

Coronation Hall Hire Application and Agreement

Applicant Details			
Applicant name	Given name:		Surname:
Organisation name			Organisation ABN
Postal address		
Contact number	Phone:	Mobile:	
Email address			
Bond to be refunded to (via cheque)			
Name			
Address			
Booking Details			
How did you find out about Coronation Hall?	<input type="checkbox"/> Council Website	<input type="checkbox"/> WedShed Website	<input type="checkbox"/> Other _____
Purpose of hire			
If the purpose is for a wedding, please provide both names of the wedding party	Given name:	Surname:	
	Given name:	Surname:	
Will attendees be required to pay an entry fee (please tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of people attending (approximate)			
Keys are able to be collected from either of the below Council offices on the day prior to hire during business hours 8.30am to 5pm (please tick):			
Date of key collection:			
Esk Administration Centre, 2 Redbank Street, Esk 4312		<input type="checkbox"/> Esk	
Kilcoy Customer Service Centre, 15 Kennedy Street, Kilcoy 4515		<input type="checkbox"/> Kilcoy	
Booking (Mid-week hire)			
Please note: Hours of use are Day: 7am-4pm and Night: 4pm-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 and night to ensure no other bookings are accepted during this time.			
Start Day / Date:		Finish Day / Date:	
Day	Task (Set up, Function, Pack down)	Entry Time	Exit Time
Tuesday			
Wednesday			
Thursday			
Booking (Weekend Hire)			
Start Day / Date:		Finish day / Date:	
Day	Task (Set up, Function, Pack down)	Entry Time	Exit Time
Friday			

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Saturday			
Sunday			
Monday			
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			
Insurance Provider:		Expiry Date:	
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 licenses. 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, 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.			
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.