

Heritage Village Venue Booking Request Form

Privacy Notice: Council deals with 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 the Heritage Village Australian Shearing Shed and/or one of the outdoor venue locations for purposes, such as formals, presentation events or wedding ceremonies and receptions. This form must be submitted to Council no later than four weeks prior to the event/hire.

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

Hirer name:

Preferred contact number:

Postal Address:

Email:

ABN/ACN (if applicable):

Hirer's authorised agent (if applicable):

Preferred contact number:

Postal address:

Email:

Payee name (if different to above):

Preferred contact number:

Postal address:

Email:

Hire Details

Event/hire description:

Event/hire date/s:

Anticipated attendance:

Classic Function Package

Hire in 2023 - \$2,200.00

Hire in 2024 - \$2,500.00

Signature Function Package \$5,000.00

Outdoor Venue (Ceremony) \$300.00

OFFICE USE
ONLY

Date lodged:

Amount Paid:

Receipt Number:

Date paid:

Staff:

Booking reference: BOOK/HALL/

The Australian Shearing Shed			
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm		Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm	
Number of items required:			
Chairs:		Tables – Round 1.8m (30 available):	
Tables – Rectangle 2.4m (30 available):		Wooden Barrels (4 available):	
Market Barrows (2 available):		Easels (2 available):	
Projector and screen (3 available):			
Are the following required:			
Lectern:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
TV and DVD player:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Urn (BYO milk, coffee, tea, sugar):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Outdoor Venue (if applicable, for example wedding ceremony)			
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm		Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm	
Location:			
<input type="checkbox"/> Stringy Bark Yards <input type="checkbox"/> Rosewood Homestead <input type="checkbox"/> The Amphitheatre <input type="checkbox"/> The Oval <input type="checkbox"/> The Church <input type="checkbox"/> Rackemann's Cottage <input type="checkbox"/> Arnold's Store			
Number of Americana white chairs required (30 available):			
Are the following required:			
Signing table and two chairs:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Wooden arch:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Additional Charges (if after hours a price on application applies)			
Ceremony arrival vehicles:			
<input type="checkbox"/> Tram (\$95.00) <input type="checkbox"/> Vintage Vehicle (95.00) <input type="checkbox"/> Stagecoach (\$500.00)			
Food and Alcohol Details (a food business licence and/or liquor licence may be required)			
Caterer/s name (if applicable):		Contact details:	
Will food be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If food is being sold, enter the food vendor details in a List of Food Vendors/Stall Holders Form .			
Bar service name (if applicable):		Contact details:	
Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(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.)			

Other Vendor Information

Celebrant name (if applicable):

Contact details:

Florist name (if applicable):

Contact details:

Decorator/stylist name (if applicable):

Contact details:

Cake maker name (if applicable):

Contact details:

Photographer name (if applicable):

Contact details:

Entertainment name (if applicable):

Contact details:

Master of ceremonies name (if applicable):

Contact details:

Event Schedule (for example decorate venue, rehearsal, caterer arrives etc.)

Date	Time	Area/Activity

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:

- Public Liability Insurance (if applicable)
- Liquor Licence (if applicable)
- List of Food Vendors/Stall Holders Form (if applicable)

Security Bond

\$1,000.00 security bond due at time of booking the Australian Shearing Shed.

Declaration

In making an application to hire the Heritage Village Australian Shearing Shed and/or outdoor venue, the hirer acknowledges and agrees:

- To abide by the terms and 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 event/hire.
- 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 centre for the purpose of inspection relating to Council business.
- That Council, where applicable, will hold the security deposit/bond 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 centre 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.

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 hire and must also be the holder of the public liability insurance.

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 Hire Agreement provided 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:

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 the Rockhampton Heritage Village: 296 Boundary Road, Parkhurst.

By phone | A representative will contact you regarding payment via credit card or debit once this form is received.