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 The Chief Executive Officer
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 THARGOMINDAH QLD 4492



KULLILLI ROOM HIRE APPLICATION

Applicant Details		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Surname:	Given Name:
Name of Company / Organisation:		
Postal Address:		
Home Phone:	Work Phone:	Mobile:
Email:		Application Date:

Event Details

- Private
 Commercial
 Non-Profit
 Profit

Type of Event:

<input type="checkbox"/> Meeting		
<input type="checkbox"/> Training / Course:		
<input type="checkbox"/> Gallery Showing (please specify):		
<input type="checkbox"/> Social Gathering (please specify):		
<input type="checkbox"/> Other (please specify):		
Date of Event:	Access Time:	Departure Time:
Number of Attendees:		
VIP's Attending:		

Facility Details

Facilities Required:

Preferred Room Layout:

- | | |
|--|--|
| <input type="checkbox"/> Horseshoe Configuration | <input type="checkbox"/> Single Board-Room Table |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Chairs Only |

Technology Required:

Large Display Computer Screen/Data Projector

- Yes

Refreshments:

- | | |
|---|---|
| <input type="checkbox"/> Tea and Coffee Station | <input type="checkbox"/> Water and Glasses for Tables |
|---|---|

For Catering Options, my we suggest:

- | | |
|----------------------------|------------------------|
| Bulloo River Hotel Motel | Coffee on Dowling |
| Oasis Motel and Restaurant | Thargomindah Roadhouse |

Fees and Charges: All fees and charges are as per Council's adopted Fees and Charges Register

MasterCard / Visa Authority

Card Type:

Visa

MasterCard

Expiry Date:	Card No:																		
Amount:	Cardholder's Name:													Signature:					

Acknowledgement

I agree that I/the nominated organisation/group/individual shall be bound by and shall observe the terms and conditions attached and that such terms and conditions shall be deemed to be part of this Agreement.

Applicant Signature:

Date:

Note: Keys for the Kullilli Room are to be collected from and returned to Echidna Place Visitor Centre, 37 Dowling Street, Thargomindah, during business hours.

Office Use Only

Date of Booking:			
Entered in Venue	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Room Hire Amount
Entered By:			Receipt Number:
Keys Signed Out by:			Date Paid:
Petty-Cash Voucher			Receipting Officer:

Terms and Conditions

1. Hirer must be eighteen (18) years of age or over.
2. Payment of Hire Charge is to be paid before hire period.
3. If Kullilli Room is booked and no hire charge has been received by Council, Council will accept an alternate hirer.
4. Council staff has no authority to waive hire fees, a written application to Council is required.
5. If liquor is to be offered for sale to the public, a liquor license is to be obtained from the appropriate Department. Cans and kegs (no glass/bottles) only to be used.
6. Any damages incurred during the event are to be the responsibility of the hirer and repairs will be undertaken in accordance with any by-laws pertaining to the Kullilli Room.
7. If the hirer shall fail or neglect or refuse to make good or repair any damage for which they are responsible as referred to in the preceding paragraph, the Council shall be at liberty to repair and make good the equipment, and the hirer shall pay to the Council upon demand all costs reasonably incurred by the Council in doing.
8. The hirer will indemnify and keep indemnified the Council from and against all actions, suits, proceedings, claims and demands which may be brought and maintained or made against the Council:
 - a. By any of the servants or agents of the hirer for any cost occasioned by or arising from the use of the equipment
 - b. By any person or persons arising out of or occasioned by any act or omission on the part of the hirer, their servants or agents or the failure of the hirer, their servants or agents to observe these terms and conditions; or
 - c. By any person, when using the equipment.
9. The Hirer is to ensure all facilities are to be left clean and tidy and the hirer shall be responsible for the following:
 - a. All lights to be turned off and all doors to be locked after each function.
 - b. All personal belongings to be removed from the room at the completion of the event.
 - c. Echidna Place staff, or in their absence a Council representative, will inspect the room, and conduct an inventory, if necessary, the first working day following the event at 8:30am. The Hirer (or representative) may be present during this inspection and if a dispute arises, prior to any work being conducted by Council's cleaner, a third party consisting of a member of Council's Managers Team will inspect and their decision will be final. If the Hirer (or representative) is not present for the inspection, charges (if applicable) will be charged to the Hirer.