



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

The below is included in the following documentation:

1. Rules and Conditions for Hiring
2. Application Form
3. 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 Councils 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.

Conditions

- A pre-inspection of the yards must be conducted at least one (1) day prior to the arrival of cattle in the yards by the Hirer. Any noted damage is to be reported to the Taroom Council Customer Service Office immediately.
- If no damage is reported to the Customer 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.
- A post inspection of the yard is to be co-jointly undertaken by a member of the business and a Council representative to identify if any damage is caused, this can be organised through the Taroom Customer Service Office.
- 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 Customer Service Office via the inspection checklist form.

APPLICATION TO HIRE TAROOM SHOWGROUNDS CATTLE YARDS		
APPLICANT'S DETAILS	Hirer (Organisation):	
	Contact Person:	
	Address:	
	Phone: <input type="text"/>	Email: <input type="text"/>
	Signature of applicant: <input type="text"/>	Date: <input type="text"/>
	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)	
OFFICE USE ONLY	Booking Deposit	
	Receipt No: <input type="text"/>	Amount: <input type="text"/>
	Date: <input type="text"/>	Council Officer: <input type="text"/>
	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: <input type="text"/>	
	Date inspected post event by Taroom Rural Services/Taroom Works Coordinator: <input type="text"/>	
	Commission	
	Gross Sales: \$ <input type="text"/>	Commission 1.2% amount: \$ <input type="text"/>
	Debtor: <input type="text"/>	Date Invoiced: <input type="text"/>
	Invoice Number: <input type="text"/>	Council Officer: <input type="text"/>

TAROOM SHOWGROUNDS CATTLE YARDS INSPECTION CHECKLIST

This form 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:

Signature of Hirer

Date:

Signature of Council Officer:

Date:

Further Comments:

**OFFICE USE
ONLY**

Creditor:

Function Date:

Refundable Deposit: \$

Receipt Number:

Date:

Breakages/Damage: \$ (Details Above)

GST on Breakages/Damages: \$

Refund: \$

Refund Approved:

Date: