

Venue Hire Booking Form

You MUST complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application being delayed and or affect the outcome of your application.

For all applications, you must:

- Complete the form;
- Complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms; and
- Submit the applicable fee.

Important note: All activity must comply with any local, Queensland and Federal Government Directives and advice in relation to COVID-19. These are subject to change without notice.

All booking enquiries must be made a minimum of **three weeks** prior to the event/activity.

1. VENUE – please select the venue you wish to hire

COOKTOWN

- | | | |
|--|--|---|
| <input type="checkbox"/> John Street Oval | <input type="checkbox"/> Queen’s Oval (at Botanic Gardens) | <input type="checkbox"/> Botanic Gardens |
| <input type="checkbox"/> William Daku Park | <input type="checkbox"/> Lions Park | <input type="checkbox"/> Endeavour Park |
| <input type="checkbox"/> Bicentennial Park | <input type="checkbox"/> Shire Hall (not available until further notice) | <input type="checkbox"/> Cooktown Swimming Pool |
| <input type="checkbox"/> Keable Park | <input type="checkbox"/> Grassy Hill | |

AYTON

- | | |
|-------------------------------|---|
| <input type="checkbox"/> Oval | <input type="checkbox"/> Bloomfield Hall (214m ²) Verandah floor (54m ²) – <i>subject to Bloomfield River District Residents Association fees and approvals</i> |
|-------------------------------|---|

COEN

- | | | |
|---|--|-------------------------------|
| <input type="checkbox"/> Town Hall (100m ²) | <input type="checkbox"/> JS Love Building - Hall (87m ²) | <input type="checkbox"/> Oval |
|---|--|-------------------------------|

LAKELAND

- | | |
|--|--|
| <input type="checkbox"/> Alan Wilson Oval) – <i>subject to Lakeland Progress Association fees and approvals</i> | <input type="checkbox"/> Town Hall (136m ²) – <i>subject to Lakeland Progress Association fees and approvals</i> |
|--|--|

LAURA

- Town Hall (42m²)

ROSSVILLE

- Town Hall (100m²) – *subject to Rossville and District Citizens & Landcare Association fees and approvals*

PORTLAND ROADS

- Town Hall (32m²)

2. HIRER DETAILS

Individual Incorporated association Registered Not for Profit

Full name

Company ABN

Postal address

Locality/Suburb State Postcode

Phone Mobile

Email

Preferred method of correspondence Phone Mail Email

Contact person who will be present on the day:

Contact mobile

3. TYPE OF BOOKING

ONE OFF TEMPORARY USE - Complete this section if your event is a one off temporary event

	Date	Start time	Finish time
Set Up	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pack Down	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Information	<input type="text"/>		

REGULAR BOOKINGS – Complete this section if your event is going to be held on a regular basis

Regular Use Dates: First Date Last Date

Frequency (eg. every Friday, first Saturday of the month)

Access Times: Entry Time Exit Time

4. EVENT/ACTIVITY DETAILS

Date of Event: From To

Expected number of attendees:

Staff/volunteers Guests Total

Will admission be charged? Yes No

Type of Event/Activity: Private Commerical Not for Profit

DESCRIPTION OF EVENT/ACTIVITY

- Wedding Birthday Party Workshop
 Concert Meeting/Seminar School event
 Community event Other – please specify in the box below

5. INSURANCE

Insurance: As a requirement of any booking Council may request:

The hirer will at its own expense insure and keep insured in the name of the hirer with the Cook Shire Council, the Minister Administering the *Land Act 1994* and The State of Queensland noted as an interested party for an amount of not less than Twenty Million Dollars (\$20,000,000.00) against public liability in the form of a standard public liability policy.

The hirer shall produce to Council prior to the date required evidence of the Insurance Policy affected by the hirer.

6. FOOD

Will food be served/available? Yes (complete this section) No (go to section 8 below)

Is the food BYO and being prepared by the guests who will also consume the food (family and friends)?

Yes -Food licence is not required (go to section 8 below) No (continue)

Is the food pre-packaged and pre-prepared? Eg. pies, sausage rolls, chips, nuts, take away pizza etc.

Yes- Food licence is not required (go to section 8 below) No (continue)

Is food being sold at the event or included in an entry fee or ticket price?

Yes. Food licence required if food is not pre-packaged or home made (as above) No

Will food be prepared and supplied at the event by a catering company/mobile food van?

Yes- Food licence required. No (The food provider will require a Temporary Food Premises Licence with Cook Shire Council)

The food service must comply with any COVID19 Public Health Directions that are current at the time of the event

FOOD VENDORS

Please list all food vendors below and attach copy of Food Business Licence, Off-Site Catering Licence or Mobile Food Van Licence. Use a separate sheet if required.

Name of Vendor	Food Licence Number	Vendor's Phone Number	Detail of foods being prepared and served

7. COVID19 COMPLIANCE FOR FOOD

Are you following an approved COVID Safe Retail Food Services Industry Plan. If yes, attach Statement of Compliance Yes No

Have you completed a COVID Safe Checklist for seated drinking and dining? If yes, attach completed and signed checklist. Yes No

8. ALCOHOL

Will alcohol be consumed or sold at your event? Yes – please contact the Office of Liquor and Gaming to determine if a Liquor licence is required for your event. No (go to next section)

9. COVID19 COMPLIANCE

I have attached a COVID Safe Event Checklist Yes No

I am following an approved COVID Safe Industry Plan approved by Qld Health Yes No

I have attached a COVID Safe Statement of Compliance Yes No

Note: The event must comply with Public Health Directions that are current at the time of the event.

10. WHEELIE BIN HIRE

Number of bins (240L) Number of times they require emptying

Preferred Delivery Location

Preferred Delivery Date Preferred Return Date

It is the responsibility of the hirers to collect and dispose of any rubbish generated during the hire period appropriately.

11. IN-KIND/SPONSORSHIP

If you wish to apply for Council in-kind support or sponsorship, please contact the Senior Grants Officer or download a form from the Council website <http://www.cook.qld.gov.au/community/grants/support>

Please note: All in-kind support and sponsorship requests must be submitted to Council at least eight (8) weeks prior to your event.

12. ADDITIONAL FORMS (Additional approvals may be required to hold your event/activity)

You may be required to submit one of the following forms in addition to this venue hire form:

Public Place Activity Temporary Food Licence Temporary Entertainment Event In-Kind/Sponsorship

13. CHECKLIST

	YES	NO	N/A
Have you read the terms and conditions? (Please retain a copy of this agreement for your records)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all applicable sections of this form been completed and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach a CovidSafe Plan or Checklist/Statement of Compliance for the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach a copy of your Public Liability Insurance(20 million dollars cover)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach a Certificate of Incorporation or Charity Certificate (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach a copy of Food Licence or Temporary Food licence application form (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If food being served, attach a copy of your completed and signed COVID Safe Checklist: Seated dining and drinking and/or Statement of Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach Liquor Licence (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you organised Security for the event (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach additional permits, licenses or accreditation for all staff (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you advised the local emergency services of your event? Police, Fire Brigade and Ambulance (attach evidence if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. TERMS AND CONDITIONS

1. The booking holder is responsible for ensuring all attendees comply with government directions and advice in relation to COVID -19, including physical distancing, good hygiene practices and cleaning. These are subject to change without notice. The booking holder is required to ensure that all persons attending their event register their contact details in accordance with Queensland Government requirements for COVID-19 contract tracing. The Booking holder is required to collect the information for each person in attendance. Full name, Phone number, Email address (residential address if unavailable), Date and time period of patronage. Contact details must be held for a minimum of 30 days and maximum of 56 days.
2. The booking holder responsible for supplying their own PPE, e.g. Hand sanitiser, disinfectant and paper towels for cleaning.
3. The booking holder is responsible to manage safe practices and COVID requirements.
4. The booking holder must not offer communal refreshments, including tea and coffee, or water stations.
5. Clean frequently touched areas and surfaces before and after each activity with disinfectant
6. It may be that your particular activity has additional guidelines as set down by a COVID Safe Industry Plan. If that is the case, then Terms and Conditions are to be read alongside that plan/checklist.
7. The activity/event must be undertaken in accordance with applicable *Public Health Directions* at the time of the activity/event.
8. A booking is not confirmed until an application form has been completed and submitted with applicable fees. Payment of fees constitutes the hirers understanding and agreement to these Terms and Conditions of Hire.
9. A booking confirmation/permit to conduct the activity will be issued upon payment of all fees and charges associated with the provision of these services, providing all venue hire terms, conditions and booking requirements are met.
10. The hirer will use the venue for the use/activity stated on the booking confirmation/permit and for no other use/activity.
11. The use or activity authorised under the booking confirmation/permit is restricted to days and times specified in the approval.
12. The hirer is to carry the approval during the use or activities and is to produce the approval for inspection on demand by an authorised person.
13. As a requirement of any booking, Council may request the hirer will at its own expense insure and keep insured in the name of the hirer with Cook Shire Council as an interested party for the amount of not less than Twenty Million Dollars (\$20,000,000) against public liability in the form of a standard public liability policy. This Insurance policy must be submitted to Council with the application.
14. If the facility is not vacated by the nominated time, the hirer shall forfeit the entire bond (if applicable) or pay an hourly rate thereafter.
15. All electrical cords, fittings, switches and other electrical equipment used by the hirer must comply with the appropriate Australian Standards and display a current electrical test tag.
16. If food is to be sold or supplied, the hirer must ensure all necessary licences or permits are obtained.

17. Consumption of alcohol in public spaces is prohibited unless the event complies with liquor licensing regulations and has the appropriate permit in place.
18. Council reserves the right not to approve applications for events involving the sale or consumption of alcohol.
19. With the exception of designated parking areas, driving and parking is strictly prohibited on all grassed areas unless otherwise approved by Council
20. Smoking is not permitted in any Council building, this includes all decking areas of all Council facilities.
21. Smoking is not permitted within five metres of any building entrance. It is the hirer's responsibility to ensure that smoking does not occur within the building as stated or in contravention of Queensland Government Legislation.
22. Every consideration must be given to the residents who live nearby in regard to minimising noise and unruly behaviour and to other users who have booked the venue after you.
23. The hirer is responsible for leaving the premises in a clean and tidy state. All items brought by the hirer/users including equipment, decorations, rubbish, food and beverages etc. must be removed from the facility immediately following the close of the event. Floors should be swept and mopped. If additional waste remains at the site, Council, at the cost of the Hirer, will remove it.
24. All facility equipment is to be returned to its original storage area after use. Any cost incurred by Council in cleaning the premises resulting from the conditions in which the hirer left the venue shall be recoverable from the hire.
25. The hirer is responsible for the security of the venue and the security and safety of any property of Council in or around the venue.
26. Lights, fans and air conditioning must be turned off after use.
27. The previous hirer assumes responsibility for all damage. Any damage evident upon arrival should be reported to Council immediately, prior to the hirer commencing their activity/event.
28. The hirer is NOT permitted to attach anything to the ceiling or walls using screws, nails or sticky tape.
29. The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be removed, broken, pierced by nails, screws, pins, staples or hot glue or in any other way damaged. The hirer shall accept full financial responsibility for damage to Council property except for normal wear and tear.
30. Council reserves the right to terminate the event, before or during the event, if the hirer is in breach of the terms of any approval.
31. Council reserves the right to cancel the booking or re-locate, if applicable, the event, if weather or facility conditions dictate. If cancellation is necessary, then Council will endeavour to involve the customer in this decision and no venue hire fees will be payable.
32. In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained therein, the decision of the Council shall be final and conclusive.
33. Failure to comply with these terms and conditions will result in extra cleaning charges being withheld from the bond or, if a bond is not held or is insufficient, being invoiced to the hirer.
34. Neither 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.
35. It is strongly encouraged that the following single-use plastics are not to be distributed or used at any event: plastic bags of any thickness, plastic straws, cutlery, containers, plates, bowls, sachets (such as sauce packets), polystyrene (foam) packaging or trays, non-compostable coffee cups or balloons
36. The use of balloons at any outdoor waterfront venue is NOT PERMITTED.

15. DECLARATION

I acknowledge that I have read and understand the terms and conditions above. I am responsible for ensuring that all individuals or groups using the venue and equipment in association with this application shall comply with those terms and conditions.

I have inspected the venue and equipment, acknowledge it is clean, damage free, and will be suitable for the intended use.

I acknowledge that Council does not warrant that the area or venue is fit, suitable or adequate for the activity authorised under the approval.

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I understand that where bookings include alcohol consumption the police will be informed as to the date, time, and nature of my booking as a precautionary measure.

I (the hirer) agree to indemnify, and keep indemnified, and to hold harmless the Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the hiring engagement.

I agree to be responsible for the cleaning of, and any damages that occur during, the use of the equipment. I agree to have costs associated with damage and cleaning deducted from the Security Bond (or Credit Card – from which an imprint will be taken) in the first instance and to be invoiced in the second instance.

I will ensure any/all noise associated with the bookings will cease at 11.30pm.

By signing the Declaration you are confirming that any third party contractor operating at the event (food vendors, amusement ride businesses, hire companies etc.) will comply with all requirements and terms and conditions and they have current licences/certificates and current Public Liability Insurance cover.

Signature

Date

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

16. LODGEMENT

When you have signed and dated this form, please lodge it with the fees and all the supporting documents required at the council office, in person, email or post.

Cook Shire Council
10 Furneaux Street
Phone: 07 4082 0500
Email: mail@cook.qld.gov.au
Website: www.cook.qld.gov.au
PO Box 3, COOKTOWN QLD 4895

17. FEES

HALL HIRE			GST
Hourly Rate – Events 20+ people	Minimum 4 hour hire	\$45.00	Y
Hourly Rate - Sport, Community Groups, repeat bookings	Minimum 1 hour hire	\$20.00	Y
½ day rate	Starts or Finishes at Noon	\$150.00	Y
Full day rate	24hrs	\$320.00	Y
Cleaning Fees	2hrs cleaning	\$170.00	Y
Additional Cleaning Fees	Per hour over the initial clean	\$100.00	Y
Hire of Council Chairs (pick up only)	Per item/per day	\$3.00	Y
240L Wheelie Bin hire including delivery, collection, emptying and cleaning of bin after use	Each	\$25.00	Y
BONDS			
Sport, Community Groups, Repeat Bookings	Per event	\$119.00	N
20+ People: Unlicensed	Per event	\$500.00	N
20+ People: Licensed	Per event	\$1,000.00	N
SPORTSFIELDS			
Community Groups	Per day	\$55.00	Y
Commercial Hire < 250 people	Per day	\$200.00	Y
Commercial Hire > 251 to 500 people	Per day	\$350.00	Y
Commercial Hire > 500 people	Per day	\$600.00	Y
Bond for Key to Toilets	Per event	\$120.00	N
PARKS AND OVALS – COMMERCIAL HIRE			
Community Groups	Per day	\$55.00	Y
1/2 Day Rate (starts or Finishes at Noon)	Per 4 hours	\$140.00	Y
Full Day Rate	Per day	\$320.00	Y
Bond	Per event	\$500.00	N
240L Wheelie Bin Hire – Additional Bins (Supply & Collection)	Each	\$25.00	Y
COOKTOWN SWIMMING POOL			
Inflatable Hire	Maximum 3 hours	\$180.00	Y
Facility Hire	Per hour	\$80.00	Y

OFFICE USE ONLY

G/L: 1720-110-95

Total days	<input type="text"/>	Hire fee	<input type="text"/>
Date paid	<input type="text"/>	Receipt number	<input type="text"/>
Received by	<input type="text"/>	<input type="text"/>	
	Name	Signature	
Key number issued	<input type="text"/>	Key Bond	<input type="text"/>
Venue Bond	<input type="text"/>	Receipt no.	<input type="text"/>
Bond received by	<input type="text"/>	Trust ID	<input type="text"/>
		Trust category	<input type="text"/>
Bond of	<input type="text"/>	Returned to	<input type="text"/>
Returned by	<input type="text"/>	Signature	<input type="text"/>
		Date	<input type="text"/>