



Fitzgibbon Community Centre
 545 Roghan Road, Fitzgibbon
 P. (07) 3624 2121
 E. fcc@burniebrae.org.au

Venue Details

Booking Purpose

Describe your event.
 Example: birthday party, baby shower.
 Number of Attendees is approximate.

Hirer Details

Booking Purpose

Group Name

Applies if there is a program/activity with a name.
 Example: Playgroup or Physikids

Category

- **Private** - celebrations and other events where the public is not involved
- **Commercial** - where a profit is expected or an entry fee/charges are related to the event
- **Government** - all levels of Government and political meetings
- **Funded Not-For-Profit** - all NGO's, churches, charities etc.
- **Community** - local groups open to the public who include community development as part of their objectives.

Date Details

Bookings only accepted for blocks of time between start and finish as you will have sole access to the hall during your booking.

Safety

It is imperative that the presence of alcohol be identified and the Party Safe registration be included in the Licence Agreement.

www.police.qld.gov.au/apps/reports/partysafe

Additional Details

Facilities (Halls 1 & 2)

- 16 tables (245cm length x 77cm width)
- 140 chairs

Provide an estimate of the number of tables/chairs you require. The halls can accommodate the following capacities:

- banquet style > 120 people
- theatre style > 140 people

Kitchen Hire

The kitchen is available to hire at a rate of \$25 per hour, with a minimum hire of four hours.

Cleaning

Hirers required to leave Licenced Area clean and tidy by removing items & rubbish, wiping down & packing away chairs and tables. Cleaning check list is issued at key collection.

Cleaning Fee

Bookings which have alcohol will incur a cleaning fee.

Public Liability

See back page.

Hourly Hirer Rates				Charged at an hourly rate	
Determined by the category.	Private	Commercial	Government	Funded Not-For-Profit	Community Groups
Halls 1 & 2	\$40	\$40	\$40	\$20	Gold coin per person/ per session
Halls 3, 4 & 5	\$50	\$50	\$50	\$25	

Total hire cost is an aggregate of all the information provided and is calculated once all the details are know. The bond amount is directly related to the amount of risk of damage to the building. Bond for a private function can be up to \$500.



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Public Liability

We will need to site your Public Liability Insurance if you are an organisation hiring the centre. Public Liability Insurance is designed for professionals and volunteers who interact with customers or members of the public. It protects against claims of personal injury or property damage that a third party suffers (or claimed to have suffered) as a result of your business or volunteering activities.

As a hirer you must have public liability insurance for at least \$10,000,000.00 whilst hiring a venue. You must produce evidence of the insurance at the time of signing your Licence agreement. If you are a regular hirer you must ensure that your public liability is kept up to date and send renewals to Burnie Brae. If you are a private individual hiring on a one off basis such as a birthday party, you will be covered under Burnie Brae's Public Liability Insurance. Please be advised that you, as the hirer, will be responsible for any damage caused due to negligence.

CONTACT US

Please submit a booking enquiry via our website.
If you have any questions call Burnie Brae

www.burniebrae.org.au/hall-hire/
p. (07) 3624 2121