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All correspondence to be addressed to:
 The Chief Executive Officer
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 THARGOMINDAH QLD 4492



TABLES, CHAIRS & OUTDOOR SETTINGS HIRE APPLICATION

Applicant Details		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Surname:	Given Name:
Name of Company/Organisation:		
Postal Address:		
Home Phone:	Work Phone:	Mobile:
Email:		Application Date:

Event Details

Private Commercial

Type of Event:

<input type="checkbox"/> Birthday Party		
<input type="checkbox"/> Wedding Reception		
<input type="checkbox"/> Sports Event:		
<input type="checkbox"/> Meeting:		
<input type="checkbox"/> Social Gathering (please specify):		
<input type="checkbox"/> Training / Course:		
<input type="checkbox"/> Other (please specify):		
Date of Event:	Start Time:	Finish Time:

Tables and Chairs

Please select items required:

Thargomindah Hall:

Tables How many _____
 Chairs How many _____
 Outdoor Settings How many _____

Fees and Charges: All fees and charges are as per Council's adopted Fees and Charges Register

Tables:

Hire Charge

Tables taken off site are available at no charge to Shire

Security Deposit

Tables when leaving hall

Lost or Damaged Tables

Lost or damaged tables will be charged at

Lost or damaged folding tables will be charged at

Chairs:

Hire Charge

Chairs taken off site are available at no charge to Shire

Security Deposit

Chairs when leaving hall

Lost or Damaged Chairs

Lost or damaged chairs will be charged at

Outdoor Settings:

Hire Charge

Outdoor Settings taken off site are available at no charge to Shire

Security Deposit

Outdoor Settings

Lost or Damaged Chairs

Lost or damaged Outdoor Setting will be charged Replacement Value

Tables and Chairs must be cleaned and returned to the Thargomindah Hall the next business day.

Outdoor Settings must be cleaned and returned to their Original Location the next business day.

MasterCard / Visa Authority

Card Type:

Visa

MasterCard

Expiry Date:	Card No:																		
Amount:	Cardholder's Name:													Signature:					

Acknowledgement

I agree that I/the nominated organisation/group/individual shall be bound by and shall observe the terms and conditions attached and that such terms and conditions shall be deemed to be part of this Agreement.

Applicant Signature:

Date:

Note: Keys Tables and Chairs are to be collected from the Thargomindah Town Hall, 49 Dowling Street, Thargomindah, during business hours.

Office Use Only

Date of Booking:		Deposit Amount Paid:	
Entered in Venue Diary:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt Number:	
Entered By:		Date Paid:	
Chairs Signed Out by:		Receipting Officer:	
Date Chairs Returned:		Date Deposit Refunded:	
Chairs Signed In by:		Deposit Refunded by:	
Petty-Cash Voucher No:			

Terms and Conditions

- 1.** Hirer must be eighteen (18) years of age or over.
- 2.** Payment of Hire Charge and Security Deposit is to be paid before hire period.
- 3.** If the Table, Chairs and Outdoor Settings are booked and no security deposit has been received by Council, Council will accept an alternate hirer.
- 4.** Council staff has no authority to waive deposit / hire fees, a written application to Council is required.
- 5.** Tables, chairs and outdoor settings may be made available at no charge to residents of the Shire for a specific date only
- 6.** Any damages incurred during the event are to be the responsibility of the hirer and repairs will be undertaken in accordance with any by-laws pertaining to the Public hall.
- 7.** If the hirer shall fail or neglect or refuse to make good or repair any damage for which they are responsible as referred to in the preceding 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 costs reasonably incurred by the Council in doing.
- 8.** The hirer will indemnify and keep indemnified the Council from and against all actions, suits, proceedings, claims and demands which may 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, when using the equipment.
- 9.** If chairs, tables or outdoor settings are taken from the complex for a function they are to be returned to the complex the following day
- 10.** The Hirer is to ensure all tables and chairs are to be returned clean and tidy the next business day.