



Torres Shire Council

- To lead, provide & facilitate

TORRES SHIRE SPORTS

COMPLEX

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 _____

Event representative details Name _____
Phone _____
Mobile _____
Email _____

Venue (*tick box*) Sports Complex Swimming Pool Gym Room

Day of Hire: MON TUE WED THURS FRI SAT SUN

Time of Hire: Start _____ Finish _____

Name and phone number of event representative? _____

Date and time earliest access is required? _____

Date and time facility is handed back to council and is available for normal use? _____

Is access required outside of normal operating times? _____
(before 6am and after 7pm weekdays, before noon and after 6pm weekends)

Is carpet required for the event, depending what the event is? Yes No

Does the grandstand need to be pushed back? Yes No

Do the basketball hoops need to be folded back? Yes No

Do you require a Sports Complex staff member to be present? (Kiosk, first aid. Etc.)

A representative from the event needs to liaise with Sports Complex Manager/staff at least 7 days prior to the event.

Stadium Hire – Indoor function per day (may require carpet tiles, for floor protection)	\$ 475.00 GST Inc
Stadium Hire: Per hour	\$ 58.00 GST Inc
Gym Room (No equipment): Per hour	\$ 32.50 GST Inc
Pool Hire: Exclusive use (Limiter to 8 hrs.) per day or part thereof	\$ 900.00 GST Inc
Pool Hire: Per hour, All <i>Hirers</i> (Excluding Primary / High Schools) Minimum 2 hours max	\$ 57.00 GST Inc
Pool Hire: Per hour, Primary / <i>High School</i> (During normal pool operating hours)	\$ 42.50 GST
Inc	
Refundable Bond: Payable major events, competitions	\$ 610.00
Cleaning Fee: Minimum charge if required after event	\$ 300.00 GST Inc.

Forfeiture / Cancellation Fee:

Cancellation fees will apply as follows:

48 hours prior : No fees forfeited
24 – 48 hours prior : 50%

HIRE FEES AND CONDITIONS:

Sports Complex & Pool Hiring Conditions:

- a) The relevant COVID-Safe Plan or Checklist and Compliance certificate has been completed.
- b) Sports Clubs are responsible for cleaning all rubbish including strapping and other waste from courts /in the change rooms at the conclusion of their sporting matches or training, must also make sure the toilet are left in a tidy manner
- c) All breakages and damages must be paid for by the hirer
- d) ~~Minimum 7 days notice required~~
- e) ~~50% of total fee to be paid 7 days prior to the hire dates to secure booking~~
- f) ~~Balance of fee to be paid 48 hours (2 days) prior to date~~

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 payments, 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

Manager: Richard McLean

Phone/Fax: 4069 1192

Mobile: 0429 691336

Please note: (1) If there is lightening about, the pool will be closed.

(2) If there is heavy rain the stadium will be closed.

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

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