

Kilcoy Memorial Hall Hire Application and Agreement Public Use

Fees current up to and including 30 June 2024

Booking information – NB times to include setting up.

Start date:	Finish date:	Entry time:	Exit time:
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Applicant Details

Applicant name	Given name:	Surname:
Organisation name		Organisation ABN
Contact person	Given name:	Surname:
Postal address	
Contact number	Phone:	Mobile:
Email address		

Booking Details

Purpose of hire			
Will attendees be required to pay an entry fee (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Estimated number of attendees			

Refundable Bond (GL code 2091-5000-0000)

Unlicensed function	<input type="checkbox"/>	\$441	\$
Licensed function	<input type="checkbox"/>	\$740	\$

Main Hall Areas (Hire GL code 4582-1000-0000)

		Cost per day	Total hire fee
Main Hall – Foyer – Bar	<input type="checkbox"/>	\$137	\$
Main Hall – Full use	<input type="checkbox"/>	\$155	\$

Foyer Area

Foyer Area Only	<input type="checkbox"/>	\$105	\$
Meeting of local community, sporting and charitable organisations	<input type="checkbox"/>	\$0	\$

TOTAL FEE (Please note the non-refundable deposit of \$45 is deducted from the hire fee)

Non-refundable Deposit	Receipt number:	Date paid:	A	\$50
Balance remaining	Receipt number:	Hire fee (less \$50 deposit)	B	\$
	Date paid:	Bond	C	\$
Total (A + B + C)				\$

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Catering Information

Will there be food prepared or served at the event?	<input type="checkbox"/> No – skip to next section	<input type="checkbox"/> Yes
If yes who will be catering for the event?		
Will the food be sold (this includes charging an admission price to cover costs)?	<input type="checkbox"/> No – skip to next section	<input type="checkbox"/> Yes
Does the caterer have an exemption from requiring a Food Licence for this event?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes - reason	
Please attach a copy of the current Food Licence Certificate or proof of exemption. To determine if your event requires a Food Licence under the Food Act 2006, or to obtain an application form, please contact Council (07) 5424 4000 or visit www.somerset.qld.gov.au		

Public Liability Insurance

Please attach a copy of your organisation's Broadform Public Liability Insurance Certificate of Currency. The sum insured is to be a minimum of \$20 million and must note the interests of Somerset Regional Council.

Note: Applications submitted without their Broadform Public Liability Insurance Certificate of Currency will not be processed until it has been received.

Note: Casual hirers of the hall (i.e. one-off booking) are covered by Somerset Regional Council's insurance.

Liquor (please tick)

Will there be alcohol consumed at the event?	<input type="checkbox"/> No – skip to next section	<input type="checkbox"/> Yes
Will alcohol be sold at the event (this includes charging an admission price to cover costs)?	<input type="checkbox"/> No – skip to next section	<input type="checkbox"/> Yes
If yes, who will be serving alcohol at the event?		
Is there an exemption from requiring a liquor licence or permit?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes - reason	
Hirer is responsible to obtain appropriate liquor licences. Council approval must be obtained if liquor is to be served.		
<input type="checkbox"/> Liquor served	<input type="checkbox"/> Licence copy attached	<input type="checkbox"/> Council approval attached
Please attach a copy of the Liquor Licence or permit or proof of exemption. For more information or to apply for a Liquor Licence or permit, please visit https://www.justice.qld.gov.au/about-us/services/liquor-gaming/contact-us or phone 13 74 68. If applying for a Liquor Permit, please lodge your form to obtain Council endorsement before the event.		

Please note: Hours of use are 7am to midnight. Any request for usage outside these hours will require approval from Council. If the facility is being set up (e.g. tables, chairs, props etc.) for consecutive days, the hire must be for full day/s to ensure no other bookings are accepted during this time.

Declaration

I hereby make application to hire Council's facilities as per this application. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand and agree to the General Conditions of Hire.

Name:

Signature:

Date:

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.

Should a problem arise outside of Council business hours please phone (07) 5424 4000.