Civic Centre Hire
Local Organisations
2026-2027

Organisation/Name:_____

Address:_____

Telephone:_____Mobile:_____

Email:_____

Date of Application:_____ Date/s Required:_____

Time/s Required:_____

Purpose:_____

Public liability options

1. A hirer of a Council facility is covered under the McKinlay Shire Council LGM Casual Hirers Liability cover if that hirer uses the Council facility up to 10 times per 1 year period ☐ less than 10 days

2. A hirer of a Council facility is exempt from the McKinlay Shire Council LGM Casual Hirers Liability cover due to
   ☐ hirer for more than 10 days per 1 year period
   ☐ commercial business or government agency
   ☐ alcohol will be served
   ☐ large outdoor event/festival/carnival with multiple stakeholders, commercial business and/or participants

   ☐ certificate of currency sighted
   The certificate must indicate the cover is intended to protect the individual hirer for their liability whilst using the Council facility, extending to any party involved in the activities ultimately undertaken. That is, the cover may be not only for the liability of the hirer but also any other party involved in arranging or assisting with the activities as appointed / authorised by the hirer.
   ☐ hirer understands their responsibility to ensure the cover is adequate

   In addition for events including alcohol submit the following:
   ☐ a *Community Liquor Permit* or an *Alcohol, Safety and Event Management Plan*
   ☐ Evacuation and site plan (please ask for templates)
   ☐ A valid Responsible Serving of Alcohol certificate
   ☐ A copy of the Security Providers Licence number (for high risk events)
   and contact Julia Creek Police Officer in Charge to advise them of your event.

Council Property – Charge Per Day (All General Ledger – 2750-1200-0000)	**Hire Charges**	**Cost**	**Property Undamaged / Clean**
Hall - Per Day or Night	$75.00		
Hall, Bar, Foyer, Supper Room & Kitchen	$160.00		
Hall Hire (Less than 2 hour, only available for families not for organizations/businesses)	$27.00		
Supper Room	$27.00		
Supper Room, Kitchen & Bar	$58.00		
Set up Fee for Tea/Coffee Station (No Smoko incl.)	$40.00		
CLEANING FEE if applicable i.e. Centre left unclean - this will be deducted from the hire deposit or invoiced separately.	$250.00		
ADD ONE DEPOSIT CHARGE TO ALL ITEMS HIRED G.L. Code 9991-5740-0000	**$250.00**		
NOTE: DEPOSIT MUST BE PAID SEPERATELY	TOTAL DUE		Date Paid:
Please note if the key is not returned by the end of hire/next business day, there will be an additional charge of $20.00 per day			

Do you already have a deposit held with the council? Yes / No

If **NO**, would you like the Mckinlay Shire Council to hold your deposit for future hires? Yes / No

If you answered **NO** to both questions, please fill out below:

If the conditions of the facility have been deemed satisfactory after the hire your deposit will be refunded.
Please tick which method you would prefer this refund and fill in the necessary details

Bank Transfer ☐

BSB: _____ **Account Number:** _____

Postal Address: _____

_____

_____

I have read the hire conditions listed overleaf and agree to hire the above on these conditions.

Signed:_____ Date:_____

.....

OFFICE USE ONLY:

Deposit Receipt Number:_____ Processed by:_____ Date:_____

Hire Fee Receipt Number:_____ Processed by:_____ Date:

Booking and Confirmation

No bookings will be placed until the attached form is filled out in full and returned either in person to McKinlay Shire Council Office or via email to reception@mckinlay.qld.gov.au Changes can be made at any time through the same method and as with the original booking this is subject to availability. If the proposed hirer is a club the application must include the personal undertaking by the President and Secretary of the club. Please Note: A $200 bond must be lodged with Reception upon booking as a guarantee of fulfilment of these conditions and as security against damage to the building or any fitting, and furniture contained therein and for any cleaning arranged by the Council resulting from the hirer's use of the premises. Hire fees are to be lodged prior to hire of the venue.

Conditions of Hire

1. General

1. Hirer must be eighteen (18) years or over.
2. The bond is refunded if the property is left in good condition on the first working day after Council inspection. The hirer shall be liable on demand by the (nominated Council Officer) to pay any further amount in excess of such bond to meet the full cost of such damage or cleaning. If there is no breach of the conditions of usage or damage to the building or any fittings and furniture therein or abnormal cleaning the deposit will be returned within (2) weeks of the use of the premises.
3. Council staff have no authority to waive hire fees. Written application to Council is required.
4. The hirer will indemnify and keep indemnified the Council from and against all actions, suits, proceedings, claims and demands which might be brought and maintained or made against the Council:-
    a) By any of the servants or agents of the hirer for any cost occasioned by or arising from the use of the equipment;
    b) By any person or persons arising out of or occasioned by any act or omission on servants by agents to observe these terms and conditions; or
    c) By any person or persons however arising, out of loss, theft or damage to any property or person, when using the equipment.
5. The Chief Executive Officer has been delegated authority to refuse or approve hire of the Council Property and may withdraw from hire any item which may have been previously hired, when it is in the Council's interest to do so.
6. The hirer shall confirm to the requirements of the Health Act, Local Government Act, any Local Law or Regulation made thereunder, and shall be liable for any breach of such Acts, Local Law or Regulation. All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Queensland for the time being in force must be compiled with by the user and the notices given to the proper officers.
7. If the hirer commits, permits or allows any breach or default in the performance and observance of any of these conditions the Council may terminate the permission to

use the premises and the hirer shall immediately vacate the premises and the security deposit shall be forfeited to the Council.

8. Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.
9. No notice, sign, advertisement, scenery fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture without prior consent of the Chief Executive Officer.
10. No stage property, decorations, electric lighting, naked lights of any kind or articles of similar nature shall be brought into the building without the consent of the Chief Executive Officer. All such articles and property together with any catering appliances or fittings shall be removed by the hirer at the end of the function.
11. Smoking is not permitted in any Council building.
12. The sale of liquor on the premises is forbidden unless the hirer obtains a permit from who shall make an endorsement of the Schedule to the application.
13. The Chief Executive Officer may require the hirer to submit for approval the subject and programme for any entertainment or lecture prior to the use of the premises.
14. Any officer or employee of the Council whom the (Chief Executive Officer) may appoint shall at all times be entitled to free access to any and every part of the building.
15. In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter or thing contained therein the decision of the Chief Executive Officer thereon shall be final and conclusive.
16. In the case of a dramatic or other performance or concert, the hire shall not produce, or permit to be produced or performed, any dramatic or musical work infringement of the copyright or performing right of any owner of such right or rights, and the hirer agrees to indemnify the Mckinlay Shire Council against any claim for breach of copyright or any other action herewith.
17. The 2 hour hall hire was created so that families would not have to pay the full day hall hire charge. Specifically for local kids to practice their dancing.

2. Repairs

1. The hirer shall be responsible for and shall make good or repair to the satisfaction of the Council all damages to the equipment occurring during the use and caused by the negligence or default of the hirer, their agents or any other person using the equipment pursuant to or in exercise of the rights or of any of the rights hereby granted to the hirer.
2. If the hirer shall fail to neglect or refuse to make good or repair nay damage for which they are responsible as referred to in the proceeding paragraph the council shall be at liberty to repair and make good the equipment and the hirer shall pay to the Council upon demand all cost reasonably incurred by the Council in so doing.
3. The Hirer will be invoiced the cost plus GST for Crockery and Cutlery lost or broken (or the amount will be deducted from the security deposit).

3. Cleaning

Each area that is used must be cleaned as per the following:

Bathrooms

- Clean toilets and sinks, give doors a quick wipe near handles
- Check bathrooms for toilet paper, hand towel, soap etc. and notify Council if they need refilling
- Wipe down all benches
- Sweep and mop floor if necessary
- All rubbish is to be collected and placed in the wheelie bins provided at the side of the building

Kitchen

- Wash up and put away all items that are used in the kitchen
- Sweep and mop floor
- Coldroom must be cleaned and any foodstuff belonging to the hirer must be removed
- COLDROOM MUST BE LOCKED
- All rubbish is to be collected and placed in the wheelie bins provided at the side of the building

Community Hall

- All tablecloths to be bundled up and left on floor in hallway outside kitchen
- Stack chairs and tables
- Switch off lights and air conditioner
- **All windows and doors checked and securely shut upon exit**
- All rubbish is to be collected and placed in the wheelie bins provided at the side of the building

Supper Room

- Wipe down all benches
- Sweep and mop floor if necessary
- All windows checked and securely shut upon exit
- All doors are locked upon exit
- All tablecloths and tea towels used are to be bundled up and left on floor in hallway outside kitchen. No Hirer is permitted to launder these items.
- All rubbish is to be collected and placed in the wheelie bins provided at the side of the building

Tables and Chairs

- Wipe tables and chairs before stacking
- All items used are tided away inside the building

4. Cancellation

1. Any cancellation of a booking for the hire of the facility shall be made at least five (5) days prior to the date of the function or event. Any cancellation within five (5) days prior to the date of the function or event or a 'no show' will result in a cancellation fee of the full amount less refundable deposit of facility being hired.
   The hirer may apply in writing to the Chief Executive Officer to have the cancellation fee waived for extreme circumstances.

INFORMATION FOR HIRERS OF MCKINLAY SHIRE COUNCIL FACILITIES

FIRE SAFETY REGULATIONS/EVACUATION PLAN

The hirer is responsible for the safety of guests attending their hired event/function and implementation of the below procedure. The Building Fire Safety Regulations 2008 must be enforced. The hirer is responsible for/but not limited to, the following:

◯ Must read and abide by the Emergency Evacuation Plan located on the wall within the facility hired.

◯ Knowledge of the location of all fire exits in the facility and be capable of directing guests to these fire exits as required:

◯ Knowledge of the location of prescribed fire safety installations/equipment provided in the facility; (instructions for use are detailed on all fire extinguishers)

The hirer shall ensure occupants of the building can exit directly into open space or another place of safety; (Note: Fire safety exits must be left unimpeded at all times, do not park vehicles or leave boxes or other items outside the fire exit door). Ensure doors to an evacuation route are not locked and can be opened.

◯ Ensure you are fully aware of any mobility restrictions and other characteristics of the persons attending, and that the number of persons in the building at any one time does not present an unreasonable risk to the safety of any person in the facility.

◯ Ensure you are aware of and suitably manage the flammability of any item, utensil or piece of equipment introduced into the facility by the hirer.

◯ Ensure that you undertake the following in relation to evacuation procedures for the facility.

Inform guests of the evacuation plan located on the wall.

If required, alerting & communicating with all persons in the facility as to any fire/emergency and sound an alarm (verbal) to evacuate. Contact Fire Services on "000" immediately.

Direct the evacuation of all persons from the hall including persons with special needs to a designated outdoor assembly area.

Check whether all persons have been evacuated from the facility and the number /identity of any persons not accounted for.

Meet the fire officers attending the facility in response to the fire/emergency.

Emergency Contact Numbers:

000 – Emergency Services (Police/Fire/Ambulance)

4746 7166 – McKinlay Shire Council

After hours – McKinlay Shire Council 0427 467 166

SAFETY

- ◯ It is the responsibility of the hirer, to ensure that all persons involved in there activities are familiar with the Emergency Plan.
- ◯ It is the responsibility of the hirer to provide adequate first aid requirements relative to the activity being undertaken. (First-aid kits are not supplied at the facilities)
- ◯ Council encourages hirers to use plastic tableware, bottles & aluminum cans to minimize the risk of broken glass.

FACILITY CAPACITY

The capacity of the facility MUST NOT be exceeded. The number of people attending the venue must be disclosed.

Council facilities are designed to accommodate a limited amount of people. For example: in its size, the facility amenities, equipment etc. and Fire Safety Regulations.

I have read and received the safety information for hirers of McKinlay Shire Council Facilities and agree to these conditions.

Hirer Name:……

Signed Hirer: …… Date: ……

McKinlay Shire Council Representative:

……

Signature:…… Date:

……..