



TAROOM SHOWGROUNDS CATTLE YARDS HIRING CONDITIONS AND APPLICATION

Contact Information - Enquiries and/or bookings	
Phone:	(07) 4992 9500
Email:	enquiries.taroom@banana.qld.gov.au
Mail:	Banana Shire Council PO Box 21 TAROOM Q 4420
During Event – After Hours On Call Phone:	Rural Services Coordinator: 0427 148 783 Taroom Rural Service Officer: 0448 701 202

The below is included in the following documentation:

1. Rules and Conditions for Hiring
2. Application Form
3. Post Event Task Checklist
4. Pre & Post Inspection Walk Through Checklist

Upon request an inventory list can be provided and hire charges are made available at the Council Office.

RULES & CONDITIONS FOR HIRING

Bookings

- Application to Hire form to be completed and lodged through the Taroom Customer Service Office or via email enquiries.taroom@banana.qld.gov.au

Bond

- A fully refundable booking fee and bond is payable to confirm the booking dates via the Taroom Customer Service Office. The amount of the bond is listed in Council's Fees & Charges.
- Bond refund will not occur until sales data is received by Council from the Auctioneer and a post-sale yard inspection takes place for any damage by the Taroom Rural Services Officer or Taroom Works Supervisor.

Commission

- A commission payment on the gross sales will be required at the rate listed in Council's Fee's & Charges.
- Taroom Customer Service Team will request the gross sales data and raise an invoice for the Hirer to pay.
- **Gross sale figures are to be submitted to Taroom Customer Service within 24hr of the end of sale.**

Conditions

- **A pre-inspection walk through of the yards must be conducted at least one (1) week prior to the arrival of cattle** in the yards by the Hirer. Any noted damage is to be reported to the Taroom Rural Service Officer immediately.
- If no damage is reported to the Rural Service team, it is deemed that the Customer accepts the condition of the yards as being in good condition and any damage reported after the sale will fall on the Hirer to pay for repairs.
- **The Post Event Task Checklist is to be completed prior to the post inspection walkthrough after the event.**
- Failure to complete the tasks stated on the Post Event Task Checklist, will result in a cleaning fee as per Council's Fee's & Charges.
- **A post inspection walk through of the yard is to be co-jointly undertaken by a member of the hiring business** and a Council representative to identify if any damage is caused, this can be organised through the Taroom Rural Service Officer.
- The hirer has a maximum 48hrs from the end of sale date to have all stock and items cleaned and removed from the grounds & post inspection completed. In the event that there is another sale closely following your event, this timeframe may be requested to be reduced.
- If no damage is present, full refund of bond can be actioned.
- If damage is caused, a quote is to be obtained and deducted from the bond paid. Where the damage is above bond amount that is held, the difference is to be invoiced to the Hirer for payment by Taroom Customer Service Office.
- Council, will as part of the use of the yards, advertise the Cattle Sale on its Council Facebook Page

Damage

- All damages are to be reported to the Taroom Rural Service Officer via the inspection checklist form and by calling the Taroom Rural Service on 0448 701 202

APPLICATION TO HIRE TAROOM SHOWGROUNDS CATTLE YARDS	
APPLICANT'S DETAILS	Hirer (Organisation):
	Contact Person:
	Address:
	Phone: Email:
	Signature of applicant: Date:
	Position Held:
FUNCTION DETAILS	Date/s of function:
	Type of function:
	Areas required (tick all that apply): <input type="checkbox"/> Cattle Yards
	<input type="checkbox"/> Cattleman's Bar & Kitchen <input type="checkbox"/> Full Phipps Complex
	<input type="checkbox"/> Other (Please specify):
FEES AND CHARGES <i>(Booking Deposit/Bond MUST accompany this application)</i>	Refundable Booking Fee as per Council's Schedule of Fees and Charges (Payable on Application)
	Charges: 1.2% rate of Commission on Gross Sale Proceeds as per Council Schedule Fees & Charges (to be invoiced following hire)
	Please state who you would like the Commission Invoiced to:
PRIVACY NOTICE	Banana Shire Council is collecting your personal information to complete this application. The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the <i>Information Privacy Act 2009</i> .
OFFICE USE ONLY	Booking Deposit
	Receipt No: Amount:
	Date: Council Officer:
	Booking Confirmation Sent <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date inspected one (1) week prior to event by Taroom Rural Services/Taroom Works Coordinator:
	Date inspected post event by Taroom Rural Services/Taroom Works Coordinator:
	Commission
	Gross Sales: \$ Commission 1.2% amount: \$
	Debtor: Date Invoiced:
	Invoice Number: Council Officer:

TAROOM SHOWGROUNDS CATTLE YARDS INSPECTION CHECKLIST

This form & Task Check List is to be returned to Council with the keys upon completion of hire.

APPLICANT'S DETAILS

Hirer (Name/Organisation):

Phone:

CHECKLIST (Please tick)

Pre-Hire

Details of any damage, defects or breakages *prior* to hiring the facilities:

Signature of Hirer:

Date:

Signature of Council Officer:

Date:

Post Hire

Details of any damage, defects or breakages incurred whilst hiring the facilities:

Completed, signed and attached the **Post Event Task Checklist**

Signature of Hirer

Date:

Signature of Council Officer:

Date:

Further Comments:

PRIVACY NOTICE

Banana Shire Council is collecting your personal information to process your paperwork. The information will not be disclosed to any other person or agency external to Council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the *Information Privacy Act 2009*. Council's full Personal Information Collection Notice (Privacy Statement) is available on Council's website.

OFFICE USE ONLY

Creditor:

Function Date:

Refundable Deposit: \$

Receipt Number:

Date:

Breakages/Damage or Cleaning Fee: \$

(Details Above)

GST on Breakages/Damages: \$

Refund: \$

Refund Approved:

Date:

Taroom Showgrounds Selling Complex

Post Event Task Checklist

Please complete the post event task check list and return to our Rural Service Officer when you conduct your post event walk through with them.

- Failure to complete all the post event tasks listed below will result in a cleaning fee.
- Any damages, please report by calling our **Taroom Rural Service Officer: 0448 701 202**

Name of Event & Date: _____

Post Event Check List Description:		Yes ✓	No ✗	Comments
Rubbish in & around the Selling Complex area used, is to be picked up and put in rubbish bins on the last day of hire.	<i>Hirer</i>			
	<i>Rural Officer</i>			
Any material brought into the yards/pens by the hirer are to be removed from the complex on the last day of hire. Eg: Bedding, Feed, Hay, Sawdust. Please take materials with you or pile in the designated waste piles at the end of the Bull Shed or Horse Stalls.	<i>Hirer</i>			
	<i>Rural Officer</i>			
Gates, Latches, Rails, Water Troughs, Floats have been inspected prior and after use. <ul style="list-style-type: none">• All in working order? Report any damages that occurred during your use.	<i>Hirer</i>			
	<i>Rural Officer</i>			
Banana Shire Council has supplied hoses & fittings. Please do not remove them and report any damages prior to use. <ul style="list-style-type: none">• All BSC hoses & fittings are accounted for?	<i>Hirer</i>			
	<i>Rural Officer</i>			
Washbay has been hosed off, cleaned & hoses rolled up.	<i>Hirer</i>			
	<i>Rural Officer</i>			

Hirer Details:

Name: _____ Phone: _____

Signature: _____ Date: _____

Rural Service Officer:

Name: _____

Signature: _____ Date: _____