



# Torres Shire Council

## To lead, provide & facilitate

### KEN BROWN OVAL

Date of Function: \_\_\_\_\_  
Name of Hirer/Organisation \_\_\_\_\_  
Purpose of Hire \_\_\_\_\_  
Time \_\_\_\_\_ to \_\_\_\_\_  
Contact person details Name \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

### CONDITIONS OF HIRE AND DEPOSIT REFUND

1. The Ken Brown Oval and surrounds must be cleaned after the function or by 9:00am, the following morning, to the satisfaction of the Manager Corporate Services or the delegated Council Officer.
2. All breakages and damages must be paid for.
3. Any refund of security deposit will be made by Council cheque within seven days of the date of the function or within seven days date of clearance of the hirer's cheque (Where the deposit has been paid by cheque).

### FEES & CHARGES

<b>For use by a Sporting Body – Per season (12 months)</b>	<b>\$ 700.00</b>
<i>(Each sporting body is to supply Council with its hiring requirements for approval before season.)</i>	
<b>For use by a Sporting Body – Per season (6 months)</b>	<b>\$ 450.00</b>
<i>(Each sporting body is to supply Council with its hiring requirements for approval before season.)</i>	
<b>Daily Charge – 8 hours or more</b>	<b>\$ 50.00</b>
<b>Half Day Charge – Less than 8 hours</b>	<b>\$ 30.00</b>
<b>Carnivals (per day)</b>	<b>\$250.00</b>
<b>Key Deposit (Refund on prompt return out of Petty Cash or Cheque)</b>	<b>\$ 100.00</b>
<b>Cleaning / Security Deposit</b>	<b>\$ 600.00</b>
<i>(Refunded if oval is left clean and undamaged to the satisfaction of the Chief Executive Officer Or a delegate)</i>	
<b>Hire Fee – Kiosk Daily</b>	<b>\$ 20.00</b>
<b>Cleaning / Security Bond for Kiosk</b>	<b>\$ 200.00</b>

Having read and understood the above conditions,

I, (Name) \_\_\_\_\_

On behalf of the above Hirer agree to comply with these conditions and I accept that failure to comply with these conditions will result in automatic forfeiture of the deposit monies.

Signature of Hirer: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**All booking, please submit to: Torres Shire Council Reception**  
**68 Douglas Street, Thursday Island**  
**Ph: 07 40691 336 Fax: 07 40691 845**  
**Email: [reception@torres.qld.gov.au](mailto:reception@torres.qld.gov.au)**

#### **OFFICE USE**

**Council Booking Officer Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Payment Method:**    **Cash**                      **Cheque**                      **EFTPOS**                      **Other:** \_\_\_\_\_  
*(Please Circle)*

**Receipt Number:** \_\_\_\_\_ **Receipt Date:** \_\_\_\_\_