

Community Centre Booking Request Form



Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.2 (Operation of Temporary Entertainment Events) 2011* and *Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas) 2011*. Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when a customer would like to hire one of Council's community centres. Community centres/halls can be used for multiple purposes, for example bingo sessions to a wedding reception. This form must be submitted to Council no later than four weeks prior to the event.

P: 07 4932 9000 | **E:** enquiries@rrc.qld.gov.au | **W:** www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

The VENUE HIRE – COVID 19 Requirements document must be completed and submitted along with this form. No booking will be approved without the completion and submission of this document.

Applicant Details (applicant details must be the same as on the public liability insurance)

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

(please note Council will email approvals where applicable)

Declaration

In making an application to hire the community centre/hall, the hirer acknowledges and agrees:

- To abide by the conditions of hire and will pay the balance of hire fees as set out in Council's Fees and Charges Schedule. Bookings will not be confirmed until full payment is received at least 10 days prior to the function/event.
- To comply with all operating instruction manuals provided and ensure that use of equipment is undertaken in accordance with responsible work practices at all times.
- That any designated officer or employee of Council shall, at all times be entitled to access the hall for the purpose of inspection relating to Council business.
- That Council, where applicable, shall hold the bond as security for the hire period and may apply the whole or part of the bond at any time against monies due but unpaid for any expenses, loss, damage or cleaning costs incurred by Council as a result of the failure of the Hirer to comply with their obligations.
- That Council reserves the right to cancel a booking in the event of a requirement of the facility for an emergency situation.
- To be responsible for Council's costs of repairing or replacing any damage to Council's property caused during the hire period.
- To be responsible for ensuring that any requirements in respect of COVID-19 as required by law or under any Public Health Direction issued by the Chief Health Officer for Queensland or at the request of Council are complied with at all times.

Acknowledgement:

The application must be in the name of the organisation (incorporated), company (with registered ACN) or the individual/s taking responsibility for management of the event and must also be the holder of the public liability insurance for the event.

I acknowledge and understand that I am responsible for the safe evacuation of all persons from within the building in the event of a fire or other emergency situation. I also agree to follow all emergency instructions provided in the approval letter by Council, including the appointment of evacuation personnel as required.

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date:

OFFICE USE ONLY	Date lodged:	Amount paid:	Receipt number:
	Date paid:	CSO:	Booking reference: BOOK/HALL/

Event/Function Details	
Please note: Due to COVID-19, attendee numbers must be in accordance with the amount permitted by law or under any Public Health Direction issued by the Chief Health Officer for Queensland.	
Event description:	
Event date:	Anticipated attendance:
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm	Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Community Centre	
<input type="checkbox"/> Gracemere Community Centre – please specify area: <input type="checkbox"/> Meeting Room 1 <input type="checkbox"/> Meeting Room 2 <input type="checkbox"/> Meeting Room 3	<input type="checkbox"/> Customs House (upstairs) – please specify area: <input type="checkbox"/> All Areas <input type="checkbox"/> Balcony <input type="checkbox"/> Function Room <input type="checkbox"/> East Long Room
<input type="checkbox"/> Bauhinia House Is aircon hire required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Schotia Place Is aircon hire required? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Calliungal Youth Centre (The Green Shed)	<input type="checkbox"/> Mt Morgan School of Arts
Food & Alcohol Details <small>(please note a food business licence and liquor licence may be required)</small>	
What food will be served or sold? <small>(The List of Food Vendors/Stall Holders Form must be completed if food is being sold)</small>	
Caterer name <small>(if applicable)</small> :	Contact details:
Will alcohol be served or sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>(If alcohol is being sold, contact the Office of Liquor and Gaming for relevant permits. Supporting documentation must be supplied to Council. Please note, liquor self-assessable exemptions will not be accepted by Council.)</small>	
Public Liability Insurance	
Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and level of cover must be \$20 Million. Please note public liability is only required under certain circumstances. If required Council will contact the hirer to obtain a copy.	
Supporting Documentation	
Please remember to provide the following supporting documentation when submitting this form:	
<input type="checkbox"/> Public Liability Insurance <small>(if applicable)</small> <input type="checkbox"/> Food Business Licence <small>(if applicable)</small> <input type="checkbox"/> Liquor Licence <small>(if applicable)</small> <input type="checkbox"/> List of Food Vendors/Stall Holders Form <small>(if applicable)</small> <input type="checkbox"/> VENUE HIRE – COVID-19 Requirements document	

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at SmartHub Rockhampton, Customs House, 208 Quay Street, Rockhampton or Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | SmartHub Rockhampton or Customer Service will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

FACT SHEET

Venues and Parks for Hire Fees

Council owns a number of venues and parks which can be hired for functions such as weddings, parties, meetings, conferences and corporate events.

When booking outdoor functions please keep in mind the site selected may not look exactly the same for the event as at the time of booking due to seasonal changes.

Seniors Groups are entitled to 12 free Community Centre bookings per year for regular meetings.

Community Centres – Fees and Charges 2020/2021

Bauhinia House

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$260.00	
Main Hall <i>(maximum eight hours, no air-conditioning) (additional hours at hourly rate)</i>	Com/private \$472.00	Non-profit \$250.00
Hourly Rate <i>(all hirers)</i>	\$45.90	

Calliungal Youth Centre “The Green Shed”

Facility / Service	Fee	
No Bond applicable – Part / All Day Hire	Government Funded Agency \$24.50	Non-profit \$16.40

Customs House

Facility / Service	Fee
Security Bond <i>(applicable to all hirers)</i>	\$355.00
All Areas <i>(maximum eight hours, includes air-conditioning)</i>	\$507.00
Function Room <i>(maximum eight hours, includes air-conditioning)</i>	\$406.00
East Long Room <i>(maximum eight hours, includes air-conditioning)</i>	\$178.00
Balcony Area <i>(maximum eight hours, includes air-conditioning)</i>	\$101.00
Cleaning <i>(in the event the hall requires additional cleaning from your event)</i>	\$66.00 per hour

Gracemere Community Centre

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$194.00	
Main Hall <i>(maximum eight hours)</i>	Com/private \$282.00	Non-profit \$128.00
Day / Night	Com/private \$358.00	Non-profit \$144.00
Hourly Rate <i>(maximum four hours)</i>	Com/private \$37.80	Non-profit \$21.40
Training Rooms <i>(incorporated senior group please contact Council's Customer Service Centre for costing) (per room, per hour)</i>	Com/private \$31.60	Non-profit \$16.40
Cleaning <i>(in the event the hall requires additional cleaning from your event)</i>	\$52.00 per hour	

FACT SHEET

Venues and Parks for Hire Fees

Community Centres – Fees and Charges 2020/2021

Mt Morgan School of Arts

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$194.00	
Main Hall <i>(maximum eight hours)</i>	Com/private \$106.00	Non-profit \$61.20
Day / Night	Commercial \$133.00	Non-profit \$76.50
Hourly Rate <i>(maximum four hours) (incorporated senior group please contact Customer Service for costing) (per room, per hour)</i>	Commercial \$18.40	Non-profit \$9.20

Schotia Place

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$260.00	
Main Hall <i>(maximum eight hours) (additional hours at hourly rate)</i>	Com/private \$472.00	Non-profit \$250.00
Hourly Rate <i>(all hirers)</i>	\$45.90	

Parks and Gardens – Fees and Charges 2020/2021

Facility / Service	Fee
Administration Fee <i>(applicable to all bookings)</i>	\$32.00
Access to Power Point <i>(selected sites only and not relating to a Temporary Event)</i>	No Charge
Wedding/Ceremony – Botanic / Kershaw Gardens, Cedric Archer Park	\$175.00
Wedding / Ceremony – All Other Parks / Gardens	\$120.00
Temporary Event (Park Hire) – All Parks – Non Commercial	\$230.00
Temporary Event (Park Hire) – All Parks – Commercial	\$575.00
Extra Mowing Service	\$175.00
Park Hire for Circuses and Other Significant Events	POA – please contact Council's Customer Service Centre

VENUE HIRE – COVID 19 Requirements

This document must be completed and submitted along with all Rockhampton Regional Council Venue Booking Forms. No booking will be approved without the completion and submission of this document.

The Coronavirus COVID-19 has meant that we have to take extra precautions to ensure our community venues/parklands are accessible for community use whilst complying with Queensland Health Public Health Directions and any other COVID-19 restrictions required by law. As a Hirer of Council venue/parkland you are responsible for ensuring that the following additional requirements are met.

You agree to follow the social distancing rules and instructions listed below in addition to the standard Conditions of Hire. As the Hirer it is your responsibility to ensure that any additional requirements for your specific activity as detailed in any relevant Queensland Health Public Health Direction are complied with.

I agree to:

Physical Distancing

- Ensure all present comply with the posters displayed around the venue which communicate the need to keep at least 1.5 metres distance between people.
- Monitor any queuing arrangements to maintain physical distancing.
- Ensure the maximum safe capacity is not exceeded – this is noted on the posters at each venue and refers to how many people can be in the venue at any one time. This has been calculated using the Queensland Government social distancing rules and the size of each venue.
- Ensure that if tables and chairs are being used they are placed in a way that complies with social distancing requirements.

Handwashing and Hygiene

- Establish hand washing / sanitising stations and practices for all present as they enter and exit the venue or event site and at other appropriate areas within the venue or site.
- Encourage all present to use the soap and paper towel provided.
- Encourage all present to sanitise regularly where soap and water are not available.
- Ensure posters with instructions on how to correctly wash hands or use sanitiser remain displayed in the toilets.
- Ensure hand sanitiser and hand washing facilities are maintained throughout the venue or site for all present.
- Instruct all present on other ways to limit the spread of germs, including by not touching their face, sneezing and coughing into their elbow, and staying home if feeling sick.
- Remind all present to limit contact with others: no shaking hands, hugging or touching objects unless necessary.

Cleaning

- Ensure any areas used are cleaned and disinfected after each use with appropriate products (which have been supplied by Council); this includes things like door handles, bench tops, light switches, equipment, tables and chairs and other high touch points.

- Toilets – adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.).
- Ensure the person cleaning the area wears gloves when cleaning and washes their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Ensure that if the venue’s crockery and cutlery is used, it is all washed thoroughly in hot soapy water and dried, or washed in dishwasher if available.

Contact Tracing

- Keep a record (including name, address, phone number, e-mail address, and the date and time period of patronage) of all persons attending.
- Provide contact tracing information to Queensland Health and/or Queensland Police and/or Council should it be requested.
- Enable Council to provide contact details to Queensland Health and/or Queensland Police should this information be requested in relation to contact tracing.
- Ensure that this information is securely stored, not used for any other purpose and is deleted/destroyed after 56 days.

General

- Follow any additional requirements as advised by Council.
- If requested, provide Council with any COVID Safe Event Checklist or any COVID Safe Event Plan.
- Ensure that all present are aware of these COVID-19 requirements.

Declaration

I, the Hirer, by signing this document agree and acknowledge that it is my responsibility to comply with all State and Federal legislation, public health directions, orders, policies, procedures, guidelines, approved COVID safe industry plans and industry framework relevant to the event (“COVID-19 requirements”). A failure to comply with these COVID-19 requirements will result in the hire being cancelled, and any further hire applications being declined. By signing below I hereby release, waive, discharge Rockhampton Regional Council, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained related to COVID-19 while participating in any activity while in, on, or around the venue or site that may lead to unintentional exposure or harm due to COVID-19. I agree to indemnify, defend and hold harmless Rockhampton Regional Council from and against any and all costs, expenses, damages, lawsuits and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

Group/Organisation name (the Hirer) :	
Representative name:	
Signature:	
Full name:	Date: