Community Venues 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 one of Council's community venues or spaces. Community venues/spaces 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/hire. Please note submission of the application does not guarantee approval, approval is subject to assessment of applications and supporting documentation.

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

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

Organisation name:	ABN/ACN:
Contact name:	Preferred contact number:
Postal address:	
Email: *(Council will email approvals where applicable)*	

Hire Details

Event/hire description:

Event/hire date/s:

Anticipated attendance:

Start time: ☐ am / ☐ pm	Finish time: ☐ am / ☐ pm

Frequency of hire: ☐ One off event ☐ Weekly ☐ Fortnightly ☐ Monthly

Community Venue/Space

☐ Gracemere Community Centre – please specify area:

Area: ☐ Main Hall ☐ Meeting Room 1 ☐ Meeting Room 2 ☐ Meeting Room 3

☐ Customs House – please specify area:

Area: ☐ All Areas ☐ Balcony ☐ Function Room ☐ East Long Room

☐ Customs House Courtyard *(outside space only, please note that amenities provided are at the back of Customs House)*

Do you require the flood lighting in the Customs House Courtyard to be turned off? ☐ Yes ☐ No

Has Hummingbird Café been engaged? ☐ Yes ☐ No

☐ Rockhampton Museum of Art – please specify area/s and event style/type:

Area: ☐ Program/Meeting Rooms ☐ The Deck ☐ The Foyer and Long Gallery

☐ Customs House Courtyard required *(overflow from event within Rockhampton Museum of Art only)*

Style/Type: ☐ Classroom style ☐ Theatre style ☐ Workshop ☐ Cocktail style ☐ Seated event

☐ Other:

Has Hummingbird Café been engaged? ☐ Yes ☐ No

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

☐ Bauhinia House – is aircon hire required? ☐ Yes ☐ No

☐ Schotia Place – is aircon hire required? ☐ Yes ☐ No

☐ Calliungal Youth Centre – 'The Green Shed' *(not for profit community organisations or government funded agencies or programs only)*

☐ Mount Morgan School of Arts

Equipment/Staging Details *(Please include any equipment and/or staging by the applicant or a third party. Public Liability Insurance may be required. An onsite meeting may be required.)*

Details of stylist/planner:

What staging equipment will be brought in:

How will the equipment be erected:

How will festoon/fairy lighting be affixed: *(if applicable)*

Services Required *(Customs House Courtyard Space only)*

Do you require bollards to be removed? ☐ Yes ☐ No

How will lighting be affixed: *(if applicable)*

Food and Alcohol Details *(a food business licence and liquor licence may be required)*

Will food be served or sold? ☐ Yes ☐ No

If yes, please specify what food will be served or sold? *(The List of Food Vendors/Stall Holders Form must be completed if food is being sold)*

Caterer name *(if applicable)*:	Contact details:

Will alcohol be served or sold? ☐ Yes ☐ No

(If alcohol is being sold, please 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.)

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)*

☐ Food Business Licence *(if applicable)*

☐ List of Food Vendors/Stall Holders Form *(if applicable)*

☐ Site Plan *(if applicable)*

☐ Risk Assessment *(if applicable)*

Declaration

In making an application to hire the community venue/space, 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.
- An administration/lodgement fee will be charged on acceptance of the booking request form. An invoice will be issued for the security deposit and hire fees separately. Bookings will not be confirmed until full payment is received, failure to pay at least 10 days prior to the event may result in your booking being cancelled.
- An after hour call out fee will be charged for events or bookings in community venues or spaces where the Hirer has failed to identify the need for a service in advance and subsequently requests it.
- 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 venue/space 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 venue/space 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.
- That the entire Customs House site situated at 208 Quay Street, Rockhampton City, Scotia Place and Mount Morgan School of Arts:
  (a) are listed as State Heritage Places on the Queensland Heritage Register in accordance with the *Queensland Heritage Act 1992*; and
  (b) will be subject to additional restrictions and limitations on their use by the Hirer to protect and preserve their condition and historical, cultural and environmental value.

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

Please note, your application will be processed once payment has been received. Applications completed without payment may be returned. If your application has been submitted online, Council's Customer Service staff will contact you shortly to organise payment.

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

By phone | 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.

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Community 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.

All mandatory and supporting documentation must be provided to confirm booking.

Community Centres – Fees and Charges 2026-2027

Centre / Service	Fee	
Administration Fee	All bookings	$48.00/booking
After Hour Call Out Fee *After hour call outs to events or bookings in community centres where the hirer has failed to identify the need for a service in advance and subsequently requests it. Fee is applicable to all community venues*	All Community Venues	$576.00/call out
Bauhinia House		
Security Bond	Commercial/private *(Commercial)*	$1,349.00/booking
	Not for Profit/Community Groups *(General)*	$350.00/booking
Main Hall - *maximum eight hours* - *additional hours at hourly rate*	Commercial/private *(Commercial)*	$626.00/day
	Not for Profit *(General)*	$329.00/day
Hourly Rate - *maximum four hours*	All hirers	$60.00/hour
Cleaning *In the event the hall requires additional cleaning from your event*	All hirers	$65.00/hour
Calliungal Youth Centre "The Green Shed"		
Hire of Centre - *maximum four hours* *Centre not available for hire to individuals for parties*	Government Funded Agency	$40.00/booking
	Not for Profit/Community Groups	$32.00/booking
Customs House		
Security Bond	Commercial/private *(Commercial)*	$2,094.00/booking
	Not for Profit/Community Groups *(General)*	$524.00/day

Community Centres – Fees and Charges 2026-2027

Centre / Service	Fee	
All Areas – Function Room, Plating Kitchen, Balcony and Downstairs Lawn area - *maximum eight hours* - *additional hours at hourly rate*	All hirers	POA
Function Room - *maximum eight hours* - *additional hours at hourly rate*	All hirers	POA
Downstairs Lawn Area - *maximum eight hours* - *additional hours at hourly rate*	All hirers	POA
Customs House Courtyard - *maximum eight hours* - *additional hours at hourly rate*	All hirers	POA
Balcony Area - *maximum eight hours* - *additional hours at hourly rate*	All hirers	POA
Plating Kitchen - *maximum eight hours* - *additional hours at hourly rate*	All hirers	POA
Cleaning *In the event the hall requires additional cleaning from your event*	All hirers	$130.00/hour
Gracemere Community Centre		
Security Bond	Commercial/private *(Commercial)*	$1,349.00/booking
	Not for Profit/Community Groups *(General)*	$350.00/booking
Main Hall - *maximum eight hours*	Commercial/private *(Commercial)*	$374.00/day
	Not for Profit/Community Groups *(General)*	$168.00/day
Day and Night	Commercial/private *(Commercial)*	$473.00/day/night
	Not for Profit/Community Groups *(General)*	$190.00/day/night

Community Centres – Fees and Charges 2026-2027

Centre / Service	Fee	
Hourly Rate - *maximum four hours*	Commercial/private *(Commercial)*	$54.00/hour
	Not for Profit/Community Groups *(General)*	$29.00/hour
Training Rooms Per Room - *incorporated senior group please contact Council's Customer Service Centre for costing*	Commercial/private *(Commercial)*	$43.00/hour
	Not for Profit/Community Groups *(General)*	$22.00/hour
Cleaning *In the event the hall requires additional cleaning from your event*	All hirers	$65.00/hour
Mount Morgan School of Arts		
Security Bond	Commercial/private *(Commercial)*	$1,349.00/booking
	Not for Profit/Community Groups *(General)*	$350.00/day/night
Main Hall - *maximum eight hours*	Commercial/private *(Commercial)*	$100.00/day
	Not for Profit/Community Groups *(General)*	$40.00/day
Day and Night	Commercial/private *(Commercial)*	$150.00/day/night
	Not for Profit/Community Groups *(General)*	$60.00/day/night
Hourly Rate Per Room - *maximum four hours* - *incorporated senior group please contact Customer Service for costing*	Commercial/private *(Commercial)*	$25.00/hour
	Not for Profit/Community Groups *(General)*	$10.00/hour
Seniors Group – meetings only	All hirers	$8.00/hour
Cleaning *In the event the hall requires additional cleaning from your event*	All hirers	$65.00/hour

Community Centres – Fees and Charges 2026-2027

Centre / Service	Fee	
Schotia Place		
Security Bond	Commercial/private *(Commercial)*	$1,349.00/booking
	Not for Profit/Community Groups *(General)*	$350.00/booking
Main Hall - *maximum eight hours* - *additional hours at hourly rate*	Commercial/private *(Commercial)*	$626.00/day
	Not for Profit/Community Groups *(General)*	$329.00/day
Hourly Rate - *maximum four hours*	All hirers	$60.00/hour
Cleaning *In the event the hall requires additional cleaning from your event*	All hirers	$65.00/hour

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Parks and Gardens – Fees and Charges 2026-2027

Service	Fee	
Application Fee	Private Ceremony/ Celebration (Parks & Reserves, etc.)	$48.00/booking
After hour call outs Fee *After hour call outs to events or bookings in Parks where the hirer has failed to identify the need for a service in advance and subsequently requests it*	All Parks/Gardens	$576.00/call out
Application Fee	Temporary Entertainment Event *(50% reduction for Non-for-Profit)**	$107.00/booking
Wedding/Ceremony	Botanic Gardens, Kershaw Gardens, Cedric Archer Park and Fraser Park	$253.00/wedding
Wedding/Ceremony	All Other Parks/Gardens	$150.00/wedding
Temporary Event (Park Hire) – All Parks *Please refer to Services & Ancillary Fees if additional services are required*	Non-Commercial Use/Not for Profit	$273.00/per day
	Commercial Use	$706.00/per day
Service & Ancillary Fees (no discounts apply)	POA – upon assessment of the application	
Delivery and service of bins for event	POA – upon assessment of the application	
Access and usage of electricity for event	POA – upon assessment of the application	
All other requests for service (for example, pop-up jets, goal post removal, irrigation changes etc will be provided as part of the assessment)	POA – upon assessment of the application	

**Local Not for Profit (LNFP) Community Rates: these are available to eligible community organisations within the Rockhampton Regional Council local government area.*

To qualify for LNFP Community Rates, a community organisation must be either:

(i) an incorporated body or a registered charity with ACNC, or
(ii) have a not-for-profit status registered with their ABN.

Government entities or entities owned and operated by Local, State or Federal Government (excluding preschool, primary, or secondary educational entities) are not eligible for community rates.