

Community Centre Booking Request Form



Privacy Notice: Council deals with 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 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/hire.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details <i>(applicant details must be the same as shown on the public liability insurance)</i>			
Organisation name:		ABN/ACN:	
Contact name:		Preferred contact number:	
Postal address:			
Email: <i>(Council will email approvals where applicable)</i>			
Hire Details			
Event/hire description:			
Event/hire date/s:			
Anticipated attendance:			
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm		Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm	
Frequency of hire: <input type="checkbox"/> One off event <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly			
Community Centre			
<input type="checkbox"/> Gracemere Community Centre – please specify area: <input type="checkbox"/> Main Hall <input type="checkbox"/> Meeting Room 1 <input type="checkbox"/> Meeting Room 2 <input type="checkbox"/> Meeting Room 3		<input type="checkbox"/> Customs House (upstairs) – please specify area: <input type="checkbox"/> All Areas <input type="checkbox"/> Function Room <input type="checkbox"/> Balcony <input type="checkbox"/> East Long Room	
<input type="checkbox"/> Rockhampton Museum of Art – please specify area/s and event style/type: Area: <input type="checkbox"/> Program/Meeting Rooms <input type="checkbox"/> The Deck <input type="checkbox"/> The Foyer and Long Gallery Style/Type: <input type="checkbox"/> Classroom style <input type="checkbox"/> Theatre style <input type="checkbox"/> Workshop <input type="checkbox"/> Cocktail style <input type="checkbox"/> Seated event <input type="checkbox"/> Other:			
<input type="checkbox"/> Bauhinia House – is aircon hire required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Schotia Place – is aircon hire required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Calliungal Youth Centre – ‘The Green Shed’ <i>(not for profit community organisations or government funded agencies or programs only)</i>			
<input type="checkbox"/> Mount Morgan School of Arts			
OFFICE USE ONLY	Date lodged:	Amount paid:	Receipt number:
	Date paid:	CSO:	Booking reference: BOOK/HALL/

Food and Alcohol Details (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:

- | | |
|--|---|
| <input type="checkbox"/> Public Liability Insurance <small>(if applicable)</small> | <input type="checkbox"/> Liquor Licence <small>(if applicable)</small> |
| <input type="checkbox"/> Food Business Licence <small>(if applicable)</small> | <input type="checkbox"/> List of Food Vendors/Stall Holders Form <small>(if applicable)</small> |

Declaration

In making an application to hire the community centre, the hirer acknowledges and agrees:

- To abide by the terms and 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 event/hire.
- 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.
- That any designated officer or employee of Council shall, at all times, be entitled to access the centre for the purpose of inspection relating to Council business.
- That Council, where applicable, will hold the security deposit/bond 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.
- That Council reserves the right to cancel a booking in the event of a requirement of the centre for an emergency situation.
- To be responsible for Council's costs of repairing or replacing any damage to Council's property caused during the hire period.

Acknowledgement:

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 hire and must also be the holder of the public liability insurance.

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 Hire Agreement provided 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.

Name:

Signature:

Date:

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 Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | 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

Venues and Parks for Hire Fees

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 2024-2025

Centre / Service	Fee	
Administration Fee	All bookings	\$45.00/booking
Bauhinia House		
Security Bond	Commercial/private	\$1,250.00/booking
	Not for Profit/Community Groups	\$320.00/booking
Main Hall - maximum eight hours - additional hours at hourly rate	Commercial/private	\$581.00/day
	Not for Profit	\$305.00/day
Hourly Rate - maximum four hours	All hirers	\$55.00/hour
Cleaning (in the event the hall requires additional cleaning from your event)	All hirers	\$60.00/hour
Calliungal Youth Centre “The Green Shed”		
Hire of Centre - maximum four hours	Government Funded Agency	\$40.00/booking
	Not for Profit	\$30.00/booking
Customs House		
Security Bond	Commercial/private	\$2,000.00/booking
	Not for Profit	\$500.00/day
All Areas – Function Room, Plating Kitchen, Balcony and Downstairs Lawn area - maximum eight hours - additional hours at hourly rate	All hirers	POA
Function Room - maximum eight hours - additional hours at hourly rate	All hirers	POA
Downstairs Lawn Area - maximum eight hours - additional hours at hourly rate	All hirers	POA
Customs House Courtyard - maximum eight hours - additional hours at hourly rate	All hirers	POA
Balcony Area - maximum eight hours - additional hours at hourly rate	All hirers	POA
Plating Kitchen - maximum eight hours - additional hours at hourly rate	All hirers	POA
Cleaning (in the event the hall requires additional cleaning from your event)	All hirers	\$120.00/hour

FACT SHEET

Venues and Parks for Hire Fees

Community Centres – Fees and Charges 2024-2025

Centre / Service	Fee	
Gracemere Community Centre		
Security Bond	Commercial/private	\$1,250.00/booking
	Not for Profit	\$320.00/booking
Main Hall - maximum eight hours	Commercial/private	\$347.00/day
	Not for Profit	\$155.00/day
Day and Night	Commercial/private	\$439.00/day/night
	Not for Profit	\$176.00/day/night
Hourly Rate - maximum four hours	Commercial	\$50.00/hour
	Not for Profit	\$27.00/hour
Training Rooms Per Room - incorporated senior group please contact Council's Customer Service Centre for costing	Commercial	\$40.00/hour
	Not for Profit	\$20.00/hour
Cleaning (in the event the hall requires additional cleaning from your event)	All hirers	\$60.00/hour
Mount Morgan School of Arts		
Security Bond	Commercial/private	\$1,250.00/booking
	Not for Profit	\$320.00/day/night
Main Hall maximum eight hours	Commercial/private	\$130.00/day
	Not for Profit	\$75.00/day
Day and Night	Commercial/private	\$160.00/day/night
	Not for Profit	\$95.00/day/night
Hourly Rate Per Room maximum four hours incorporated senior group please contact Customer Service for costing	Commercial/private	\$25.00/hour
	Not for Profit	\$13.00/hour
Cleaning (in the event the hall requires additional cleaning from your event)	All hirers	\$60.00/hour
Schotia Place		
Security Bond	Commercial/private	\$1,250.00/booking
	Not for Profit	\$320.00/booking
Main Hall - maximum eight hours - additional hours at hourly rate	Commercial/private	\$581.00/day
	Not for Profit	\$305.00/day
Hourly Rate - maximum four hours	All hirers	\$55.00/hour
Cleaning (in the event the hall requires additional cleaning from your event)	All hirers	\$60.00/hour

FACT SHEET

Venues and Parks for Hire Fees

Parks and Gardens – Fees and Charges 2024-2025

Service	Fee	
Application Fee	Private Ceremony/ Celebration (Parks & Reserves, etc.)	\$45.00/booking
Assessment Fee	Temporary Entertainment Event <i>(50% reduction for Non-for-Profit)**</i>	\$100.00/booking
Access to Power Point	Selected sites only and not relating to a Temporary Event	\$29.00/function*
Wedding/Ceremony	Botanic Gardens, Kershaw Gardens and Cedric Archer Park	\$235.00/wedding
Wedding/Ceremony	All Other Parks/Gardens	\$139.00/wedding
Temporary Event (Park Hire) – All Parks <i>(includes access to and consumption of electricity, mowing or maintenance services as required)</i>	Non-Commercial Use/Not for Profit	\$253.00/per day*
Temporary Event (Park Hire) – All Parks <i>(includes access to park/reserve mowing or maintenance services as required)</i>	Commercial Use	\$654.00/per day
Additional Services and Security deposit may be required depending on the location, the nature of the event/activity and any prior bookings.	POA – upon assessment of the application	

*Community Event – An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region.

Community Organisation – An entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit.

**Local Not-for-Profit Community Organisation (LNFP)

A Community Organisation benefitting the Rockhampton Regional Council Local Government Area, and the organisation:

- i. has operating purposes other than to provide goods or services at a profit;
- ii. does not have as its principal objective the generation of profit;
- iii. is not an association or body of members representing entities that have the principal objective of generating a profit;
- iv. does not have in its governing rules, legislation, regulations or constitution, the objective of generating a profit;
- v. does not pay income tax;
- vi. is not able to transfer ownership or make distributions of surpluses to its members; and
- vii. receives contributions of labour or resources from members or supporters, who do not expect a commensurate pecuniary return.

All mandatory and supporting documentation must be provided to confirm booking.

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 Request Form.

Bookings must be made at least four weeks prior to the desired hire period.

Approval is only issued once payment and the completed Community Centre Booking Request Form (including all relevant supporting documentation) is received by Council.

Security Deposit/Bond

The hire of a community centre requires the payment of a security deposit/bond. The security deposit/bond is refunded to the hirer once a satisfactory inspection of the community centre has been conducted on completion of the hire period and following documents have been submitted to Council:

- Hirer Entry and Exit Checklist and Cleaning Checklist
- EFT Details Form

The community centre must be left in an acceptable standard or the security deposit/bond will be withheld to cover cleaning and/or maintenance costs. If damage is caused during the hire period, the hirer is responsible for the cost of repair/replacement to rectify the damage.

If a building fault occurs during the hire period (for example, water, sewerage or electricity), the hirer is to contact Council immediately on 07 4932 9000.

Security Breaches

Security breaches will incur a fee that will be charged to the hirer. Security breaches could include leaving the community centre unlocked (windows and/or doors) when leaving the centre.

Keys

Once the hirer has received approval of the hire from Council, the hirer is able to collect the keys to the nominated community centre.

If Council approval has not been received prior to the proposed hire period, please contact Customer Service on 1300 22 55 77 or 07 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 ensure the community centre is left in an acceptable standard. A mop, bucket, broom and dustpan and brush set are supplied for the hirer to use. Please advise Council's Customer Service Centre if there are any issues with these cleaning supplies.

Hirer Responsibilities

The hirer of a community centre is responsible for the following:

- Cleaning the centre after use. If the centre isn't left in an acceptable standard, cleaning fees may apply and/or loss of security deposit/bond.
- The safety of all attendees to the centre and enforcement of the *Building Fire Safety Regulation 2008*.
- Ensuring no stage property, decorations, electric lighting, naked lights, candles, sparklers of any kind or articles of a similar nature be brought into the centre without Council approval.
- Ensuring no confetti, throwing rice, helium balloons or blue/yellow tack is permitted in or around the centre.

FACT SHEET

Community Centres for Hire

- Ensuring no notice, sign, advertisement, scenery, fittings and/or decorations of any kind be erected on the centre or attached or affixed to the walls, doors or any other portion of the centre, fittings or furniture, except where a carpeted wall, noticeboard or petition has been provided for this purpose.
- Ensuring any furniture used during the hire period is wiped down and returned to its original location or stacked in the designated area. Failure to wipe down furniture may result in additional cleaning fees. Any furniture and/or equipment must be carried when moved and not dragged along the floor.
- Ensuring any damage to furniture and/or equipment is reported to Council when returning the keys and/or swipe card. Any costs incurred by Council in repairing damaged property may be invoiced to the hirer.
- Ensuring the floors, walls, window furnishings or any other part of the centre or any fittings or furniture aren't broken, pierced by nails or screws or in any other way damaged.
- The provision of adequate security during the hire period to prevent theft and/or damage to the centre or centre equipment. Hirers are required to check that all doors and windows are locked and secure prior to vacating the premises. Failure to provide adequate security may result in future bookings being refused. Any damage or theft, which occurs due to the adequate security not being undertaken, may result in repair costs being invoiced to the hirer. If the hirer fails to secure the centre, Council may secure it at the hirer's expense.

Community Centres Available for Hire

Gracemere Community Centre

Address: 6-9 Barry Street, Gracemere, QLD 4702

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

Customs House

Address: 208 Quay Street, Rockhampton, QLD 4700

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

Rockhampton Museum of Art

Address: 220 Quay Street, Rockhampton, QLD 4700

What does the centre contain?	<ul style="list-style-type: none"> ▪ Program/Education rooms ▪ Function spaces 	<ul style="list-style-type: none"> ▪ Tables/chairs ▪ Air conditioning 	<ul style="list-style-type: none"> ▪ Fully integrated AV systems ▪ Amenities
What does the kitchen contain?	<ul style="list-style-type: none"> ▪ Sink with hot water ▪ Zippy boiler 	<ul style="list-style-type: none"> ▪ Small fridge ▪ Some cutlery and crockery available upon request 	<ul style="list-style-type: none"> ▪ Dishwasher
Capacity:	Between 18 – 60 people (program/meeting rooms); 150 people seated, 250 cocktail style; Deck 40 people maximum		

FACT SHEET

Community Centres for Hire

Bauhinia House

Address: Corner of High and Berserker Street, Berserker, QLD 4701

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

Schotia Place

Address: 201 Bolsover Street, Rockhampton, QLD 4700

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

Calliungal Youth Centre 'The Green Shed'

Address: 36 Thompson Avenue, Mount Morgan, QLD 4714

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

Mount Morgan School of Arts

Address: 33 Morgan Street, Mount Morgan, QLD 4714

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

Hirer name:	Booking number:	Location:
Hire date:	Time in:	Time out:

HIRER ENTRY AND EXIT CHECKLIST

Item	Entry Condition	Exit Condition	Item	Entry Condition	Exit Condition
Tables	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean	Cupboards	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean <input type="checkbox"/> Could not access	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean <input type="checkbox"/> Could not access
Chairs	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean	Floors	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Dirty/clean	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Dirty/clean
Kitchen Stove	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean	Hotplate	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean
Fridges	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean <input type="checkbox"/> Leaking <input type="checkbox"/> Not cold	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean <input type="checkbox"/> Leaking <input type="checkbox"/> Not cold	Toilets	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean
Dishwasher	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean <input type="checkbox"/> Leaking	<input type="checkbox"/> Damaged/broken <input type="checkbox"/> Working order <input type="checkbox"/> Dirty/clean <input type="checkbox"/> Leaking			

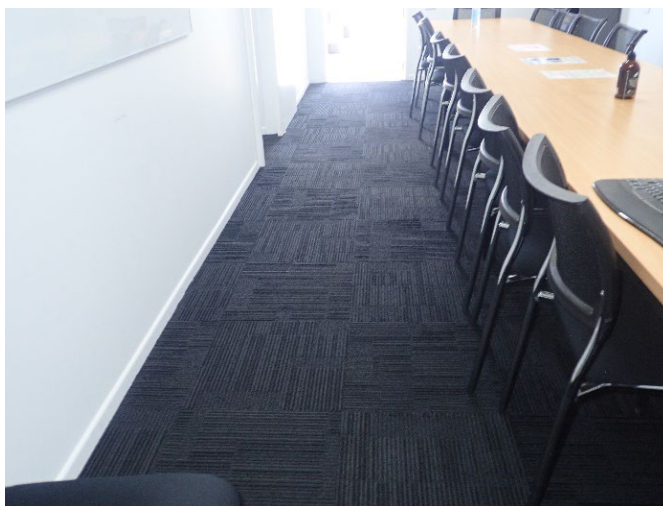
CLEANING CHECKLIST

Action Required	Representative (please tick)	
	Hirer	Council
Chairs and tables have been cleaned, dried if required, and stacked away. Advise bookings@rrc.qld.gov.au if chair rubbers/stoppers are needed.		
Floors swept and mopped.		
All centre equipment returned to original location and in working order.		
All benches, bars, servery areas, sinks etc. cleaned.		
Fridge, microwave, oven, stove, drip tray etc. cleaned.		
All decorations, posters, and other items have been removed.		
All hirers' equipment and consumables etc. have been removed from the centre prior to exiting.		
All rubbish and recyclables including food scraps have been placed in the wheelie bins located outside.		
All lights and air-conditioning have been turned off.		
All centre doors/windows have been locked on exiting.		
Any damage to Council property or equipment has been reported.		
Emergency exits and evacuation diagrams are left unobstructed.		

The hirer must report any damage upon entry and exit of the centre with photographic evidence emailed to bookings@rrc.qld.gov.au.

Hirer name:	Booking number:	Location:
Hire date:	Time in:	Time out:

Cleaning Standard



Hirer name:
Hirer signature:
Comments/Suggestions: <i>(e.g. lighting not bright enough)</i>