

Kilcoy Visitor Information Centre Room Hire Agreement

Fees current up to and including 30 June 2026

Event details – Single booking

Event Name					
Event Date		Entry Time		Exit Time	

Event details – Repeat booking

Event Name					
Day of week		Entry Time		Exit Time	
Frequency	<input type="checkbox"/> Weekly		<input type="checkbox"/> Fortnightly		<input type="checkbox"/> Monthly
Pattern	Eg first Tuesday of the month				
Actual hire dates					

Hire details

Estimated attendance		
Room	<input type="checkbox"/> Meeting Room <input type="checkbox"/> Chairs (30 available) <input type="checkbox"/> AV/Projector <input type="checkbox"/> Tea/Coffee station (hirer to setup)	<input type="checkbox"/> Theatre <input type="checkbox"/> Lectern <input type="checkbox"/> DVD/Blu-ray
Public Screening	<input type="checkbox"/> Public Performance license for public screening obtain and attached	

Hirer details

Name			
Organisation		ABN	
Address			
Phone			
Email			

Payment

Booking deposit	
Key/cleaning deposit	
Hire fee	
Total hire	

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Receipt #		Date Paid	
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			
Liquor			
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.			

Declaration	
I/we do hereby apply to hire a room at the facility, as indicated above and on any appendix, and agree to be bound by and observe and fulfill the terms and conditions relative to such hire as determined by the Somerset Regional Council. Council is collecting your personal information for the purpose of your hiring of its facility. This information may be used by Council for its purposes. Your information may not be disclosed to another person or entity unless required by law. 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.

Kilcoy Visitor Information Centre Room Hire Agreement

Terms and conditions of hire

General

Applications for hire of rooms at Kilcoy Visitor Information Centre are to be made to:

Kilcoy Visitor Information Centre
41 Hope Street
Kilcoy QLD 4515
07 5422 0440

Rooms are available for hire from 9am to 11pm seven days inclusive of set up and pack down times. 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.

Schedule of Payments

Tentative* bookings will be held for a period of ten business days without payment.

A non-refundable deposit is required to confirm the booking (Refer to schedule of fees for current rates).

Payment of all deposits, fees and bonds is required five business days prior to the day of hire.

** If a third party wishes to book the same date the tentative booking will be given first option to confirm by deposit.*

Cancellation Policy

Advice of cancellation is appreciated 5 days in advance.

The deposit is non-refundable.

Technical Equipment

The operation of any audio-visual, or other technical equipment included with the room hire is the hirer's responsibility.

The hirer is required to provide a laptop with HDMI port if required. The hirer will be liable for any damage or loss caused to the equipment within the period of hire and will be required to reimburse Council for any damage or loss.

Alcohol

If alcohol is provided at a function it is the hirer's responsibility to obtain the appropriate liquor license from the statutory body. Prior approval is also required from the Council Chief Executive Officer as a condition of any hire for a licensed function. Copies of the licence and the CEO approval letter must accompany the application to hire.

Smoking and Incendiary Devices

Smoking is strictly prohibited on any Council property. The hirer must ensure that no person smokes, carries a lighted cigar, cigarette, pipe, match or naked flame in any part under the roofed area of the Facility. This includes sparklers, candles, incense and any other lit incendiary.

Cleaning Requirements

End of hire cleaning expectations are as follows: Failure to comply may incur an additional cleaning charge.

- Wipe down tables and chairs and stack in designated areas.
- Wipe down kitchen surfaces and place rubbish in bins provided.
- Wash and dry used crockery and cutlery, (Kitchen is equipped with a dishwasher).
- All used items must be packed away at completion of hire.

Insurance

Casual hirers of the facility are covered for public liability insurance by Somerset Regional Council's insurance coverage. Regular users of the facility (i.e. more than twice a year) are required to have a current Public Liability insurance to the value of \$20,000,000 coverage indemnifying Council. A copy of the certificate of currency for public liability insurance is to be provided to Council. Council shall not be responsible for any loss or damage to any property belonging to either the hirer or any person in the facility at the invitation of the hirer.

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Accident, Damage or Loss

The hirer shall be held responsible for and be required to make good any loss or damage to the property, furniture, appliances or equipment occurring during the period of hire. Damage will be deemed to include articles chipped or cracked. The hirer shall be responsible to reimburse Council for any damages, breakages or loss. Council will not be held responsible in any way for the damage to or loss of any property whatsoever placed in the facility by the hirer, nor for any loss occasioned by the hirer through accident or failure of the electricity or other plant or by any avoidable cause.

Temporary Fixtures and Decorations

The floors, walls or any parts of the facility must not be broken or pierced by nails, screws or other contrivances, nor may any writing, printing, painting or other decoration be made on the walls.

Hirer's Duty of Care

Hirers are reminded of their common law duty of care to persons who utilise the facility during the period of their hire and the consequent need for them to conduct their activities in such a way as to minimize the likelihood of accident, loss, damage or injury being sustained by any person as a result of such activities. Hirers are recommended to obtain a policy of insurance for an amount which will provide adequate coverage against all insurable public and other risks in relation to their proposed activities.

Operation of Equipment

No person shall operate any equipment of any nature in the facility, unless such person has approval by Council and is competent in the operation of such equipment, including all relevant safety aspects. No minor shall operate any equipment in the facility at any time.

Refusal to Hire

Council maintains the right to refuse entry to the facility or cancel a hire agreement for reasons of inappropriate proposed use, risk to public safety, unacceptable conduct, or other good cause.

Disputes

In the event of any dispute or difference arising from interpretation of these hire conditions or as to the meaning of any of the above terms and conditions, the decision of Council is final and conclusive.