

# Community Centre Booking Request Form

**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.2 (Operation of Temporary Entertainment Events) 2011* and *Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas) 2011*. Council deals with your 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 centres. Community centres/halls 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.**

**P:** 07 4932 9000 | **E:** [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | **W:** [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

<b>Applicant Details</b> <i>(applicant details must be the same as on the public liability insurance)</i>		
Organisation name:		
Contact name:		
Postal address:		
Preferred contact number:	Email: <i>(please note Council will email approvals where applicable)</i>	
<b>Declaration</b>		
<p>In making an application to hire the community centre/hall, the hirer acknowledges and agrees:</p> <ul style="list-style-type: none"> <li>▪ To abide by the 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 function/event.</li> <li>▪ 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.</li> <li>▪ That any designated officer or employee of Council shall, at all times be entitled to access the hall for the purpose of inspection relating to Council business.</li> <li>▪ That Council, where applicable, shall hold the bond as security 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.</li> <li>▪ That Council reserves the right to cancel a booking in the event of a requirement of the facility for an emergency situation.</li> <li>▪ To be responsible for Council's costs of repairing or replacing any damage to Council's property caused during the hire period.</li> </ul> <p><b>Acknowledgement:</b> 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 event and must also be the holder of the public liability insurance for the event. 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 approval letter 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.</p>		
Name:	Signature:	Date:
<b>Event/Function Details</b>		
Event description:		
Event date:	Anticipated attendance:	
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm	Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm	
<b>OFFICE USE ONLY</b>	Date lodged:	Amount paid:
<b>OFFICE USE ONLY</b>	Date paid:	CSO:
<b>OFFICE USE ONLY</b>		Receipt number:
<b>OFFICE USE ONLY</b>		Booking reference: BOOK/HALL/

## Community Centre

Gracemere Community Centre – please specify area:

- Meeting Room 1
- Meeting Room 2
- Meeting Room 3

Customs House (upstairs) – please specify area:

- All Areas
- Balcony
- Function Room
- East Long Room

Bauhinia House

Is aircon hire required?  Yes  No

Schotia Place

Is aircon hire required?  Yes  No

Calliungal Youth Centre (The Green Shed)

Mt Morgan School of Arts

## Food & Alcohol Details (please note a food business licence and liquor licence may be required)

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, 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)
- Food Business Licence (if applicable)
- Liquor Licence (if applicable)
- List of Food Vendors/Stall Holders Form (if applicable)

## 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 SmartHub Rockhampton, Customs House, 208 Quay Street, Rockhampton or Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | SmartHub Rockhampton or 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.

# FACT SHEET

## Community Centres for Hire

Council has a number of community centres available for the public to hire. The centres can be hired for a number of different reasons, from performances to wedding receptions.

### Bookings

Contact is to be made to Council's Customer Service Centre to confirm the availability of a community centre prior to submitting the Community Centre Booking Form.

Bookings must be made at least four weeks prior to the event.

Approval is only issued once payment and the completed Community Centre Booking Form is received by Council.

### Security Bond

The hire of a community centre requires the payment of a security bond. The security bond is refunded to the hirer once a satisfactory inspection of the community centre has been conducted following the event.

The community centre must be left as the hirer found it or the security bond will be withheld to cover cleaning and/or maintenance costs. If damage is caused during the hire period, the hirer acknowledges and agrees that they are responsible for the cost of repair/replacement to rectify the damage.

### Security Breaches

Security breaches will incur a fee that will be charged to the hirer. Security breaches could include leaving the community centre unlocked on completion of the event or leaving the bins inside the community centre rather than returning them to the shelters, if applicable.

### Keys

Once the hirer has received formal correspondence from Council approving the booking, the hirer is able to collect the keys to the nominated community centre to prepare for the event.

If formal correspondence has not been received from Council prior to your booking place, please contact Customer Service on 1300 22 55 77 or 4932 9000. Please note keys must be collected from the nominated Customer Service Centre between the hours of 9am to 4pm Monday to Friday.

### Cleaning

Hirers are expected to use the cleaning equipment provided to clean the community centre leaving it in the same good condition as they found it. Please note that additional cleaning fees will apply if the community centre requires cleaners to be engaged. A mop, bucket, broom and dustpan and brush set are supplied for the hirer to use.

### Fees

For Community Centre fees please refer to Council's [Fees and Charges Schedule](#).

### Community Centres Available for Hire

#### Bauhinia House

<b>Address:</b>	Corner of High and Berserker Street, Berserker, QLD 4701
<b>What does the centre contain?</b>	<ul style="list-style-type: none"><li>▪ Main hall</li><li>▪ Dressing room</li><li>▪ Large kitchen</li><li>▪ Stage</li><li>▪ Toilets / showers</li><li>▪ Fans / A/C</li><li>▪ Canteen</li><li>▪ Tables / chairs</li></ul>
<b>What does the kitchen contain?</b>	<ul style="list-style-type: none"><li>▪ Sink with hot water</li><li>▪ Urn / zippy boiler</li><li>▪ Electric stove</li><li>▪ No crockery or cutlery</li><li>▪ Cold room</li></ul>
<b>Capacity:</b>	300 people

# FACT SHEET

## Community Centres for Hire

### Community Centres Available for Hire

#### Calliungal Youth Centre 'The Green Shed'

<b>Address:</b>	36 Thompson Avenue, Mount Morgan, QLD 4714		
<b>What does the centre contain?</b>	<ul style="list-style-type: none"><li>▪ Shed</li><li>▪ Toilets</li><li>▪ Bin shelter (<i>key required</i>)</li></ul>	<ul style="list-style-type: none"><li>▪ Two offices</li><li>▪ Tables / chairs</li></ul>	<ul style="list-style-type: none"><li>▪ Domestic kitchen</li><li>▪ Fans only</li></ul>
<b>What does the kitchen contain?</b>	<ul style="list-style-type: none"><li>▪ Sink with hot water</li><li>▪ Urn / zippy boiler</li></ul>	<ul style="list-style-type: none"><li>▪ Electric stove</li><li>▪ No crockery or cutlery</li></ul>	<ul style="list-style-type: none"><li>▪ Cold room</li></ul>
<b>Capacity:</b>	50 people		

#### Customs House

<b>Address:</b>	208 Quay Street, Rockhampton, QLD 4701		
<b>What does the centre contain?</b>	<ul style="list-style-type: none"><li>▪ Function room</li><li>▪ East long room</li><li>▪ A/C</li></ul>	<ul style="list-style-type: none"><li>▪ Balcony area</li><li>▪ Toilets</li><li>▪ No furniture</li></ul>	<ul style="list-style-type: none"><li>▪ Bar with fridge</li><li>▪ Warming kitchen</li></ul>
<b>What does the kitchen contain?</b>	<ul style="list-style-type: none"><li>▪ Sink</li><li>▪ Serving window</li></ul>	<ul style="list-style-type: none"><li>▪ Benches</li><li>▪ No crockery or cutlery</li></ul>	<ul style="list-style-type: none"><li>▪ No Dishwasher</li></ul>
<b>Capacity:</b>	100 people (round tables) 130 (theatre style)		

#### Gracemere Community Centre

<b>Address:</b>	6-9 Barry Street, Gracemere, QLD 4702		
<b>What does the centre contain?</b>	<ul style="list-style-type: none"><li>▪ Main hall</li><li>▪ Canteen</li><li>▪ Office with kitchenette</li></ul>	<ul style="list-style-type: none"><li>▪ Small stage</li><li>▪ Fans / A/C</li><li>▪ Three training rooms</li></ul>	<ul style="list-style-type: none"><li>▪ Large kitchen</li><li>▪ Toilets</li></ul>
<b>What does the kitchen contain?</b>	<ul style="list-style-type: none"><li>▪ Sink with hot water</li><li>▪ No crockery or cutlery</li></ul>	<ul style="list-style-type: none"><li>▪ Electric stove</li></ul>	<ul style="list-style-type: none"><li>▪ Urn / zippy boiler</li></ul>
<b>Capacity:</b>	200 people		

# FACT SHEET

## Community Centres for Hire

### Community Centres Available for Hire

#### Mount Morgan School of Arts

<b>Address:</b>	33 Morgan Street, Mount Morgan, QLD 4714		
<b>What does the centre contain?</b>	<ul style="list-style-type: none"><li>Main hall</li><li>Dressing room</li><li>Fans only</li></ul>	<ul style="list-style-type: none"><li>Small stage</li><li>Orchestra pit</li><li>Bin shelter (<i>key required</i>)</li></ul>	<ul style="list-style-type: none"><li>Kitchen</li><li>Tables / chairs</li></ul>
<b>What does the kitchen contain?</b>	<ul style="list-style-type: none"><li>Sink with hot water</li><li>Urn / zippy boiler</li></ul>	<ul style="list-style-type: none"><li>Electric stove</li><li>No crockery or cutlery</li></ul>	<ul style="list-style-type: none"><li>Cold room</li></ul>
<b>Capacity:</b>	460 theatre style seating ( <i>260 on the hall floor and 200 on the balcony</i> )		

#### Schotia Place

<b>Address:</b>	201 Bolsover Street, Rockhampton, QLD 4700		
<b>What does the centre contain?</b>	<ul style="list-style-type: none"><li>Main hall</li><li>Canteen</li><li>Large kitchen</li></ul>	<ul style="list-style-type: none"><li>Small stage</li><li>Toilets / showers</li></ul>	<ul style="list-style-type: none"><li>Dressing rooms</li><li>Fans / A/C</li></ul>
<b>What does the kitchen contain?</b>	<ul style="list-style-type: none"><li>Sink with hot water</li><li>Urn / zippy boiler</li></ul>	<ul style="list-style-type: none"><li>Electric stove</li><li>No crockery or cutlery</li></ul>	<ul style="list-style-type: none"><li>Cold room</li></ul>
<b>Capacity:</b>	300 people		

# FACT SHEET

## Venues and Parks for Hire

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.

### Community Centres – Fees and Charges 2019/2020

#### Bauhinia House

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$260.00	
Main Hall <i>(maximum eight hours, no air-conditioning) (additional hours at hourly rate)</i>	Com/private \$464.00	Non-profit \$246.00
Hourly Rate <i>(all hirers)</i>	\$45.00	
Air-conditioning <i>(up to four hours)</i>	\$55.00	
Air-conditioning <i>(more than four hours)</i>	\$112.00	

#### Calliungal Youth Centre “The Green Shed”

Facility / Service	Fee	
No Bond applicable – Part / All Day Hire	Government Funded Agency \$24.00	Non-profit \$16.00

#### Customs House

Facility / Service	Fee
Security Bond <i>(applicable to all hirers)</i>	\$355.50
All Areas <i>(maximum eight hours, includes air-conditioning)</i>	\$507.50
Function Room <i>(maximum eight hours, includes air-conditioning)</i>	\$406.00
East Long Room <i>(maximum eight hours, includes air-conditioning)</i>	\$178.00
Balcony Area <i>(maximum eight hours, includes air-conditioning)</i>	\$101.50
Cleaning <i>(in the event the hall requires additional cleaning from your event)</i>	\$66.00 per hour

#### Gracemere Community Centre

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$191.00	
Main Hall <i>(maximum eight hours)</i>	Com/private \$277.00	Non-profit \$126.00
Day / Night	Com/private \$352.00	Non-profit \$142.00
Hourly Rate <i>(maximum four hours)</i>	Com/private \$37.00	Non-profit \$21.00
Training Rooms <i>(incorporated senior group please contact Council's Customer Service Centre for costing) (per room, per hour)</i>	Com/private \$31.00	Non-profit \$16.00
Cleaning <i>(in the event the hall requires additional cleaning from your event)</i>	\$51.00 per hour	

# FACT SHEET

## Venues and Parks for Hire

### Community Centres – Fees and Charges 2019/2020

#### Mt Morgan School of Arts

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$191.00	
Main Hall <i>(maximum eight hours)</i>	Com/private \$105.00	Non-profit \$60.00
Day / Night	Commercial \$131.00	Non-profit \$75.00
Hourly Rate <i>(maximum four hours) (incorporated senior group please contact Customer Service for costing) (per room, per hour)</i>	Commercial \$18.00	Non-profit \$9.00

#### Schotia Place

Facility / Service	Fee	
Security Bond <i>(applicable to all hirers)</i>	\$260.00	
Main Hall <i>(maximum eight hours) (additional hours at hourly rate)</i>	Com/private \$464.00	Non-profit \$246.00
Hourly Rate <i>(all hirers)</i>	\$45.00	
Air-conditioning <i>(up to four hours)</i>	\$56.00	
Air-conditioning <i>(more than four hours)</i>	\$112.00	

### Parks and Gardens – Fees and Charges 2019/2020

Facility / Service	Fee
Administration Fee <i>(applicable to all bookings)</i>	\$32.00
Access to Power Point <i>(selected sites only and not relating to a Temporary Event)</i>	\$23.77
Wedding/Ceremony – Botanic / Kershaw Gardens, Cedric Archer Park	\$175.00
Wedding / Ceremony – All Other Parks / Gardens	\$120.00
Temporary Event (Park Hire) – All Parks – Non Commercial	\$230.00
Temporary Event (Park Hire) – All Parks – Commercial	\$575.00
Extra Mowing Service	\$175.00
Park Hire for Circuses and Other Significant Events	POA – please contact Council's Customer Service Centre