Application to hire The Globe



Use this form to hire the Galilee Gallery or Courtyard area at The Globe OR hold an Exhibition at the

Gallery.

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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** | | | | | | | | |
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| **Event date** | | |  | | **Number of attendees** | | | |
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|  | | | | | | | | |
| **Date required from** |  | **Start time** |  | **Date required to** | |  | **Finish time** | |
|  |  | am  pm |  |  | |  | am  pm | |
|  | | | | | | | | |
| **Will you have alcohol at your event (Council Venue/land only)?** | | | | | | | | |
| Yes – selling  Yes – supplied by host  Yes – BYO  No – alcohol free | | | | | | | | |
|  | | | | | |  | |  |
| If alcohol is being consumed (host provided, BYO or purchase) on Council controlled venue, land or road, you are required to apply to Council for a Liquor Permit (must be lodged 14 days prior to your event). If you intend to sell alcohol during your event please refer to the Office of Liquor, Gaming & Racing website (<https://secure.olgr.qld.gov.au/forms/clp>) or call 137468. | | | | | | | | |

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| **Set-up Required -** requires 3 days’ notice | | | | | | | |
|  | Facility Set-up | | | | $68 per event per location | | $ |
| **Setting out plan:** | | | | | | | |
| Dinner | | U-Shape | Classroom | Theatre | | Other (provide layout plan at least 3 days prior) | |
|  | Erecting or Dismantling – Marquee | | | | $282 each/way/Marquee | | $ |

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| **Exhibition Details** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Deliver and Install date/s:** | | | |  | **Opening Day:** | | | | | | |
|  | | | |  |  | | | | | | |
|  | | | | | | | | | | | |
| **Display Date/s:** | | | |  | **Demount Date/s:** | | | | | | |
|  | | | |  |  | | | | | | |
|  | | | | | | | | | | | |
| Type of work to be exhibited: | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | Painting |  | Drawing | | |  | Sculpture |  | | | Photography |
|  | | | | | | | | | | | |
| **Other** | | | |  | | **Will the works be for sale?** | | | | | |
|  | | | |  | |  | Yes |  | | | No |
|  | | | | | | | | | | | |
| Do you have the appropriate public liability insurance? | | | | | |  | Yes | |  | No | |
|  | | | | | | | | | | | |
| **If No**, take out a public liability insurance policy for a minimum of $20 million for Council controlled venue indemnifying Barcaldine Regional Council against any or all claims of damages resulting from the activity. The Policy shall name the insured as “the applicant for the Exhibition and the Council”. A copy of the Policy must be provided to Council 7 business days prior to commencement of event hire.  **If Yes,** provide a copy of the Policy (Same requirements as above) with this Application. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Applications are considered as they are received. Acceptance of a booking is dependent on availability of space, the gallery’s ability to accommodate the exhibition/activity and community interest. Applicants will be notified of the outcome of their application within one month of the application. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| All painting / artwork/ stands etc. must be removed and the space returned to its original state at the end of the booking. Failure to do so may result in additional hire fees being charged. | | | | | | | | | | | |

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|  | | **Hire Fees** | | |  | **Other / Cleaning** | | | |
|  | Galilee Gallery - Function | | $162.00/day | $ |  |  | Overdue key fee | $15.00/week | $ |
|  | Courtyard | | $121.00/function | $ |  |  | Cleaning (facility, not left clean) | Cost + 30% | $ |
|  | Galilee Gallery - Exhibition | | $356.00/week | $ |  |  | | | |

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| **Equipment – Permanent in the Gallery** | | |  | **Equipment – Permanent in the Gallery – indicate number required** | | | |
| 150 | Knives, Forks, Spoons & Teaspoons |  |  |  | Tables – 1800 x 750 flip-top (on wheels) | 15 |  |
| 150 | Dinner Plates / B & B Plates / Bowls |  |  | Tables – Bar, foldaway, round | 10 |  |
| 140 | Tumblers & Coffee Mugs |  |  | Tables – Round 152cm, folding | 8 |  |
|  | 154 Wine Glasses / 71 Champagne Glasses |  |  | Chair – White Café style poly | 75 |  |
| 15 Salt & Pepper Shakers / 2 Sugar Bowls |  |  | Chair – Black Café style poly | 75 |  |
| 8 Water Jugs / 2 Milk Jugs |  |  | Urn – 20 litre | 1 |  |

Note: If any equipment is moved from inside the building onto the verandah and the equipment gets wet or becomes damaged; the Hirer will be liable for any damages or replacement costs.

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| **Equipment – Subject to availability** | | | | | |
|  | | **Fee** | **Qty Available** | **Qty Requested** |  |
|  | Data Projector | $36.00 per day | 1 |  | $ |
|  | Data Screen | Nil | 1 |  | $ |
|  | Whiteboard | Nil | 1 |  | $ |
|  | 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 per function | 1 |  | $ |
|  | Wheelie Bins | Nil | 5 |  | $ |

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| **Decorator Items – Please indicate number required. Subject to availability** | | | | |
|  | | | | |
| **Item** | **Price** | **Quantity Available** | **Quantity required** | **Total** |
| Tablecloths Round (suits 1800) | $3.50 each | 26 |  |  |
| Tablecloths – Rectangle 137 x 244cm | $3.50 each | 20 |  |  |
| Napkins | $0.50 each | 200 |  |  |
| Brandy Bowls | $2.50 each | 23 |  |  |
| Linen must be cleaned and ironed prior to being brought back | | Cleaning of Linen - $7.00ea | Ironing of Linen - $12.50ea |  |
|  | | | | |
| Linen is to be collected from Barcaldine administration Office during Office hours. Linen is to be cleaned, ironed and returned within 7 days of function (chair covers don’t require ironing). Charges apply if not returned clean: Cleaning of linen $7.00 per item. Ironing of linen $12.50 per item. | | | | |

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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 of The Globe and you agree to comply in all respects to the Barcaldine Regional Council Conditions of Hire for Council venues and equipment.* | | |
| **Applicant Signature** |  | **Date** |
|  |  |  |

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| **OFFICE USE ONLY** | | | | | |
| Galilee Gallery | $ | 1031-1000-0000 | Decorator Items | $ | 1043-1000-0000 |
| Courtyard | $ | 1031-1000-0000 | Linen Cleaning | $ | 1043-1000-0000 |
| Set-up fee | $ | 1031-1000-0000 | Date Received: | | |
| Cleaning | $ | 1031-1000-0000 | Booking Number: | | |
| **Bond** – Venue (9991-5200-0060) | $200.00 | Receipt No. | Date booked in Diary: | | |
| **Total** | **$** | Receipt No. | Booked in Diary by: | | |

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| **DEPOT STAFF:** |  | | Received date: | | |  |
|  |  | |  | | |  |
| Set up required? | | Yes  No | Additional equipment required? | | | Yes  No |
|  | |  | | |  | |
| **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 | |
|  | | Any other matters to report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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| 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 | |  | |

**The Globe – Terms and Conditions of Hire**

**The exhibitor is responsible for:**

* Transport of the exhibition to and from the Gallery
* Installation of the exhibition on the designated installation days
* Demount of the exhibition space on the designated demount days
* Supervision of the exhibition space 10am to 4pm daily during the exhibition period (hours can be at the discretion of the exhibitor subject to approval by Council)
* Development and production of any exhibition signage, labels, information panels or catalogue
* Any promotion of the exhibition including invitations and guest speakers
* Following all workspace health and safety directions issued by Council
* Handling any sale of works from the exhibition, including the delivery of works to buyer’s (items cannot be left at the gallery for collection)
* Relevant insurance and/or acceptance of liability in relation to the activity\*
* Locking the gallery space each day during the booking and returning the access key to Barcaldine Administration Office.
* Removal of exhibition material, signage and any rubbish from the site at the end of the booking
* Notifying Council in the event of any damage and/or injury as soon as possible
* Returning of the exhibition space/equipment to its original state at the end of the booking

**The Council is responsible for:**

* Provision of a key for access to the Galilee Art Gallery
* Provision of basic display plinths/exhibition materials for install
* Access to toilets

**Other:**

1. Whilst all care will be taken to safeguard the exhibitor, exhibition and visitors, Barcaldine Regional Council accepts no responsibility for loss or damage to the exhibition, nor any injury sustained by the exhibitor or visitors in relation to exhibitions or activities in the Globe Art Gallery.
2. Exhibitors must hold the appropriate insurance Policy (minimum $20 million)
3. **DO NOT HOSE OUT**! Ensure if using a mop it is thorughly wrung out as any excess water may go through the floorboards and into the building below. Any damages caused by this will be borne by the Hirer
4. **SMOKING is NOT** permitted upstairs – must go downstairs to Courtyard
5. Ensure there are **NO BIRDS** inside the Gallery when locking up the venue. If any birds are found and there is a mess to clean up, this will be invoiced to the Hirer.
6. NO portable BBQ’s are permitted upstairs at the Globe Gallery OR on the verandah
7. If mopping the floor ensure the mop is wrung out extensively, as water may drip through to the Information Centre below. If this causes any damages, they will be borne by the Hirer

The Galilee Art Gallery is a Council owned venue for use by local artists and art groups with exhibitions of interest to the Barcaldine community.

The primary aim of The Globe Art Gallery is to support arts and cultural activities in Barcaldine. Activities may include exhibitions, displays and associated workshops or cultural events. Amateurs or professionals are welcome to apply to Council for the use of The Globe Art Gallery.

Store Rooms 3 and 4 (as per diagram) have been converted to a fully functional kitchen with an oven, hotplates, freezer, 3 door fridge, dishwasher, sink, cutlery and crockery.

**General Information:**

* Tables and chairs in the Gallery are not available for hire on the ground level of the Globe e.g. courtyard / law / garden areas.
* Air con is available in the Gallery – Switches located at panel
* Lift works best when the air con is on two hours prior to your function (does not work if too hot)
* Barcaldine Regional Council does not take any commission from the sale of works
* Access key is only available from Barcaldine Administration Office – 71 Ash Street Barcaldine

**Specifications and dimensions:**

**Floor Space:** 225m2 nominal

**Floor loading**: 3.00kpa (300kg per square metre). The 3.00kPa is a live load and will include the furniture / exhibits and people

**Ceiling:** 2950mm nominal

**Entry Door:**  2010mm (h) x 860 (w)

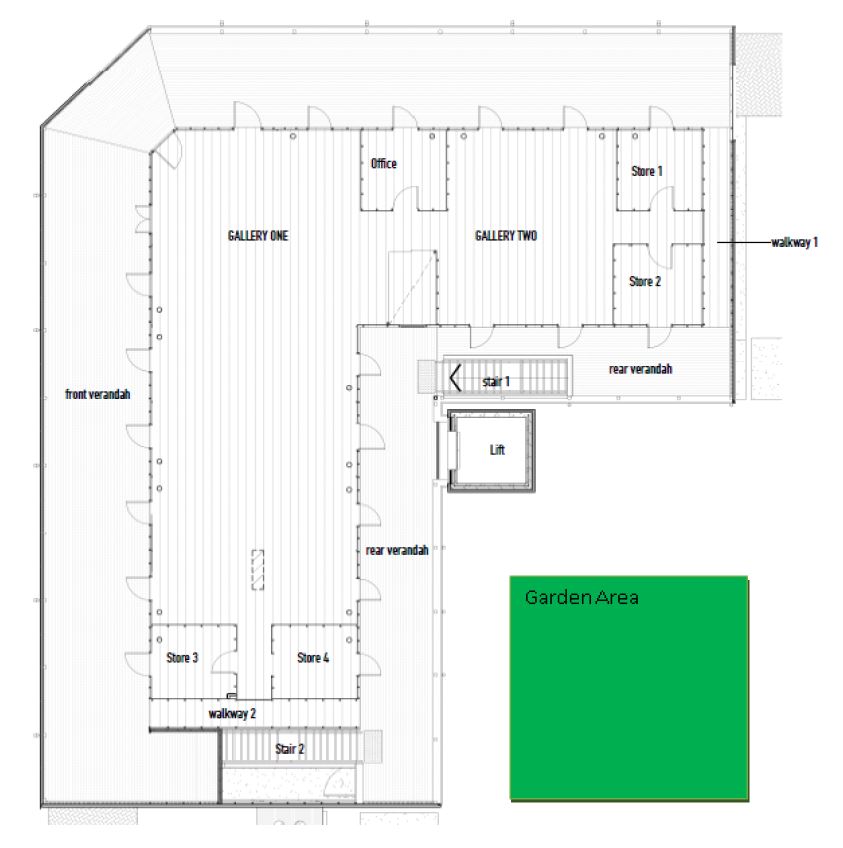
**Access:** When the Gallery is open access is via the stairs or by the lift.

**Location:** 149 Oak Street

Barcaldine

QLD 4725

Galilee Art Gallery – Located on level 1



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**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 12midnight

**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

2.10 50% Hire fee for Barcaldine Regional Council residents and Community Groups (based within the BRC region)

2.11 After hours – if there are any issues with venues after hours, please call 0428 683 465

**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 Council can deliver or collect equipment (within the Barcaldine township area only) provided that forty-eight (48) hours’ notice is given. A fee is applicable to this service for each load taken.

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

**3.5** 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.*

3.6 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.

3.7 Portable Grandstands are only available for use/hire at the Barcaldine Showground, Barcaldine Saleyards (Sales) and Barcaldine Airport (for annual Festival event).

3.8 Council no longer hires urns, portable gas Bain Marie or the portable bbq’s. The hirer is to arrange their own

3.9 Crockery, cutlery and urns are no longer available for external hire; they 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 is to be returned to the inside of 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 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

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

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

3.14 For hire of Council Generator or Portable Fencing, these are separate to normal equipment hire. Refer to Council’s full Fees and Charges hire listing for details.

3.15 After hours – if there are any issues with equipment after hours please call 0428 683 465

**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) pay only 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 hire or cleaning fees being charged

5.9 Seasonal sporting activities will pay a hire fee for each season, including the usage of lights

**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 a 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. Key holders must notify Council in writing (email or letter) that a key has been 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.

8.2 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

8.3 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 (including the stables area and main oval). 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.

10.2 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

13.2 Forty eight (48) hours’ notice must be given OR for weekend hire, must be received by 12noon Wednesday prior

13.2 Delivery and Collection Fees do apply for this service and must be paid prior to delivery/collection

13.2 Equipment will be delivered and collected during business hours only

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

**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 three (3) days prior to the event

14.3 For weekend hire, plan must be received by 12noon the Wednesday prior

**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 fourteen (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

15.6 It is the responsibility of Permittee to ensure the conditions of the Consumption Permit are complied with as fines do apply for any breaches of the Permit or the Liquor Act, as advised by Qld Police.

**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. Campdraft Facilities**

17.1 Only access to existing cut out yards and arena

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

17.3 For use of the Secretary’s Box, please contact the Barcaldine Campdraft Association

**18. 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.

**19. Barcaldine Showground – Camping**

Barcaldine Showground 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 nuisances.

Camping will be permitted for short term stays of no more than three (3) nights in accordance with Queensland Government and Barcaldine Regional Council policies.

Campers are advised that there are four (4) commercial caravan parks in Barcaldine. Contact details for the commercial parks are:-

**Barcaldine Caravan Park 51 Box Street, Barcaldine Ph 0431 329 329**

**Country Motor Inn Van Park 112 Elm Street, Barcaldine Ph 4651 1488**

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

**Roses-n-Things Van Park 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
5. Racecourse – 6 Unisex toilets / 4 unisex showers

**23. Council Contact**

Barcaldine Administration Office

71 Ash Street

Barcaldine QLD 4725

TEL: 07 4651 5600

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

*Closed Weekends, Public & Local Stat Holidays*

After hours: 0428 683 465

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

*Location of Council Venues:*

Barcaldine Town Hall: 71 Ash Street, Barcaldine

Barcaldine Showground: 78 Wilga Street, Barcaldine

The Globe: Level 2, 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** |  | **PARK / SHOWGROUND** (inc Oval) |  |
| * 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 or swept 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.**