Application to hire Barcaldine Rec Park



Use this form if you would like to make a request to hire the Barcaldine Rec Park.

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| --- | --- | --- | --- | --- | --- | --- |
| **Hirer Information** | | | | | | |
|  | | | | | | |
| **Hirer / Organisation Name** | | | | |  | **Contact Name** |
|  | | | | |  |  |
|  | | | | | | |
| **Postal Address** | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Daytime Contact Number** |  | | **Mobile Phone Number** | | | |
|  |  | |  | | | |
|  | | | | | | |
| **Email Address** | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Are you a…?** | | | | | | |
| Community Group (based within Barcaldine Regional Council area)  Individual  Business  Non BRC Non-Profit  Other…………………… | | | | | | |
|  | | | | | | |
| **Type of event / function** | |  | | **Is your event open to the public?** | | |
|  | |  | | Yes (will be on BRC event calendar)  No | | |

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| **Event Information** | | | | | | | | |
|  | | | | | | | | |
| **Event date** | | |  | | **Number of attendees** | | | |
|  | | |  | |  | | | |
|  | | | | | | | | |
| **Date required from** |  | **Start time** |  | **Date required to** | |  | **Finish time** | |
|  |  | am  pm |  |  | |  | am  pm | |
|  | | | | | | | | |
| **Consumption of liquor in a public place**  Under the Liquor Act 1992 Section 173C and 173D, Barcaldine Regional Council designates a public place known as Barcaldine Rec Park located on land described as Lot 9 on Plan SP297069 area 47.71ha located at 1 Kurrajong Drive, Barcaldine a Wet Area for the Consumption of Alcohol:  Alcohol may be consumed between the hours of 10.00am and 10.00pm at the designated area. *Please note that to consume alcohol at the Barcaldine Rec Park you must be 18 years and over.*  **Liquor** | | | | | | | | |
| If you intend to sell liquor during your event please refer to the Office of Liquor, Gaming & Racing website (<https://secure.olgr.qld.gov.au/forms/clp>) or call 137468. If liquor is to be consumed (not sold) outside the above times, you will require a permit from Council. Please complete the application form and submit to Council 14 days prior to your event. *However, not required if you have a Permit from Office of Liquor, Gaming & Racing.* | | | | | | | | |
|  | | | | | |  | |  |
| **For all aquatic events at the Barcaldine Rec Park.**  Maritime Safety Queensland is responsible for the management of aquatic events in Queensland waterways, except for gold Coast waterways.  An aquatic event is an organized on water activity such as boat or swimming races, sailing regattas, waterskiing competitions or fireworks displays that are likely to affect the normal operation of ship in the area. For more information please visit the Maritime Safety Queensland website,  <https://www.msq.qld.gov.au/waterways/aquatic-events> | | | | | | | | |

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| --- | --- | --- | --- |
| **Barcaldine Recreation Park** - √ applicable boxes required | | | |
| Deck  Lake  Deck & Lake | | $277 per function | $ |
| Event is open to participants and spectators welcome. A public notice will be issued for temporary closure of the Lake. Hire fee applies  Event is private only being held on the deck. A public notice will be issued for the temporary closure of the deck. Hire fee applies  Event is private only being held on the deck; sharing with other park users. No notice to be issued. No hire fee applies | | | |
|  |  | | |
| **Delivery OR Setup-up Required** | | | |
|  | Delivery of equipment (requires 48 hours’ notice) | At cost plus 30% | $ |
|  | Collection of equipment (requires 48 hours’ notice) | At cost plus 30% | $ |
|  | Erecting or Dismantling – Qantaslink Marquee | $282 each way | $ |

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| --- | --- | --- | --- | --- | --- |
| **Equipment –** Delivery and collection of equipment requires 48 hours’ notice | | | | | |
| **Equipment** - Subject to availability | | **Fee** | **Qty Available** | **Qty Requested** |  |
|  | Tables (1.8m Length) – blue/grey | $7.00 each per function | 8 |  | $ |
|  | Tables (2.4m Length) – blue-grey | $7.00 each per function | 6 |  | $ |
|  | Tables White Plastic folding leg 1.8 | $7.00 each per function | 29 |  | $ |
|  | Tables White 1800 x 750 (hard) | $7.00 each per function | 15 |  | $ |
|  | Tables Round (hall only) | $7.00 each per function | 25 |  | $ |
|  | Chairs (Sebel – hard based) | $1.50 each per function | 589 |  | $ |
|  | Chairs – White Outdoor, with armrest | $1.50 each per function | 149 |  | $ |
|  | Chairs – White Barrel | $1.50 each per function | 168 |  | $ |
|  | Chairs – Black Outdoor, folding | $1.50 each per function | 160 |  | $ |
|  | Data Projector | $36.00 per day | 1 |  | $ |
|  | Data Projector Screen | Nil | 1 |  | $ |
|  | Whiteboard | Nil | 1 |  | $ |
|  | Panels (Sheep) | $9.50 per week | 69 |  | $ |
|  | Panels (Cattle) | $9.50 per week | 79 |  | $ |
|  | New Portable Stage (2 x 1m - 12 pieces) | $95.00 per function | 1 |  | $ |
|  | QantasLink Marquee – 6 x 3 | Nil | 1 |  | $ |
|  | BBQ Trailer (no gas bottle supplied) | $73.00 | 1 |  | $ |

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| --- | --- | --- |
| **Declaration** | | |
| *Lodgement of the Application for Hire form with or without your signature constitutes your acceptance of the Terms & Conditions of Hire and you agree to comply in all respects to the Barcaldine Regional Council Conditions of Hire for Council venues and equipment.* | | |
| **Applicant Signature** |  | **Date** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | | | |
| Barcaldine Rec Park | $ | (1043-1000-0000) | Set up fee | $ | (1043-1000-0000) |
| Equipment hire | $ | (1043-1000-0000) | Decorator Items | $ | (1043-1000-0000) |
| Delivery &/or Collection | $ | (1043-1000-0000) | Date Received: | | |
| **Bond** – Venue (9991-5200-0060) | $200.00 | Receipt No. | Booking Number: | | |
| **Bond** – Equipment (9991-5200-0060) | $100.00 | Receipt No. | Date booked in Diary: | | |
| **Total** | **$** | Receipt No. | Booked in Diary by: | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DEPOT STAFF:** |  | | Received date: | | |  |
|  |  | |  | | |  |
| **Office** | | Collections 10.00am to 4.30pm | | Returns 8.00 to 10.00am | | |
|  | | Was the equipment returned within timeframe? | | | Yes  No | |
|  | |  | | |  | |
| **Venue Hire** | | Has the venue been left neat and tidy? | | | Yes  No | |
|  | | Are there any damages (venue or equipment) to report? | | | Yes  No | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Received date: | |  | | |  | | | | | |  | |  |
|  | |  | | |  | | | | | |  | |  |
| Any further fees to be invoiced? | | | Yes  No | $ | | | Will bond be returned? | | | | Yes  No | | $ |
|  | | | |  | | |  | | | | | |  |
| **Debtor Officer** |  | | |  | | Invoice No | |  |  | Processed Date | |  | |
|  |  | | |  | |  | |  |  |  | |  | |
| **Creditor Officer** |  | | |  | | Cheque No | |  |  | Processed Date | |  | |
|  |  | | |  | |  | |  |  |  | |  | |
| **Admin Officer** |  | | |  | |  | | | | Date | |  | |

**Conditions of Hire for Council Venues and/or Equipment**

**1. Applications for Hire of Council Venue &/or Equipment**

1.1 Applications for the Hire of Council venue or equipment shall be made on the prescribed form. **Bookings will only be accepted when the completed form is returned and relevant Bond and Hire fees paid.**

1.2 The Council reserves the right to withdraw the use of a venue or equipment should it be required for a Council function or to promote large scale events e.g. carnivals, shows, variety bashes

1.3 Hirers are responsible for the venue and must ensure there is no damage, it is left cleaned and locked up upon completion of hire

1.4 Hirers are responsible for any equipment used and must be returned, cleaned, undamaged and within timeframes

1.5 Any breach of conditions and instructions could result in refusal of further use of any of the Council facilities or equipment

1.6 Hirers or any of their participants or attendees are not to contact Council staff after hours OR to contact Contractors for any repairs, maintenance or assistance. The cost will be borne by the Hirer for any after-hours call out fees

1.7 For any hirers wishing to hire the Barcaldine Swimming Pool Complex (excludes the Swimming Club Clubhouse), all bookings can be made with the Pool Lessee. The Pool is only available during opening hours and strictly no alcohol is permitted.

1.8 If there are any incidents, accidents or damages to venues or equipment, please report them to Barcaldine Administration Office at earliest possible convenience

**2. Hiring of Council Venues**

2.1 Venue will be prepped by Council staff at their earliest convenience in time for your function.

2.2 Functions should finish and the venue to be vacated by 2.00am

**2.3 All venues to be cleaned, sanitised and vacated by 8.00am the next day unless prior arrangements have been made**

2.4 Hirers are requested to remove items from coldrooms / freezers / cupboards / benches upon completion of hire as this will allow other hirers the same access for their function. However should a Hirer choose to leave food or drinks etc. in cold rooms or freezers, OR to leave equipment at a venue, Council does not accept responsibility for any spoilage, damage or theft

2.5 **ALL decoration lights e.g. party / Christmas etc., must be removed following completion of function.** Council does not accept responsibility for any damages or theft, however if Council has to clean up damaged lights, a Cleaning Fee will be invoiced to the hirer.

2.6 No equipment is permitted to be kept in the laneway/alleyway at the Grandstand facilities (hazard area)

2.7 If tradespersons are called to fix an issue with a Council venue without Council authorisation, the cost will be borne by the Hirer.

2.8 Fires are not permitted at Council venues

2.9 Patrons are not to sit on the stairs at the Grandstand facility at the Barcaldine showground. It is the responsibility of the Hirer to ensure this is complied with as it is a Safety requirement

**3. Hiring of Council Equipment**

3.1 Collection Hours for equipment from Barcaldine Showground or Council Works Depot is 10.00am to 2.00pm

3.2 Collection Hours for equipment from the Barcaldine Administration Office is 10.00am to 4.30pm.

3.3 All equipment must not get wet and if any damage is found it will be replaced at a cost to the Hirer.

**3.4 Any equipment not hired in conjunction with a Council venue must be returned by 10am the next business working day to the same place as the equipment was collected. Failure to do so will result in full hire charges per day being invoiced to hirer or loss of Bond due to non-return of equipment. *Exception – Linens.***

**3.5 Hire of Linens - it is the responsibility of the hirer to ensure the following within 7 (seven) days of the function:**

**a) Tablecloths / Napkins - cleaned and ironed**

**b) Chair covers - cleaned and folded**

**c) MUST BE RETURNED DRY! Cleaning & ironing fees will apply if received damp or wet.**

If Linens are returned uncleaned, unironed or late, full hire fees will be invoiced per item per day being invoiced to hirer.

3.6 All equipment must remain within the Barcaldine Regional Council area and cannot be removed from venues without the express written permission of the District Manager - Barcaldine

3.7 Council no longer hires urns, portable gas Bain Marie, and portable bbq’s, mobile P.A.’s or rectangle tablecloths. The hirer is to arrange their own

3.8 Community Groups based within the Barcaldine Regional Council pay 50% of the applicable hire fee, with the exception of “Decorator items”

3.9 Crockery, cutlery and urns are no longer available for external hire – can only be hired in conjunction with a Council venue and must not be removed from a Council Venue

3.10 If any equipment is used outdoors, it must not get wet and to be returned to indoors inside the Council venue or undercover. If any equipment is damaged as a result of failing to do this, the cost will be borne by the hirer

3.11 If a tradespersons is called to fix Council equipment without Council authorisation, the cost will be borne by the Hirer.

3.12 In the event of rain, any equipment must NOT get wet or fees will be incurred for any damages

**4. Period of Hire**

4.1 The hours of functions are required to be stated when bookings are made, and the venue is to be made available during those hours only

4.2 Functions that are 5 (five) hours and under are considered half-day events and are charged accordingly

**5. Fees & Charges**

5.1 All hirers are to pay applicable hire fees prior to the function date, unless prior arrangements have been made to issue an invoice.

5.2 Hirers are to pay the cleaning bond at the time of lodging booking form. *Invoices are not issued for the Bond.*

5.3 For a council venue hired, the hirer has free use of equipment except “decorator items”

5.4 Community Groups based within the Barcaldine Regional Council area pay 50% of the applicable hire fee with the exception of “Decorator items”. All other fees do apply e.g. linen hire, cleaning, set up, delivery/collection etc.

5.5 Barcaldine Regional Council residents (12 {twelve} months or more) and non-commercial organisations not charging a participation fee and operating for the community benefit pay 50% of the full fee for a private function at a Council venue

5.6 Council reserves the right to refuse the hire of venues or equipment, should there be any outstanding fees or charges from a previous use of a Council venue &/or equipment

**5.7 Cleaning fees do apply if the equipment and/or venue is not left in a clean condition** - refer to cleaning checklist

5.8 Failure to adhere to any of these conditions may results in loss of Bond or additional fees being charged

5.9 Seasonal sporting activities will pay the hire fee and will be invoiced each July (financial year)

**6. Bond**

**6.1 All Hirers are required to pay the Bond at the time of lodging the booking form**. *Invoices are not issued for the Bond.*

6.2 For groups who require the use of a council venue periodically throughout the year – only 1 (one) Bond will be required to be paid prior to the start of use

6.3 Provided all Conditions of Hire are met the Bond will only be refunded if the Hirer has provided Council with a Creditor Application form and Statement by Supplier (if no ABN held). When approved for refund the Bond will be issued via a cheque.

**7. Keys**

7.1 All keys required for access to Council venue are available for collection from the Barcaldine Administration Office on the day of your function OR the last business working day prior to your function

7.2 It is the responsibility of the **Hirer** to obtain the keys and to ensure they are returned by the due time

7.3 All keys must be returned to Barcaldine Administration Office by 4.30pm the next business working day. There is an after-hours slot at reception.

**7.4 Keys not returned by the due time will incur an overdue fee per key until returned**

7.5 Lost keys will incur a fee for each key lost

**8. Cancellations**

8.1 Cancellation – if for any reason you wish to cancel, please notify Council at least Forty eight (48) hours prior to your event. Failure to comply will result in full payment being invoiced to the hirer (even if they have free use of council venues), unless extraordinary circumstances apply as determined by the Management

8.2 The Council may at any time cancel any agreement for hiring of Council venues or equipment without notice

**9. Cleaning of Venues and Equipment**

**9.1 It is the responsibility of the hirer to ensure that ALL cleaning procedures are adhered to** – refer to the cleaning checklist

9.2 If the Hirer has private caterers for a function it is still the responsibility of the hirer to ensure that Conditions of Hire are adhered to

9.3 Any equipment hired is to be cleaned and sanitised upon completion of hire, this includes tables and chairs

9.4 Venues are to be cleaned and vacated by 8.00am the next day, unless prior arrangements have been made

9.5 Council officers will inspect your venue following your function and if cleaning is not done in a satisfactory condition will result in a cleaning fee being deducted from the Bond.

9.6 All animal owners are required to remove any animal feed or faeces from the showground. If Council is required to remove/clean, a cleaning fee will be charged to the Hirer

**10. Breakages & Damages**

10.1 The Hirer is responsible for any breakages or damages to Council property or equipment and the replacement of any missing or damaged items. Any breakages or other faults must be reported to Council at earliest convenience

**11. Smoking Restrictions**

11.1 Smoking is not permitted inside any of the Council venues

11.2 No smoking within 5 metres of an entrance to a building

11.3 It is the responsibility of the Hirer to ensure correct guidelines are followed for Tobacco Laws. Contact the Tobacco Hotline on 1800 005 998

**12. Noise**

12.1 In the interests of the amenity of the area of each venue, hirers are requested that noise is kept to an acceptable level and that amplified noise **MUST BE TERMINATED BY MIDNIGHT** – this includes any sporting group’s clubhouses at the Barcaldine showground.

**13. Delivery / Collection**

13.1 Council staff can arrange delivery and collection of your equipment – within the Barcaldine Township area only and 48 hours’ notice must be given. Fees do apply to this service and must be paid prior to delivery/collection

13.2 Equipment will be delivered and collected during business hours only

13.3 Forty eight (48) hours’ notice must be given to Council to allow delivery and/or collection to be scheduled

13.4 Hirers can choose to collect equipment for their function during the collections hours and return same by 10.00am the next business working day

13.5 For weekend hire, requests must be received by 12noon Wednesday prior to the event

13.6 As there is no where to safely store equipment at the Barcaldine Rec Park, any equipment hired from Council will not be delivered or collected from there

**14. Set Up**

14.1 Council staff can arrange to set up the equipment in a Council venue for your function. A fee does apply to this service

14.2 A set up plan (layout design) must be provided a minimum 3 (three) days prior to the event

14.3 If event is on a Friday, Saturday or Sunday, a set up plan must be provided to Barcaldine Administration Office by 12noon Wednesday prior to the event

**15. Liquor**

15.1 If alcohol is being **consumed** on Council controlled venue, land or road, you are required to apply for a Consumption Liquor Permit from Barcaldine Regional Council. Applications **MUST BE** submitted 14 business days prior to your event

15.2 **If you intend to sell alcohol during your event please refer to the Office of Liquor, Gaming & Racing (OLGR) website** (<https://secure.olgr.qld.gov.au/forms/clp>) **or call 137468.**

15.3 *If you hold a community liquor permit from OLGR a Consumption Liquor Permit from Council is not required*

15.4 It is the responsibility of the hirer to ensure that the provisions of the Liquor Act are complied with

15.5 It is the responsibility of Permittee to display the Permits and appropriate signage at functions

**16. QANTASLINK MARQUEE**

QantasLink kindly donated to the community of Barcaldine a 6 x 9m Frame Marquee (fully enclosed with a canopy and heavy duty walls and allows approx. 100 people cocktail style) in March 2008 and is held in trust by Council for the use by community members*.*

16.1 Marquee is not to be hired, sold or leased to any parties and must be used by the person making the application

16.2 Marquee to be erected as indicated on instructions (held in the pockets of marquee covers) or obtain a copy from Barcaldine Administration Office

16.3 It is the responsibility of the Hirer to erect and pack down the Marquee with due care and attention in accordance with the instructions as indicated

16.4 All parts of the marquee as detailed in the content list will be accounted for and returned to Council in good order in correct packing containers

16.5 Should there be any damage to the Marquee or missing parts then the Hirer will be invoiced for the cost of any replacements

16.6 If Marquee is to be freighted, Hirer is responsible for any freight costs incurred eight

**17. Light Hire**

17.1 All hirers using the showground oval or campdraft arena, a light hire fee is applicable. Hirers are to pay applicable hire fees prior to the event. For regular hirers of a Council facility, the light hire will be charged each month

**18. Campdraft Facilities**

18.1 Only access to existing cut out yards and arena

18.2 Following completion of hire, all holes must be filled in, raked and levelled out

**19. Barcaldine Showground – Camping**

Barcaldine Showgrounds is a basic camping facility. It does not provide the full facilities of a commercial caravan park.

Campers are advised that camping may be terminated at any time to allow other activities related to the Primary use of the Showground to take place. Primary use of the Showground takes precedence and these activities may create noise and light nuisances.

Camping is permitted for short term stays of no more than three nights in accordance with Queensland Government and Barcaldine Regional Council policies.

Campers are advised that there are three commercial caravan parks in Barcaldine. Contact details for the commercial parks are:-

**Homestead Caravan Park 24 Box Street, Barcaldine Ph 07 4651 1308**

**Barcaldine Tourist Park 51 Box Street, Barcaldine Ph 07 4651 6066**

**Roses-n-Things 44 Coolibah Street, Barcaldine Ph 0417 759 855**

Fees can be paid using the special QR code at the ticket box at the entry to Barcaldine Showground, pay online via Council’s website (search under camping grounds/Barcaldine Showground) or in person at the Barcaldine Visitor Information Centre or at the Barcaldine Administration Office (71 Ash Street) during Office hours.

Camping is closed annually from 1 December to 31 January and is not permitted to be advertised. Please refer to the Showground Trust Management Plan & Camping Policy. All campers must adhere to these conditions.

**20. Other**

20.1 It is the responsibility of the Hirer check what we have in stock for your function. If unable to supply it is the Hirer’s responsibility to ascertain items from another source

20.2 **Crockery / Cutlery / Bain Marie trays etc. ARE NOT to be removed from a Council venue OR to be taken home**

20.3 Crockery and cutlery will not be transferred between Council venues

20.4 Catering groups to provide own tea towels / cutting boards / sharp knives / pots & pans / serving dishes etc. plus any other item not stated under our equipment listing.

20.5 Catering group/hirer is to source other suppliers for any shortfalls of crockery and cutlery

20.6 **DO NOT** put tape on the Barcaldine Town Hall floor or walls as it strips the polish / paint

20.7 **NO GRAFFITI ON ANY VENUE!**

**21. Barcaldine Showground**

Toilets and showers at the Showground are only accessible when an event is held at the relevant venue as follows: -

1. Sheep Pavilion – 3 male & female toilets
2. Grandstand – 5 female & 3 male toilets / 2 female & male showers / disabled toilet (open 24/7)
3. Dressing Rooms – 2 male & female toilets / 3 male & female showers
4. Campdraft – 2 male & female toilet / 1 male & female shower

**22. COVID19**

It is the responsibility of the Hirer to follow any COVID-19 Restrictions imposed by Qld Government. It is the responsibility of the Hirer to have any COVID Safe Event Plan or Checklist in place and to have the necessary sign-in/sign-out procedures. For electronic check-in, Council venues now have the “QLD Check-In” poster displayed.

**23. Barcaldine Rec Park** - <https://www.barcaldinerc.qld.gov.au/barcaldine-recreation-park-1>

23.1 As the Barcaldine Rec Park is a public facility, Council cannot fully guarantee “exclusive” use of the facility for a private function.

23.2 The Ski Park Diner operates from the Clubhouse and is available to the public or those attending the park for a private or public function during the Ski Park Diner operating hours.

23.3 No outside caterers are permitted

23.4 A public notice will be issued for any temporary closures of the Barcaldine Rec Park if either of the “Event’ boxes are ticked

23.5 Facility is to be left clean and tidy; and no damages to property or building. Hirer will be invoiced for any cleaning or damages

23.6 The only lights at the Clubhouse area are inside and get turned off when the Ski Park Diner Closes. If Hirers require additional lighting they are to provide their own. Lights must not damage any property and to be removed after function

**24. Council Contact**

Barcaldine Administration Office

71 Ash Street

Barcaldine QLD 4725

TEL: 07 4651 5600

Fax: 07 4651 1778

Office hours: Monday to Friday – 8.00am to 4.30pm

*Closed Weekends, Public & Local Stat Holidays*

After hours: 0428 683 465

Email bookings to [council@barc.qld.gov.au](mailto:ErinY@barc.qld.gov.au)

*Location of Council Venues:*

Barcaldine Town Hall: 71 Ash Street, Barcaldine

Barcaldine Showground: 78 Wilga Street, Barcaldine

The Globe: 149 Oak Street, Barcaldine

Village Green: 100 Oak Street, Barcaldine

**Conditions of Hire for Council Venues and/or Equipment – Cleaning Checklist**

Hirers are welcome to use this checklist as their guideline to adhere to Cleaning Conditions.

Venues are to be cleaned & vacated by 8.00am the next day, unless prior arrangements have been made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GENERAL** | **√** |  | **KITCHEN AREAS** | **√** |
| **Floors**   * Wooden – Sweep * Vinyl – Mop (*supper room included)* * Concrete – Hose out * Drag Marks in Hall? *Yes – cleaning fee applies*   **DO NOT MOP THE TOWN HALL (MAIN) FLOOR** |  | * Benches / Cupboards – clean * Stove / Grillers / Oven – clean * Dishwasher – clean & water drained out * Urn / Kettle – turned off after the event * All other equipment – clean * Sink – clean * Bins – rubbish removed to wheelie bins |  |
| **Walls / Doors**   * Posters removed * Undamaged / clean / locked |  | **Oven / Hot Plates / Grill Plates**   * Clean - outside & inside oven * Including trays and racks |  |
| **Windows**   * Clean / undamaged * securely locked |  | **Cold Room / Fridge / Freezers**   * Food / drinks removed * Clean |  |
| **Toilets / Showers**   * area left clean * benches / basins clean |  | **Pie Warmer / Bain Marie**   * Water drained out / clean * all trays, lids & racks on hand |  |
| **HALL / DINING / SUPPER ROOM** |  | **PARKS / SHOWGROUND** |  |
| * Equipment returned to storage area * Crockery / cutlery returned to cupboards * Chairs returned in stacks of 10 |  | * Grounds cleared of rubbish * Area left neat and tidy * Any animal food / faeces removed |  |
| **BROADCAST BOX** |  | **BAR AREAS** |  |
| * P.A. System turned off * Return microphone pack to Barcaldine Administration Office |  | * Food / drink / posters removed * Remove rubbish to wheelie bins * Area left clean |  |
| **RACECOURSE** |  | **SALEYARDS** |  |
| * Area cleared of rubbish * All animal food removed * All animal faeces removed |  | * Wipe benches * All animal food removed * All animal faeces removed |  |
| **DRESSING SHEDS** |  | **STABLES** |  |
| * Rubbish removed to wheelie bins * Floors to be swept & mopped |  | * Concrete floors hosed out * Any animal food & faeces removed |  |
| **CAMPDRAFT** |  | **OVERALL** |  |
| * All holes filled in, raked and levelled out * All animal food & faeces removed |  | * All areas to be left neat and tidy * All rubbish removed to wheelie bins |  |

**All equipment including tables & chairs to be cleaned, sanitised & returned to storage areas or inside venues. Lock up venues upon completion of hire. Equipment hired externally, keep under cover (shed / garage / house) and do not get wet (fees will be incurred).**

**Galilee Art Gallery** – all paintings / artwork / stands etc. must be removed and the space returned to its original state at the end of the booking

**Decorator Items – Customer’s responsibility to return as follows:**

* Tablecloths & Napkins – to be washed and ironed
* Chaircovers – to be washed and folded back into storage containers
* All linens to be returned within 7 days of function or if required for another function 1 day prior to the next function, must not be returned wet, damp or unironed.

Cleaning (& Ironing) Fees apply if not returned correctly.

*Camping at Barcaldine Showground – Fees to apply. Please refer to the Showground Trust Management Plan & Camping Policy. All campers must adhere to these conditions. Camping grounds are closed 1 December to 31 January annually and is not permitted to be advertised.*

**PLEASE DO NOT SIT ON PLASTIC TABLES / NO GRAFFITI ON ANY COUNCIL VENUE /**

**NO TAPE or NAILS ON WALLS OR FLOORS**

**Please report any issues to 07 4651 5600 during Office hours or After hours on 0428 683 465.**