside the FSG to minimise the spread of weeds and prickles. Vehicles MUST NOT drive onto the field – Emergency vehicles ONLY. * Hirers should seek prior approval for any equipment needing to go into the ground (e.g. star pickets) so the water system isn’t damaged. * Hirers who line mark are to use paint that does not harm the grass.   **Keeping Stock at the Showgrounds**   * All Applicants MUST abide by all general biosecurity obligations (GBO). * **All hirers MUST supply the Showgrounds Caretaker with a copy of their movement record or complete the Showgrounds Movement Register for all stock that stays in the Showgrounds.** * Applicants MUST NOT leave equipment (e.g. saddles, rakes, etc.) lying on the ground around or on the stables, stalls and/or yards. * Applicants MUST report ill horses to the Showgrounds Caretaker immediately. * Applicants are responsible for the security of their own animals at the Showgrounds. * Stables and/or yards are to be cleaned up on a daily basis and at the end of the hire, manure to be deposited at designated sites. * Lime is to be used in the stables and/or yards once a week days to reduce smell. * All necessary action must be taken to prevent the breeding of flies and mosquitoes. * Entry to the Showground stables and/or yards is to be by the back gate. Horse Floats etc. are not to gain entry through the front main gate. * Installation of electric fences must be approved by Council. NO temporary fences or animals are to be tied to the Flinders Sports Ground fence. * Co-operation between owners of horses using stables and/or yards and other users is expected.   **IN CASE OF AN EMERGENCY PLEASE CALL 000** |