



CROYDON SHIRE COUNCIL

APPLICATION FOR USE OF COUNCIL FACILITIES & EQUIPMENT

Valid 1 July 2026 to 30 June 2027

COVID SAFE ADVISORY

All applicants and event organisers must follow Public Health directions and COVID safe requirements when holding events. The requirements for event organisers depend on the size and characteristics of the event. Please refer to Public Health directions to confirm your obligations as an event/gathering organiser. All approvals are subject to change and/or cancellation in accordance with Public Health directions.

GENERAL CONDITIONS

Completed application forms are to be submitted to the Croydon Shire Council Administration Office no later than 5 business working days prior to the event. Applications received after this time will be subject to consideration. A booking is not confirmed until your application has been approved.

The person listed in the applicant details section must be over the age of 18 who is solely responsible for the event and may be contacted in relation to the event and in case of any emergencies relating to the event. Please ensure that you complete all sections of the application form and attach copies of any supporting information or documents required. You may require public liability insurance for certain types of events or activities and Council may request a copy of your cover note before your application can progress. The prescribed fee in accordance with Council's fees and charges will be required when submitting an application.

Council may at its discretion refuse to accept any application for hire of any Council owned facility or controlled space. The information collected in this form will be used by Council for lawful purposes directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*). The information collected may be retained as required by the *Public Records Act 2002*.

If you have questions or require assistance in completing this form please contact Croydon Shire Council on 07474 87100 or email admin@croydon.qld.gov.au.

CONDITIONS OF USE

The facility must only be used for the purpose described in this Application Form.

The applicant will be responsible for leaving the facility in a clean and tidy condition at the completion of the event. All equipment, decorations, food and alcohol etc. must be removed from the facility immediately following the close of the event. Tables and Chairs are to be wiped clean, BBQ's and electrical catering equipment including bain-maries, refrigerators, freezers, stoves/ovens must be left clean and all rubbish is to be placed in bins provided. All indoor rubbish bins are to be emptied into external wheelie bins. Building surrounds including car park areas are to be cleaned of rubbish. If Council deems it necessary, Applicants may be charged for additional cleaning of the facility following the event.

All windows, doors, gates that give access to the facility are to be locked prior to departure.

All damages, breakages, equipment loss such as theft, and associated on-costs are the responsibility of the Applicant and must be paid for. All damages must be reported as soon as possible upon conclusion of the event.

Adults enter and use the venue at their own risk. The supervision of children and others unable to properly provide for their own safety remains at all times the responsibility of their parent or guardian.

If you require after hours assistance at the facility, please contact Council on 0429 708 870. In an immediate life threatening situation please phone 000.

APPLICANT DETAILS

Name of person lodging application	
Company name (if applicable)	
ABN number	
Community organisation name (if applicable)	
Are you a not-for-profit organisation?	☐ Yes ☐ No
Postal address	
Phone number	
Mobile phone number	
Email address	

EVENT DETAILS

Day and date of event	
Time required	_____ am/pm to _____ am/pm
Type of event	☐ Private (invitation only) ☐ Community (free entry) ☐ Commercial (paid entry)
Name of event and proposed activity to be undertaken	
Estimated number of attendees	
Will outdoor amplification or other noise impact on the surrounding residents?	☐ Yes ☐ No between _____ am/pm and _____ am/pm Provide details: _____
Will alcohol be consumed at this event? Are you selling alcohol? Are you providing alcohol to attendees?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
Will food be sold or served at this event?	☐ Yes ☐ No

FACILITY TO BE HIRED

Please select venue:

- ☐ Rodeo Grounds - Alldridge Street
- ☐ Recreation Grounds - Sircom Street
- ☐ Lake Belmore
- ☐ Council Admin Building - Old Library (Office room only)
- ☐ Doris Casey Memorial Hall (permitted use for training, meeting and conference purposes only) - Corner Brown & William Street
- ☐ Doris Casey Memorial Hall (office room only) - Corner Brown & William Streets
- ☐ Hire of tables and chairs (within Croydon Shire only)
- ☐ Other (provide details) _____

EQUIPMENT REQUIRED

All facilities include the use of tables, chairs, BBQs and electrical catering equipment at no additional cost.

BBQs and electrical catering equipment will not be hired outside of Council facilities.

Tables and chairs are available for private hire within the Croydon Shire only. Collection and return of tables and chairs for private hire is the hirer's responsibility.

Equipment	Number Required
Bain-marie	
Pie warmer	
Deep fryer	
BBQ	
Urn	
Microwave	
Tables	
Chairs	

Hire fees will be waived for Croydon Shire not-for-profit community organisations. Fees will not be waived for the use of Council facilities for licensed functions or commercial operations.

All facilities include the use of tables, chairs, BBQ's and electrical catering equipment. BBQ's and electrical catering equipment will not be hired outside of Council facilities. A cleaning deposit of \$200 is to be paid prior to hire of facilities. Deposit will be refunded after the hire and upon satisfactory inspection of the hired facility.

Hire	\$320.00 (per day)
	\$160.00 (per half day)
Rodeo Yards	\$1.70 (per head of stock per night)

Office room only	\$70.00 (per day)
	\$35.00 (per half day)

Hire	\$320.00 (per day)
	\$160.00 (per half day)

Hire	\$237.00 (per day)
	\$118.50 (per half day)

Hire	\$320.00 (per day)
	\$160.00 (per half day)

Hire Office Room Only	\$70.00 (per day)
	\$35.00 (per half day)

Tables	\$7.00 (per day/night)
Chairs	\$1.40 (per day/night)

☐ Direct Deposit BSB: 034-205 Account Number: 000245 Account Name: Croydon Shire Council

☐ Invoice required

☐ Payment on collection of keys from the Council Administration Office

I have read and understand the Application Form, Covid Safe Advisory, General Conditions and Conditions of Use and agree to comply with all conditions described therein.

Name _____ Signature _____ Date ____/____/____

<u>OFFICE USE ONLY</u>	
Date application lodged: ____ / ____ / ____	
Cleaning Deposit received? ☐ Yes ☐ No	
Application approved? ☐ Yes ☐ No	By: _____
Event calendar updated? ☐ Yes ☐ No	
Pre event check of facility? ☐ Yes ☐ No	
Post event check of facility? ☐ Yes ☐ No	

