

## Yeppoon Town Hall Conditions of Hire

**HIRER TO RETAIN THIS INFORMATION ONSITE FOR DURATION OF HIRE  
PLEASE SIGN THE AGREEMENT ON PAGE 17**

### General Responsibility of Hirer

***Council reserves the rights to refuse hire to any person or group who does not comply with any of the following Conditions of Hire.***

Council shall not be liable for any damage or loss the Hirer or any person or any property may suffer, by reason of the manner of use of the Hall by the Hirer, whether such loss occurred naturally or negligently or otherwise.

Hirers are not to enter the Hall outside of their arranged booking time. If you need to alter your booking arrangements, please contact Council's Customer Service Centre on 1300 790 919 or email - [events@livingstone.qld.gov.au](mailto:events@livingstone.qld.gov.au)

Please ensure appropriate arrangements are made with staff for additional set-up time or cleaning time. Security will not allow access to the Centre outside of the arranged hire times unless otherwise authorised.

**\*\*Regular users will be advised that they may be required to forego some bookings (1 months' notice will be given for non-council related events). Any urgent Council-organised event will override any regular booking.**

Hirers under the age of 21 years must have the online Hall hire application completed by an adult who will be attending and supervising the function. This person is subject to these terms and conditions. It shall be at the discretion of the Chief Executive Officer to refuse to grant the hire of the Hall. The Chief Executive Officer shall have the power to cancel any booking if deemed a risk to the community.

### Fees, Security Bond & Hire Approval

An online Customer Booking Request must be submitted to Council minimum of 1 month prior to the event date. All fees and charges are due to be paid fourteen (14) days prior to the first Hall booking date. All bookings where the hire fee has not been paid within the specified time will be considered a tentative booking only and may be subject to cancellation.

Regular users will be invoiced monthly (prior approval must be sought).

Groups with long-term regular bookings must advise of any cancellations or holiday breaks a minimum of two (2) weeks in advance. Failure to do so may result in normal hire charges applying.

Hire fees shall be in accordance with Council's Schedule of Fees and Charges.

A security bond applies to **all bookings**. All Hirers are required to pay a security bond, refunded on successful inspection after the event (conducted by Council staff). Council shall hold the bond as security for the hire period and may apply the whole or part of the bond at any time against monies due but unpaid or any expenses, loss, damage, or cleaning costs incurred.

Any cost incurred by Council in cleaning the Hall resulting from the condition in which the Hirer left the premises shall be charged to the Hirer at the current hourly rates as per Council's fees and charges and deducted from the security bond.

A minimum of two hours cleaning fee will apply, additional charges may also apply if Council cleaners are required after hours.

The security bond will be refunded by Electronic Funds Transfer (EFT) to the EFT Bank Details only supplied by the Hirer.

## Insurance & Public Liability

Individual and casual Hirers who are making a 'one off' booking e.g., birthday party, wedding reception, dance etc.) are NOT required to obtain Public Liability insurance for their hire.

**Note that this exclusion only applies to individuals for 'one off' bookings.**

Non-profit organisations, businesses, companies etc. must provide evidence of current Public Liability Insurance for at least \$20 million before any booking will be approved. This cover is required irrespective of frequency of hire (i.e. once-off, weekly, monthly etc.).

Regular Hirers are responsible for keeping their Public Liability Insurance up to date and provide a copy to [events@livingstone.qld.gov.au](mailto:events@livingstone.qld.gov.au) prior to the expiry date.

## Obtaining Entry to the Hall

Once the bond and hire fees have been paid in full, it is the responsibility of the Hirer to collect an access swipe cards from the Customer Support Centre at Yeppoon Town Hall during opening hours. (Monday to Friday 9.00am to 4.00pm).

Swipe cards must be returned at end of hire in the locked returns box located on the ground floor outside the ticket office.

A call out fee will apply if Hirer fails to abide by the above.

A fee of \$100 will be charged if the swipe card is not returned within 24 hours of hire ending.

Any officer or employee of Council, whom the Chief Executive Officer may appoint, shall at any time be entitled to free access to any and every part of the Hall for Council business.

Access is only permitted to the areas of the Hall that have been specifically booked by the Hirer. Specific swipe cards will be issued to those areas only.

## Equipment/Facility Assets Available

### KITCHEN

Commercial kitchen fitted out with the following commercial grade equipment:

- Dishwasher
- Microwave
- 6 Burner Stove
- Griddle
- Gas Fryer
- Rational Combi Oven
- Plate Warmer
- Stainless Island Bench
- 2 Door Freezer
- Bain Marie
- Cold-room

Note: All crockery, cutlery and cooking needs are to be supplied by the Hirer or their caterer.

### AUDITORIUM

#### GRANDSTAND SEATING

The grandstand has 164 seats available. Given the value of this seating, no persons will be given permission to operate this structure. It is the responsibility of the Hirer to contact events department by email 7 days prior to an event to advise that the seating will be required. [events@livingstone.qld.gov.au](mailto:events@livingstone.qld.gov.au)

## Equipment

- Portable PA System for Public Use - i.e., Single Microphone
- 20 x Large Round Tables
- 20 x Rectangular Tables
- 160 x Cushioned Seats
- 50 x Plastic Chairs
- 2 x Dressing Rooms
- 1 x Lectern
- 1 x Portable Whiteboard

## SOUND/CONTROL BOX

This area is locked unless prior arrangements have been made. The sound and lighting booth is for use by authorised and Council approved technicians only.

## FUNCTION /FOYER AREA

Located in the front corner, away from the auditorium. This function room is the perfect venue for smaller events, functions, and meetings and is fitted with the following equipment:

- Food preparation area with servery
- Service Area/Bar
- Fridges
- Dishwasher
- Wall Urn
- Benches
- Tables & Chair (stored in Hall)
- Projector & Screen (on application)

## Furniture & Equipment

Hirers are responsible for setting up of furniture for their functions. Following the function all tables and chairs must be wiped clean and stacked away neatly back in the approved locations.

Tables are to be placed back in the cupboards and chairs are to be stacked next to the stage at the front of the Auditorium as so as not to obstruct entry/exit via the doors. The surplus to be stacked in corner of the foyer area in designated area.

No equipment (including serving trolleys) should be removed from the premises. Hirers are responsible for returning any hire/other equipment that they have moved or used in the Hall to its original location at the conclusion of their booking.

## Refrigeration

Please contact us 48 hours prior to your function/event if you wish to have the refrigeration turned on by Council staff.

## Disability Access

The front entrance of Town Hall, (ground level) has a lift for ease of access to Level 1.

Level 1 also provides a wheelchair access lift to stage area. Please ensure you ask Customer Support for the key to the stage wheelchair lift, PRIOR to your event.

The Hall area (Level 1) can also be accessed via the side access ramp to the hall.

## Ticket Office

This is available for the use of the Hirer to sell or collect tickets prior to the production/event. It will not be manned at any time by Council staff. Please advise 48 hours prior to the event if you require access to the ticket office as the area requires an additional swipe card.

## Parking

There are 20 off street parking bays with plenty of other unrestricted parking on the roadside.



## Sound & Audio

Access to Sound and Audio equipment will not be provided to general Hirers (portable system only will be available if requested).

Council has approved Sound and Audio Technicians who operate the Sound and Lighting Desk. No other persons will be given access to this area.

If you are wishing to use the Sound and Audio Desk you must engage Council's approved Technicians. It is the responsibility of the Hirer to contact the technician prior to event and negotiate rates and arrangements and advise [events@livingstone.qld.gov.au](mailto:events@livingstone.qld.gov.au) that the arrangements have been made.

Should any member of the public use this equipment without authority or engaging the services of Council's Technicians, fees will be withheld from the security bond.

Technician Alex can be contacted on 0457 988 867 or [alex@ALXProductions.com.au](mailto:alex@ALXProductions.com.au)

## Decorations & Stage Fittings

Bolts, nails, screws, sticky tape, blu-tac or the like shall not be driven into or used on any part of the Hall (floor, walls, stage etc.).

No stage property, electric lighting, naked lights (including candles) or any kind of articles of similar nature shall be brought into the building without the consent of an authorised Council Officer. The Hirer, at the end of the function, shall remove all such articles and property together with any fittings. No stage sets are to be fixed to the floor of the stage by nailing or screwing. All sets are to be freestanding and readily movable.

*Hirers are advised that any Artwork on display is not to be removed or damaged.*

## Performing Rights

Whether in the presence of an audience or otherwise, performers' rights apply to the following live performances:

- a dramatic work, or part of such a work, including a performance given with the use of puppets
- a musical work or part of a musical work
- a dance
- a circus act or a variety act or any similar presentation or show
- an expression of folklore
- a reading, recitation or delivery of a literary work or part of a literary work, or the recitation or delivery of an improvised literary work
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The Hirer agrees to indemnify Livingstone Shire Council against any claim for breach of copyright or any other action herewith.

## Food & Alcohol Requirements

A Food Business Licence may be required if you will be preparing or providing food for your event. Please contact Council's Environmental Health Officers – [health@livingstone.qld.gov.au](mailto:health@livingstone.qld.gov.au)

Food Business Licences and/or Caterers details should be submitted to Council no less than three weeks prior to your event. Application forms can be located on Council's website.

<https://www.livingstone.qld.gov.au/doing-business/business-and-regulations/food-safety/do-i-need-a-licence>

If you are selling alcohol as part of your booking, a liquor licence or an exemption will be required. For further information regarding Liquor Licensing Rules in Queensland please contact the Office of Liquor and Gaming Regulation on 13 74 68 or visit - <https://secure.olgr.qld.gov.au/forms/clp> or <https://secure.olgr.qld.gov.au/forms/clp/Clp/Exemption>

Cans or plastic cups are preferred drinking containers due to the risk of injury associated with the use of glass.

All liquor must be removed from the premises at the end of the event

## Safety Requirements

The Hirer shall take responsibility for their safety and the safety of all attending said event with attention to *Health and Safety Act 2011* and all subordinate legislation related to health and safety.

Hirers are required to supply their own first aid kits, which are to be fit for purpose as outlined in the *First Aid Code of Practice 2021*.

It is the Hirers responsibility to ensure all patrons are aware of designated emergency safety plans including exits, evacuation routes and assembly points.

All electrical safety issues and/or repairs need to be reported to Council on 1300 790 919 24 hours a day, 7 days a week.

No additional lights or extensions from the existing electric light fittings shall be used without the prior consent of Council. Any electrical items brought into and used in the venue must have a current certified electrician's electrical safety test tag. Damage caused by uncertified equipment will result in the Hirer being accountable for repairs and costs associated with said damage.

Urns provide hot or boiling water:

- Ensure all equipment is isolated from power when not in use and especially before cleaning, maintenance, etc.
- Never heat other liquids in a hot water urn
- Do not let an urn boil dry or boil over
- Always use the shortest possible pour to minimise splashing.
- Ensure steam safety valves where fitted vent away from the operator in a safe direction
- Always use the tap to draw off liquid - never pour liquid from a tilted urn.

Any incident or accident sustained in the venue to persons, equipment or structure should be reported to Council.

Please report any non-urgent issues through the online Customer Service portal on Council's website or by phoning 1300 790 919, 24 hours a day, 7 days a week.

## Smoke and Fog Machines Smoke Detection Devices

**Smoking is prohibited in all areas of the Hall.**

These areas include stage areas, dressing rooms, toilets, stairwells, fire escapes, on the outside balcony and not within eight (8) metres of any entry door or air intake system.

It is the Hirers responsibility to ensure that smoking does not occur within the Hall Complex. The smoking area is located 8 meters outside the western exit closest to the carpark.

Under no circumstances are smoke machines, fog machines, dry ice, or any other types of vapour producing items be used within the Hall.

The smoke detection devices are sensitive and may result in an evacuation with the attendance of emergency services. These call outs are charged, and these charges will be deducted from your security bond and may also include additional fees.

## Security

It is the Hirer's responsibility to ensure the security of people attending the Hall.

Depending on the nature of the event (e.g. service of alcohol) the Hirer may wish to engage a Security Company.

Every consideration must be given by people using and vacating the area to residents who live nearby in regard to minimising noise and unruly behaviour.

## CCTV Cameras

Cameras have been fitted in areas of the Hall and images will be stored for security purposes only.

## Fire Protection

In the event of fire or smoke visual detection phone 000 and proceed with evacuation.

If alarm sounds and panel RED FAULT LIGHT is activated, please call Council After Hours on 1300 790 919.

Council provides the Hall with fire and safety equipment and arranges frequent inspections and servicing of all fire equipment in this facility. All fire equipment is sign-posted with a coloured identification sign.

Hirers are to advise patrons of the fire procedures; designated emergency exits and assembly point at the commencement of your function.

**Please refer to Appendix 1 for Fire Evacuation Procedures and Appendix 2 for Evacuation Diagrams; attached to this Agreement.**

Advise the relevant authorised Council Officer immediately if you discover any damage or stolen fire prevention equipment.

Emergency replacement of fire equipment should be done through Council.

If Livingstone Shire Council deems a Hirer uses fire prevention equipment irresponsibly, the cost of making good the equipment will be deducted from the Hirer's bond.

## Cleaning Requirements & Responsibilities

The Hirer is responsible for leaving the premises including kitchens, **ALL** toilet areas, change rooms, stage, and auditorium) in a clean and tidy state as per the Exit Checklist (**Appendix 4**).

Hirer shall immediately remove all rubbish, food scraps, refuse and waste matter into the wheelie bins provided prior to end of their nominated hire.

No confetti, glitter or dance pops are permitted within the Hall or surrounding grounds.

Fridges are to be turned off and propped open; dishwashers emptied, including the wastewater at the end of the cycle. Instructions are on the front of the dishwasher.

Any cost incurred by Council in cleaning the Hall resulting from the condition in which the Hirer left the premises shall be charged to the Hirer at the current hourly rates as per Council's fees and charges and deducted from the security bond.

A minimum of two hours cleaning fee will apply, additional charges may also apply if Council cleaners are required after hours.

Cleaning Equipment – Hirers are expected to use the cleaning equipment provided to clean the Hall and leave it in the same condition as it was found.

Hall Hirers are responsible for returning the cleaning equipment (e.g. vacuum cleaners, mops, brooms, buckets, dustpan and broom and spray bottles, etc.) to the storage cupboard near the bar in foyer area.



Alternatively, you can engage the Council to clean the venue at weekday rates of \$99.00 per hour or weekends \$135.00 per hour. A minimum charge of 2 hours will apply.

## Waste Services

To assist with cleanliness and hygiene at the Hall a garbage collection will be required for all bookings where food or drinks are served. Fees for collection will be charged based on the function size. It is expected that this will occur for all dances, concerts, performances, end-of-year functions, weddings, parties, school events etc.

It is a requirement upon completion of your booking that bins are taken out and emptied into the bins provided.

It is also a mandatory requirement that all recycling is placed (don't use garbage bags) in the recycling bins. Items that are accepted are glass containers, clean paper and cardboard, steel and aluminium cans, and plastic containers. Items that are not accepted in the recycling bin are plastic bags, ceramics, general waste, and medical waste.

Deductions from the security bond may apply if this is not adhered to.

## Theft, Breakages & Damage

Neither Council nor its officers shall be liable for any loss or damage sustained by the Hirer or any person, firm or corporation entrusting to or supplying any article or thing to the Hirer by reason of any such article or thing being lost, damaged or stolen.

The Hirer hereby indemnifies Council against any claim by any such person, firm or corporation in respect of such article or thing.

The Hirer will be required to cover costs of all damage/ breakages incurred whilst hiring the facility except loss or damage because of reasonable wear and tear.

If the security bond is insufficient to cover any damage/breakages that may occur, or if a bond is not held, Council will invoice the Hirer to recover these additional costs.

It is the Hirer's responsibility to ensure that the conduct of people attending their function is of an appropriate manner. Destruction of property will not be tolerated.

## Checklist on Exiting

**Ensure the Yeppoon Town Hall Checklist on Exiting Form (Appendix 4) has had all items on the list checked prior to leaving the Hall.**

Completed exit checklist can be left with the swipe key in the return box downstairs or emailed to [events@livingstone.qld.gov.au](mailto:events@livingstone.qld.gov.au) This will help ensure that the Hall is left in the required condition and assist with your post hire inspection and security bond refund.

## Exiting the Hall

**Check ALL exit doors, both upstairs and downstairs**, are pulled shut and secure before leaving, including foyer doors, hallway, kitchen and ground floor doors. If roller door at back loading dock was used, please ensure roller door chain is secured in locked position. All internal doors with swipe card access are to be closed at conclusion of hire to prevent alarms from sounding.

## Incident/Accident Reporting

Any incident or accident sustained in the Hall facility to persons, equipment or structure should be reported to Council. Please report any non-urgent issues through the online Customer Service portal on Council's website or by phoning 1300 790 919, 24 hours a day, 7 days a week.

## Release & Indemnity

The Hirer indemnifies and agrees to keep indemnified the Minister, the State of Queensland, and Livingstone Shire Council (the “Indemnified Parties”) against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses (“Claim”) arising out of or in any way connected to or resulting from the granting of this booking to the Hirer or which is connected to or resulting from the Hirer’s use and occupation of the Premises (all of which are referred to as “the indemnified acts or omissions”) save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified Parties, however, any negligent act or omission of one of the Indemnified parties does not negate the indemnity to any of the other Indemnified parties.

The Hirer hereby releases and discharges the Indemnified parties from any Claim relating to the indemnified acts or omissions which may be made against the Indemnified parties, save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified parties. However, any negligent act or omission of one of the Indemnified parties does not negate the release and discharge in favour of any of the other Indemnified parties.

To remove doubt, the Hirer specifically agrees that the indemnity and release provided by the Hirer extends to any Claim arising from the use of any other area of the Trust Land/Premises by the Hirer.

## Fire Evacuation Procedures

### Evacuation Procedures

On hearing an alarm or becoming aware of an emergency, all persons shall take the following actions:

- Leave immediately by the nearest safe exit.
- Do not use the lift in a fire situation.  
Move quickly in an orderly manner, do not run.
- Mobility impaired persons should evacuate immediately on becoming aware of fire and be assisted by a support person
- If safe to do so, close doors behind you
- Report to the designated assembly area located in front of The Mill Gallery (refer to evacuation diagrams for location)
- Advise the Hirer/event supervisor.  
immediately if you are aware of people trapped in the building.
- Do not leave the assembly area until instructed by Emergency Personnel
- If any injuries are sustained, notify the Hirer/event supervisor and Emergency personnel

### Safety Considerations

- Remove persons from immediate danger
- Alert all patrons and call ‘000’
- Confine fire and smoke. Close windows and doors. Keep low to keep under the smoke
- Extinguish and control the fire ONLY if safe to do so



## Fire Fighting Equipment

Only personnel who are trained in the use and operation of extinguishers and hose reels should attempt to fight the fire if it is safe to do so. Before fighting a fire:

- Ensure an alarm has been raised (break the Break Glass Alarm if alarm siren is not already sounding)
- Announce a fire warning to everybody in the immediate area
- Request that someone contact Hirer/event supervisor and advise on the status of the situation
- Select the appropriate fire extinguisher
- Always stay between the doorway and the fire and ensure someone backs you up with additional extinguisher.

## Fire Extinguisher Operation

To use a Fire Extinguisher, remember the **PASS** formula:

**Pull the pin**

**Aim the nozzle at the base of the fire**

**Squeeze the handle**

**Sweep the fire from side to side**

## Classes of Fire

There are three main classes of fire.

### CLASS A

Ordinary free burning materials such as paper, clothing, packing material, wood and textiles. This type of fire is best combated using the following extinguishers. Hose reels can also be used on this class of fire.

Water (red or silver)

Dry Chemical Powder (red with a white band)

Foam (blue)

### CLASS B

Liquids such as petrol, spirits, paint lacquers, thinners, and chemicals in liquid form. This type of fire is best combated using following extinguishers:

Dry Chemical Powder (red with a white band)

Foam (blue)

Carbon Dioxide (red with a black band)

### CLASS E

Fire which originates at electrical equipment. To combat these fires, extinguishers must be non-conductors of electricity such as the following:

Dry Chemical Powder (red with a white band)






Carbon Dioxide (red with a black band)

Note: AB(E) Dry chemical powder extinguishers cannot be used on oil or fires.

**Note:** AB(E) Dry chemical powder extinguishers cannot be used on oil or fires.

28 March 2025

## Quick Guide for Fire Extinguisher Usage

CLASS / TYPE OF FIRE		Class "A" Ordinary combustibles (wood, paper, plastics etc).	Class "B" Flammable and combustible liquids	Class "C" Flammable gases	Class "E" Fire Involving energised electrical equipment	Class "F" Fire involving cooking oils and fats
INDICATING COLOUR	TYPE OF EXTINGUISHER	EXTINGUISHER SUITABILITY				
	<u>WATER</u>	<u>YES</u> <u>Most</u> <u>Suitable</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>
	<u>WET CHEMICAL</u>	<u>YES</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>YES</u> <u>Most</u> <u>Suitable</u>
	<u>ALCOHOL RESISTANT FOAM</u>	<u>YES</u>	<u>YES</u> <u>Most suitable for</u> <u>alcohol fires</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>
	<u>AFFF TYPE FOAM</u>	<u>YES</u>	<u>YES</u> <u>Most suitable</u> <u>except for</u> <u>alcohol fires</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>
	<u>AB(E) DRY CHEMICAL POWDER</u>	<u>YES</u>	<u>YES</u>	<u>YES</u>	<u>YES</u>	<u>NO</u>
	<u>B(E) DRY CHEMICAL POWDER</u>	<u>NO</u>	<u>YES</u>	<u>YES</u>	<u>YES</u>	<u>YES</u>
	<u>CARBON DIOXIDE (CO2)</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>YES</u>

### Fire Panel

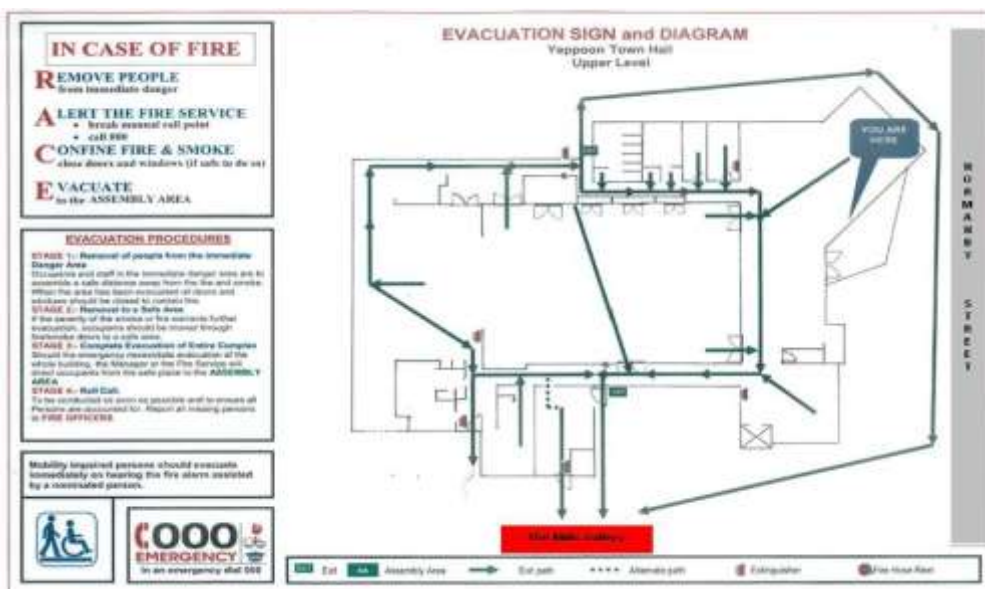
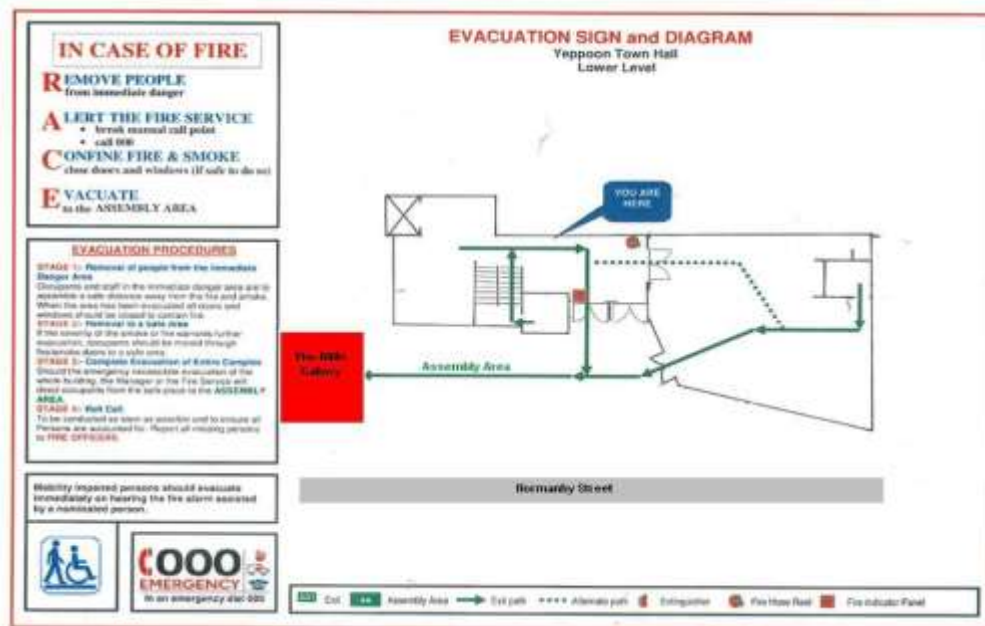
This is located at the Ground Floor Entrance of the Hall.

In the event of fire or smoke ring 000 and proceed with evacuation.

If alarm sounds and panel RED FAULT LIGHT is activated, please call 1300 790 919 24 hours a day, 7 days a week.



# Evacuation Plans



## Hall Guide

### Air-conditioning

The air-conditioning will automatically turn off eight hours after being turned on. If you require additional time, please turn the switches on again.

Switches are located:

- At the far end of the function room near to the roller door to the kitchenette
- Near to the auditorium light switch across from the bar area in the foyer
- Behind the number 4 door in the Auditorium
- In the commercial kitchen next to the light switch
- In the greenroom



*To turn ON air-conditioning press the buttons on the right hand switch at the same time*

### Auditorium Lights

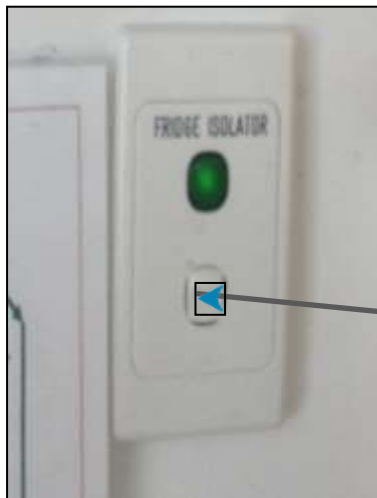
The Auditorium Lights are located near door 1 & 2 of the Auditorium and on either side of stage.



*To turn lights on press high, medium or low.*

*To turn lights off press Off.*

## Bar fridges in open bar area and kitchenette



*When the Bar Fridges are on the light will be lit up.*

*To turn off simply press this switch.*

## PA System

Plug in the PA System to a power point. You can find the ON/ OFF Switch at the side of the PA System.



*You can plug your iPhone, iPad or Laptop in to play music from the PA*

*Flick this switch up to use microphone*



## APPENDIX 4

### Yeppoon Town Hall Exit Checklist

Date:     /     /

Event:

Completed by:

Phone number:

TO BE COMPLETED BY HIRER PRIOR TO EXITING HALL	HIRER ✓	LSC ✓
Entire Hall left clean and tidy. All cleaning equipment available in the cleaning cupboard, (next to open bar) has been returned after use.		
Carpeted areas vacuumed and hard floors swept and mopped. <b>No chemicals are to be used on the floor in the auditorium, please mop with lukewarm water only.</b>		
Toilets cleaned with spray and hand towel bins emptied. Toilet cleaner provided in the cleaning cupboard (next to open bar).		
Chairs and tables stacked away neatly in the auditorium to the right of the stage). Chairs are not to obstruct the emergency exit in any way. Any surplus chairs are to be stacked in designated area of the foyer in corner near kitchenette window. All tables stored in the cupboards in the auditorium.		
All benches, bars and servery areas cleaned, and surfaces wiped with spray or soapy water.		
Commercial kitchen cleaned to Health regulations standard, including fridges, dishwashers, ovens, benches and any equipment used		
Fridges and electrical equipment turned off at conclusion of hire. Fridge doors in open bar and kitchenette are left open to prevent mould build up (please use bins provided or pull shelves out to keep doors open).		
Dishwashers emptied and run through an empty cycle and water must drained at the end. Door to the glass washer in open bar left slightly open.		
All Hall equipment returned to its original storage location.		
All Hirers equipment, food, alcohol, decorations, crockery etc. removed from the Hall prior to exiting (unless otherwise arranged).		
Rubbish removed from the Hall and placed in the bins provided outside, separating where possible, the Recycling items to the general rubbish. Nothing is left on the ground around the bins. If it doesn't fit in the bins provided, the Hirer is responsible to remove the excess from site. Any hazardous waste (e.g. cooking oil) removed from site by the Hirer.		
All air conditioning units turned off at conclusion of hire.		
All lights turned off at conclusion of hire.		
Downstairs foyer area swept and mopped, free of rubbish and check <b>ALL</b> doors are locked.		
All internal doors with swipe card access are to be closed at conclusion of hire to prevent alarms from sounding. If back loading dock was used, roller door chains secured & back in locked position. All external doors upstairs and downstairs are secured and <b>checked</b> .		
Access Swipe Card(s) returned to the secured letterbox on ground floor outside ticket box		
Completed exit checklist emailed to <a href="mailto:events@livingstone.qld.gov.au">events@livingstone.qld.gov.au</a> or returned to the secured letter box on the ground floor with swipe card.		



Any incident or accident sustained in the venue to persons, equipment or structure should be reported to Council. Please report any non-urgent issue through Council's Online Customer Service portal or by phoning 1300 790 919, 24 hours a day, 365 days a year.

We welcome any other feedback or comments:

### Council Contact information

PO Box 2292

Yeppoon Qld 4703

1300 790 919

[enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au)

[www.livingstone.qld.gov.au](http://www.livingstone.qld.gov.au)



## YEPPOON TOWN HALL

### CONDITIONS OF HIRE AGREEMENT

I/We have read the Yeppoon Town Hall Conditions of Hire AND agree to the terms and conditions as listed.

Please email the agreement back to [events@livingstone.qld.gov.au](mailto:events@livingstone.qld.gov.au) prior to commencement of booking/s.

**DATE:** \_\_\_\_\_

**BOOKING REFERENCE NUMBER :** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**MOBILE:** \_\_\_\_\_

**SIGNATURE -**

X

\_\_\_\_\_  
Name:

**COMMENTS:**

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