

## Venue and Equipment Hire Form

Please complete all relevant sections and return with all required documentation to the Main Administration Office or email to [bookings@winton.qld.gov.au](mailto:bookings@winton.qld.gov.au)

Hirer:

Billing address

Contact name

Contact position

ABN  Not for Profit? ☐ Yes ☐ No

Phone  Fax

Email:

### Winton Shire Council Venue

- ☐ Supper Room / Kitchen ☐ Eric Lenton Memorial Recreation Grounds
- ☐ Shire Hall ☐ Showgrounds
- ☐ Neighbourhood Centre Training Room ☐ Neighbourhood Centre Board Room
- ☐ Other

### Show grounds – please tick areas required

- ☐ Entire complex ☐ Grounds / yards ☐ Grandstand ☐ Bar Area
- ☐ Main arena ☐ Pony Club arena ☐ Race Track ☐ Cold Room
- ☐ Sheep yards ☐ Offices ☐ Kitchen / Canteen
- ☐ Stables (please nominate how many)
- ☐ Pavilions (please nominate how many)

### Eric Lenton Memorial Recreation Grounds

- ☐ Entire complex ☐ Bar Area ☐ Cold room
- ☐ Other

### Diamantina Dormitory

No of adults  No of students

No of free of charge adults (one adult per ten students)

### Venue dates

Dates From  To

Times Start  Finish



**Purpose of hire****Equipment hire**

Number of chairs

Number of tables

Crockery / cutlery

Linen

Number of portaloos

Portable grandstand

Light tower

Portable cold room

Community

Shade sails

Community Big  
Screen

Portable stage

Audio system / microphone

Video conference unit

Phone / Voice conference unit

Projector

Swags

Swag trailer

Portable cold room

Winton Shire Council

Other

**Equipment dates**

Dates From

To

Times Start

Finish

Is Liquor being sold?

☐ Yes  
☐ No

If yes, has a Liquor Licence been obtained?

☐ Yes  
☐ No
**Additional information**

Phone 07 4657 2666

Address PO Box 288, Winton, QLD, 4735



## Terms and Conditions

### Hire fees and bonds

Cleaning bonds and deposits are payable in advance. Hire fees are charged on a daily basis and deposits must be paid in advance. Bond charges apply to all hire, even if hire fees are donated by Council. GST applies to deposits and bonds when forfeited.

### Damages / breakages

All damages must be reported to Winton Shire Council. Winton Shire Council reserves the right to levy a charge for any breakages, damages or for missing items of furniture and fittings which occurs during the period of hire.

### Microphones

It is the responsibility of the hirer to ensure that any microphones hired are returned to the Council office (75 Vindex Street) by 12 noon following the day of hire or the bond shall be forfeited.

### Cleaning

It is the responsibility of the hirer to ensure that the venue has been fully cleaned. The facilities hired must be cleaned to an acceptable standard within 24 hours of the period of hire or the cleaning bond shall be forfeited. Toilets are to be cleaned, swept out and rubbish to be placed in wheelie bins provided. No glass permitted in the area.

### Smoking

Smoking is not permitted in all indoor venues of Winton Shire Council. On the spot fines are enforced by State Government and it is the responsibility of the hirer to ensure there is no smoking in these areas. Failure to comply may result in forfeiture of cleaning bond.

### Excessive noise

The venue is located near a residential area therefore it is expected that the surrounding residents be respected. It is the responsibility of the hirer to ensure that there is no excessive noise emitted from the venue hired.

### Safety and security

The hirer must be eighteen (18) years of age or over. It is the responsibility of the hirer to ensure that the venue is secured, and all personal property removed upon departure. The Council reserves the right to refuse any future hire, forfeit deposits and / or recover the cost of any damages for noncompliance of any of the above-mentioned terms and conditions. The hirer must familiarise themselves with any Fire and Evacuation Plans. The hirer must report any hazards, incidents or injuries associated hiring the venue. The hirer must avoid obstructing exits and access to firefighting equipment during use of the venue.

### Insurance

The hirer must quote details of their relevant insurance covers for the event or provide a certificate of currency. The hirer acknowledges that Winton Shire Council will not insure functions for personal or property damages, therefore hirers should take out adequate cover for the event / function.

Copy of insurance provided? ☐ Yes ☐ No

### Pre inspection

The hirer must complete an arranged inspection of the venue prior to hire to confirm that the facilities are fit for the purposes of the intended use.

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## Showgrounds / Recreation ground readiness

It is the responsibility of the hirer to prepare facilities such as the race track, stables and arena surfaces to the standard needed for their event. This is to be done in consultation with Showgrounds management for the Showgrounds and Winton Shire Council for the Eric Lenton Memorial Recreation Grounds.

## Unsafe conditions

Should the hirer consider any area or facility unsafe, they are to remove themselves from the site and contact Winton Shire Council immediately.

## Agreement

I hereby acknowledge that I have read and understood the Terms and Conditions and agree to abide by them. I have authority to sign on behalf of the organisation designated as the hirer. I also acknowledge that the venue has been received in an acceptable condition and that it will be returned in the same condition.

Signature

Date

Name

### Office use

The venue has been returned in the same condition it was received?  
(Refer Condition Report before and after hire)

☐ Yes☐ No

Electricity used

Is this to be charged?

☐ Yes☐ No

The return of the bond is authorised in full ☐ or in part ☐

If in part, reasons for the partial return.


Booking entered into booking system by:

Total bond charged

\$

Total hire charged:

\$

Receipt No.



Signature

Date

Name

Phone 07 4657 2666

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