

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 Refund (to be returned via electronic transfer)			
Bank Details:	Financial Institution:		
	Account Name:		
	BSB:	Account Number:	
Please provide a copy of a bank statement letterhead containing correct account number and account holder details for verification.			
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 can be collected from either of the below Council offices on the day of 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:	

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Day	Task (Set up, Function, Pack down)	Entry Time	Exit Time
Friday			
Saturday			
Sunday			
Monday			

Catering Information

Will there be food prepared or served at the event? ☐ No – skip to next section ☐ Yes

If yes who will be catering for the event?

Will the food be sold (this includes charging an admission price to cover costs)? ☐ No – skip to next section ☐ Yes

Does the caterer have an exemption from requiring a Food Licence for this event?

☐ No ☐ 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? ☐ No – skip to next section ☐ Yes

Will alcohol be sold at the event (this includes charging an admission price to cover costs)? ☐ No – skip to next section ☐ Yes

If yes, who will be serving alcohol at the event?

Is there an exemption from requiring a liquor licence or permit?

☐ No ☐ Yes - reason

Hirer is responsible to obtain appropriate liquor licenses. Council approval must be obtained if liquor is to be served.

☐ Liquor served ☐ Licence copy attached ☐ 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.

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Terms and Conditions of Hire

Hire agreement

All groups or individuals hiring Coronation Hall will be required to complete a Facilities Hire Application and Agreement form to be signed by the responsible person (bookings are not confirmed until signed forms are returned to Council). This applies to casual and regular hirers. If the application is for a wedding, the form must include details of the parties to be wed.

The hire agreement will be lodged with Somerset Regional Council, who will keep a record of all bookings. The hirers may only enter the facility during the times agreed with Somerset Regional Council. If the hirer needs to enter Coronation Hall at any other times, they must be escorted by a Council officer.

Fees

Somerset Regional Council requires that the hirers pay the applicant's fees (in full) two months prior to the date of the function. The booking will not be confirmed until a non-refundable deposit has been paid.

Please note Council business hours are 8.30am – 5pm Monday to Friday, keys are to be collected within these hours. For afterhours access a \$504 call out fee will apply.

Bond

All hirers of Coronation Hall are required to pay a bond. This acts as security against damage to property or for breach of any part of the hire agreement. The bond must be paid in full prior to hire. The bond will be returned (via EFT) when the keys are returned except in cases of damage or extra cleaning required on assessment by Council.

Cancellation Policy

Council has adopted a policy that requires prepayment for contracted goods and services including hall and room hire services. It is confirmed that \$500 of the total hire fee for this facility represents a non-refundable booking deposit.

Emergency and Evacuation Procedure

Hirers are responsible for familiarising themselves with the emergency and evacuation procedures in the facility. Hirers are responsible for ensuring all guests attending a function as part of their venue hire are evacuated as per the evacuation procedures for the venue. Appropriate signage is displayed in the facility for the hirers reference. Hirers shall notify Somerset Regional Council of any incidents which may arise during their hire period.

Somerset Dam Coronation Hall – what it has to offer

The hall has a wooden floor, stage and limited kitchen facilities and is suitable for functions (weddings and parties etc) dancing, talks, meetings and exercise classes. The hall has wheelchair access, male and female toilets, trestle tables, pews, round tables and chairs.

Facilities (Public Toilets) 6am to 6pm

As per fees and charges Coronation Hall, Somerset Dam (non-exclusive use of hall only) (excluding public toilets). Please note, Council's contractor attends Coronation Hall to secure the toilet facilities from public access at 6pm daily. Should your function begin prior to 6pm, signage is available at the hall to notify members of the public that a private function is in progress with alternate public facilities offered (only in this instance). Toilet facilities are not to be closed off / locked by the hirer prior to 6pm, however supplied signage may be displayed outside the toilet facilities.

Use of the Hall

The use of the hall is subject to the following conditions:

- The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the hall or surrounds. The hirer is responsible for the behaviour of those in attendance during the hire period.
- Keys must be picked up from the designated Somerset Regional Council office the day of hire and returned as arranged.
- The hirer is responsible for familiarising themselves with the emergency and evacuation procedures in the hall.
- No pets or animals are allowed in the hall. Guide Dogs are exempt.
- All items of property owned by the hirer must be removed from the hall and grounds on or before the agreed occupancy time. Any goods left on the premises after occupancy may be removed and disposed of at the discretion of Somerset Regional Council without compensation to the owner or the person responsible.

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- The hirer is not permitted to take into or use within the hall and grounds any type of candles or naked flammable substances deemed toxic or dangerous, with the exception of birthday candles.
- No items shall be placed in front of or obstruct access to the fire exits.
- Children under 12 years of age are supervised at all times by a responsible adult. Hirers must ensure that children are not placed at risk upon entering or leaving the property.
- The hirer shall not affix nails, screws, decorations, bunting or draping which in any way defaces the building. Somerset Regional Council must grant permission for any alteration to be made to fixtures, walls, ceilings or floors.
- Camping is not allowed in the hall or surrounding grounds.

Specific Conditions

Your attention to the following specific conditions will ensure the return of your full bond. Refund of bond is dependent on the hirer adhering to specific conditions and the condition of the venue post event.

- Seating, table tops and trestles wiped over and returned to original storage position.
- A one-off supply of toilet paper and hand towels will be provided. Depending on the number of guests, you may need to supply extra.
- Cooking is not permitted in the hall because of limited kitchen facilities.

Waste Management

No plastic or any other waste is to be left in the hall at the conclusion of the hire. The hirer is responsible to ensure caterers remove their own rubbish. All waste should be removed from surrounding grounds, this includes cigarette butts and bottle tops and placed in the bins provided. Wheelie bins are provided outside the hall entry. Any bins used from other amenities are to be returned to their original places. Any remaining excess rubbish and bottles must be removed from the premise.

Noise Management

The event must not give risk to offensive noise under the Environmental Protection Act 1994. Please be considerate of neighbours living close by. **Music is to cease by 11pm and there is a midnight curfew.** The hall must be vacated by midnight. Any generator and/or other equipment that is to be used must conform to the Department of Environment and Heritage Protection guidelines and not create a nuisance to the neighbours.

No Smoking

There is a no smoking policy at the Coronation Hall. The responsible person must ensure that this policy is enforced at all times. Smoking is permitted outside the hall ensuring a five-meter buffer to the building entrances. Smokers are obligated to dispose all cigarette butts appropriately.

Alcohol

Please note alcohol is allowed on the premises. Groups wishing to consume alcohol at the premises must make the request on the application form to Somerset Regional Council. If consuming alcohol, hirers must ensure that all remnants including bottles, cans and any liquid are removed completely from the premise. Any remnant of alcohol found at the premise may breach the hire agreement.

Vehicle Management

Participant and spectator vehicles must not be parked on Council's road verges or footpaths. A minimum of 1.8 meters clear width on the footpath must be available for pedestrians and to provide clear vision for other motorists. No obstruction can be placed on footpaths less than 1.8 meters wide. Do not block private or public driveways. Any buses, coaches, etc must use the day park opposite the general store as the drop off and pick up zone.

Damages and Repairs

The hirer will be responsible for any expense in connection with repairs, security and improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of booking. Somerset Regional Council reserves the right to determine the cost of any damages and/or extra cleaning above and outside that which is normally expected following normal usage of the hall. Somerset Regional Council reserves the right to retain all or part of the bond to meet such costs if necessary, or to bill the hirer for additional costs.

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Regular Hirers and Casual Hirers

Regular hirers booking times will be reviewed every 12 months. Somerset Regional Council will give regular hirers two months notice of any changes to their booking times with the exceptions of maintenance and emergency repairs. Regular hirers (more than two bookings per annum) are required to supply Somerset Regional Council with a Certificate of Currency showing their Public Liability Insurance is current.

Insurance

Casual hirers of the hall are covered by Somerset Regional Council's insurance including consumption of alcohol. Regular users of the hall (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 Somerset Regional Council and always supplying Somerset Regional Council with any amended, updated documentation. A copy of their Certificate of Currency will be held on file. The hirer must have personal insurance for any items brought into the hall. Somerset Regional 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.

Bond/Keys

The hirer is responsible for opening and locking up. A bond is to be paid prior to the hire and will be returned (via posted cheque) on the return of the keys and post inspection by Somerset Regional Council.

Breach of Agreement

Somerset Regional Council reserves the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of policy or procedure. Failure to comply with the requirements set out in the policy will be regarded as a breach of agreement giving Somerset Regional Council the right to sue for the recovery of any amount due and/or to cancel all or any such future bookings. Non-compliance of the midnight curfew will result in complete forfeiture of the bond.

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.

I/We have read, understand and accept the terms of conditions to hire Coronation Hall.

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, except to our cyber security contractor; or if 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 office hours please phone (07) 5424 4000.