



# Torres Shire Council

- To lead, provide & facilitate

## KEN BROWN OVAL

### HIRE FORM

**EFFECTIVE 17 MAY 2021**

**PAYMENT FOR HIRE OF**

**COUNCIL FACILITY IS TO BE**

**MADE AT TIME OF BOOKING**

Date of Hire: \_\_\_\_\_

Name of Hirer/Organisation \_\_\_\_\_

Purpose of Hire \_\_\_\_\_

Day of Hire: ○ MON ○ TUE ○ WED ○ THURS ○ FRI ○ SAT ○ SUN

Time of Hire: Start \_\_\_\_\_ Finish: \_\_\_\_\_

Contact person details Name \_\_\_\_\_

Phone-B/Hrs \_\_\_\_\_ A/Hrs: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### FEES & CHARGES:

	<input type="checkbox"/>
<b>For use by a Sporting Body</b> – per season <i>(Each sporting body is to supply Council with its hiring requirements for approval before season.)</i>	\$500.00 <input type="checkbox"/>
<b>Daily Hire</b> – 8 hours or more	\$56.00 <input type="checkbox"/>
<b>Half Day Hire</b> – Less than 8 hours	\$33.50 <input type="checkbox"/>
<b>Carnivals Charges</b> - per day	\$280.00 <input type="checkbox"/>
<b>Key Deposit</b> )	\$105.00 <input type="checkbox"/>
<b>Cleaning / Security Deposit</b> <i>(Refunded if Oval is left clean and undamaged to the satisfaction of the Chief Executive Officer or his delegate)</i>	\$600.00 <input type="checkbox"/>
<b>Hire Fee – Kiosk Daily</b> – <u>per day or part thereof</u>	\$22.000 <input type="checkbox"/>
<b>Cleaning / Security Bond for Kiosk</b>	\$210.00 <input type="checkbox"/>

<b>Training Facility/Office Area Daily per day or part thereof</b>	<b>\$280.00</b>	<input type="checkbox"/>
<b>Cleaning / Security Bond for Training Facility</b>	<b>\$210.00</b>	<input type="checkbox"/>
<b>Daily Hire (Max 5hrs – min 2hrs hire)</b>	<b>\$ 22.00</b>	<input type="checkbox"/>
<b>Key Deposit</b>	<b>\$ 105.00</b>	<input type="checkbox"/>

**CONDITIONS OF HIRE AND DEPOSIT REFUND:**

1. The relevant COVID-Safe Plan or Checklist and Compliance certificate have been completed.
2. You must abide by any direction given by a Council Staff Member
3. The driving and parking of any vehicle on the oval is prohibited
4. All rubbish at The Ken Brown Oval and surround must be picked up and tidied after the function or by 9:00am the following morning, to the satisfaction of the responsible Council Officer.
5. Sports Clubs are responsible for cleaning all rubbish including strapping and other waste from field/in the club house at the conclusion of their sporting matches or training
6. All breakages and damages must be paid for.
7. Torres Shire Council reserves the right to close the Ken Brown for whatever reason it sees fit, e.g. wet weather, renovation, etc.
8. **It is the hirers' responsibility to carry out a safety check of the park and facilities prior to the commencement of their event to ensure that the area is safe for the intended activity. Council recommends that such a safety check be documented**
9. Any refund of security deposit will be made by Council cheque within 7 days of the date of the function or within 7 days date of clearance of the hirer's cheque (where the deposit has been paid by cheque).

**Your declaration;** *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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**All booking, please submit to: Council Reception  
Torres Shire Council, 68 Douglas Street Thursday Island 4875 Phone 07 4069  
1336 Fax 07 4069 1845  
Email: [reception@torres.qld.gov.au](mailto:reception@torres.qld.gov.au)**

Torres Shire Council acknowledges the people of the Kauraeg nation, traditional custodian of the land on which we work

<b>OFFICE USE</b>			
Council Booking Officer Name _____		Signature _____	
Payment Method:	Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	EFTPOS <input type="checkbox"/> Other _____
Receipt Number _____	Receipt Date _____		