

Office:

Date:/...../.....

Time:

Name:

BOYNE TANNUM MEMORIAL PARKLANDS FACILITIES HIRE APPLICATION

This is an application for use of facilities at Boyne Tannum Memorial Parklands. All fields are required to be completed unless otherwise stated. Written confirmation from Gladstone Regional Council will confirm the approval of this application. If you have any queries, please contact Gladstone Regional Council, Cemeteries Section on (07) 4977 6899.

Privacy Statement: The Gladstone Regional Council is collecting your personal information on this form to process this request. The information will only be used by authorised council employees for the purposes of this request, or for the purpose of performing other Council functions and responsibilities. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

SERVICE DETAILS

Date of service: _____

Service Type: Chapel (at cost) Set up time: _____ Service time: _____

Tea house (at cost) Start time: _____

Size of service: Small (0-50) Medium (50-100) Large (100+)

Purpose of hire (i.e. *memorial service for the Late John Doe*): _____

Special requests (i.e. *Additional hire time, organ use, pallbearing*): _____

APPLICANT DETAILS

Applicant Surname: _____ Applicant Given Names: _____

OR

Business Name: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Number: _____ Email: _____

APPLICANT DECLARATION

I, the undersigned applicant declare:

- a) *The information provided is true, correct and complete;*
- b) *I have read, understand and agree to the Council's Cemetery and Crematorium Policy which provides conditions on the service requested by this application, and the included Standard Terms and Conditions – Boyne Tannum Memorial Parklands Facilities Hire;*
- c) *That applicable fees and charges must be paid in advance of the service. Fees and charges will only be invoiced for later payment with Council's prior agreement. Where a service is cancelled or application not approved by Council, a full or partial refund of fees is at the sole discretion of Council; and*
- d) *That I shall, at all times, hold harmless and keep indemnified the Gladstone Regional Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the approval holder or agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the approval provided by Council arising from this application or in the observance, fulfilment, non-observance or non-fulfilment of any condition of the said approval.*

Applicant Signature

Date

STANDARD TERMS AND CONDITIONS – BOYNE TANNUM MEMORIAL PARKLANDS FACILITIES HIRE

1. Both the chapel and tea house are only to be hired for the purpose of a memorial or funeral service.
2. Chapel and/or tea house hire are available between 9:00am and 4:00pm unless an extended time frame is requested and approved by Council.
3. The standard chapel hire time is two (2) hours, with additional time charged pro-rata in 30 minute intervals.
4. The standard tea house hire time is two (2) hours, with additional time charged pro-rata in 30 minute intervals.
5. The chapel has slideshow facilities including a sound system and televisions. Hirers must bring their own device to operate this equipment. It is the responsibility of the hirer to book an appointment time onsite prior to the service to test the equipment if required.
6. The chapel has seating for 136 adults. Up to 40 additional chairs are available by special request.
7. The chapel has an organ and is available for use by special request.
8. Tea house hire includes the provision of three (3) tables, 29 chairs, tea, coffee, sugar, milk, styrofoam cups and wooden stirers.
9. Catering can be utilised within the Tea house, however Council offers no arrangements for catering. Contact with catering companies must be made privately by the family or Funeral director.
10. Hire of facilities does not include additional Council staff services. Council staff will set up tables and chairs only.
11. Pallbearing by family members is available with hire of the Chapel by special request, pallbearer will not be able to place the coffin/casket within the catafalque.
12. The hirer must take all reasonable and practical measures to prevent damage to the chapel, tea house and any provided equipment. The facilities must be left in good working order and in a clean and sanitary condition.
13. If the facilities require cleaning and/or repairs as a result of the hirer's use, the hirer will be advised of the rectification works to be undertaken and the time in which this must be undertaken. Council will offer the opportunity of a joint onsite inspection to outline the works required.

SUBMISSION AND PAYMENT OPTIONS

Applications will not be processed until payment is received by Council.

IN PERSON at any of Council's Administration Centres. Cashier hours may vary at each office. General cashier hours are from 8.30am to 4.45pm Monday to Friday.

EMAIL to cemstaff@gladstone.qld.gov.au

POST Gladstone Regional Council, PO BOX 29, GLADSTONE DC QLD 4680

Cheque or money order made payable to Gladstone Regional Council.

RECEIPT DETAILS (OFFICE USE ONLY)

Date:	Receipt number:	Amount Paid:	Cashier:
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