

# APPLICATION TO HIRE ISAAC EVENTS CENTRE FACILITIES



Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

## APPLICANT DETAILS

COMPANY NAME	
POSTAL ADDRESS	
PHONE	
EMAIL	
ABN	
CONTACT NAME & CONTACT NUMBER	
ARE YOU A NOT-FOR-PROFIT ORGANISATION?	<input type="checkbox"/> Yes (provide certificate) <input type="checkbox"/> No
SITE FACILITATOR CONTACT DETAILS	Name Phone

## EVENT DETAILS

EVENT LOCATION	
EVENT NAME	
ROOM PREFERENCE	
NUMBER OF ATTENDEES	

**Please Note:** Any changes to the number of attendees must be notified to council at least five (5) days prior to the event.

Start Date		Entry Time		Event Start Time	
Finish Date		Event End Time		Exit Facility Time	

**Please Note:** Any set up or entries outside the hours specified or after the event, may incur additional charges.

EQUIPMENT REQUIRED & NUMBER REQUIRED		EQUIPMENT REQUIRED & NUMBER REQUIRED	
Whiteboard (with markers)		Cordless Microphone	
Flipchart (with markers)		Lapel Microphone	
Room Divider/ Display Board (Single panel)		Dry Bars	
Room Divider Accordion		Tablecloths <input type="checkbox"/> Black <input type="checkbox"/> White	
Chair Sash with diamante brooch		Chair Covers <input type="checkbox"/> Black <input type="checkbox"/> White	
Lectern		OTHER – Please specify	

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## ROOM SET UP

ROOM LAYOUT OPTIONS					
LAYOUT					
	Classroom Style	Cabaret Style	U-Shaped Style	Theatre Style	Boardroom Style
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please Note:** If a different layout is required, please draw desired table/chair arrangement and attach to this form upon submission.

## CATERING

**Please Note:** Please complete this section if you have catering services required.

CATERING REQUIRED	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
	<input type="checkbox"/> Morning Tea	<input type="checkbox"/> Afternoon Tea	

A Centre officer will provide you with a Catering Form and Menu for your selections.

**Please note:** If a temporary food licence is required or other information is required, contact Council's Environmental Health Officer on 1300 ISAACS (472 227)

## ALCOHOL

**Please note:** Isaac Events Centre is a licensed facility. Council is by law, the sole authorised party permitted to supply alcohol at these facilities. No alcohol is to be brought on to or taken away from the premises. Failure to comply with this regulation will result in immediate expulsion of the offender, and/or termination of the event.

WILL ALCOHOL BE CONSUMED AT THIS EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DO YOU REQUIRE THE CENTRE TO SUPPLY AND SELL ALCOHOL FOR YOUR EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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## PUBLIC LIABILITY INSURANCE

For more information, please refer to the Community Facilities Terms and Conditions.

### CASUAL HIRER DECLARATION – PUBLIC LIABILITY INSURANCE

The Casual Hirers Liability is restricted to hirers who can be described as non-commercial, not incorporated and irregular users of Council facilities. Casual Hirers are further defined as third parties who hire Council facilities for no more than a total of twelve (12) days over a twelve (12) month period. No cover is provided for incorporated bodies (including clubs), sporting clubs, associations (including not-for-profit organisations) or hirers who impose a fee or charge, even if no profit is made or profit is donated to charity.

I advise upon reading this and, having received independent advice (legal or otherwise) to satisfy my needs, I believe this definition extends to include myself and in the circumstances for which I will be using the Council facility that I will avail myself to the cover. I understand and acknowledge that Council is not representing the insurer and/or myself in respect to this insurance and is not in a position to grant or confirm cover in my particular instance other than to confirm that the Liability Insurance Policy is current.

I understand in the event of an incident occurring, that could possibly result in a claim under this policy, I must advise Council as soon as possible thereafter so guidance can be provided for the appropriate action to take and ensure the Insurer is advised in accordance with the Policy Conditions. I also understand that it will be my responsibility to pay the \$2,000.00 Policy Deductible (excess).

I also understand and acknowledge that if for any reason I may not be indemnified under this insurance that I would be personally liable for any claims arising out of my use of this facility. I acknowledge that Isaac Regional Council has in place, a Casual Hirers Liability with a \$2,000.00 policy deductible (excess) and limit of \$20,000,000.00 (twenty million dollars) for casual users of Council facilities at no cost to the casual hirer.

<b>SIGNATURE</b>		<b>DATE</b>	
<b>PRINT NAME</b>			
<b>POSTAL ADDRESS</b>			

### BUSINESS – PUBLIC LIABILITY INSURANCE

Please attach proof of Public Liability Insurance for a minimum coverage of twenty million dollars (\$20,000,000.00) by way of Certificate of Currency, as required by Council. This must accompany your application for it to be considered. The Public Liability Insurance must indemnify the Council, in the prescribed form and manner against all Public Liability claims arising from the operation of this event.

### ACKNOWLEDGEMENT

I have read, understand and agree to abide by Isaac Regional Council's Community Facilities Terms and Conditions of Hire and any further special condition/s that may be applied. I declare that the information supplied in this application is true and correct to the best of my knowledge.

<b>SIGNATURE</b>		<b>DATE</b>	
<b>PRINT NAME</b>			

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CHECKLIST	✓
Read the Community Facilities Terms and Conditions of Hire	<input type="checkbox"/>
Fully completed and signed the Application to Hire Community Facilities	<input type="checkbox"/>
Supplied a copy of the Public Liability Certificate of Currency for minimum \$20,000,000 (if applicable)	<input type="checkbox"/>
Supplied the not-for-profit certificate/evidence (if applicable)	<input type="checkbox"/>
Read, completed details and signed the Public Liability Insurance Casual Hirers Declaration (if applicable)	<input type="checkbox"/>
Paid hire fees and refundable Bond	<input type="checkbox"/>
Arranged for building access (keys, access codes etc) (if applicable)	<input type="checkbox"/>

Once completed please send form and any attachment to:  
[iec@isaac.qld.gov.au](mailto:iec@isaac.qld.gov.au), via post: Isaac Regional Council, PO Box 97, Moranbah QLD 4744  
or deliver in person to the Isaac Events Centre.

## COUNCIL USE ONLY

RECEIPT NUMBER			
FOOD LICENCE REQUIRED AND SUPPLIED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	BOND PAYMENT RECEIVED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
PUBLIC LIABILITY CERTIFICATE OF CURRENCY REQUIRED AND SUPPLIED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CONFIRMATION LETTER ISSUED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
PROCESSED BY	Signature		Date
	Print Name		