

Koah Hall Hire Documents



Koah Sports & Social Club
322 Koah Road, Koah QLD 4881
Caretaker Phone: 0409 333 404
Email: koah.hall@gmail.com

Form /Document	Required for...	Available from
Hall Hire Application and Agreement	All bookings	by email or from Caretaker
Conditions of Hire	All bookings	by email or from Caretaker
Covid Safe Checklist	All bookings	https://www.covid19.qld.gov.au/government-actions/covid-safe-events
MSC Temporary Entertainment Event Application	If more than 100 people	https://websync.msc.qld.gov.au/public_documents/files/601/Hall%20and%20Park%20Hire%20and%20Temporary%20Event%20Application.pdf
Kitchen Hire Application	if using commercial kitchen	by email or from Caretaker
Casual Hirer of Council Facilities Liability Insurance Acknowledgement & Declaration Form	for non-commercial events, less than 10 days over 12 months	https://websync.msc.qld.gov.au/public_documents/files/18/Casual%20Hirer%20of%20Council%20Facilities.pdf
Insurance Certificate of Currency	if not covered by MSC Casual Hirer insurance	Hirer to provide
Liquor licence	if alcohol sold or exchanged	https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications
Food Licence	if food served or exchanged	https://msc.qld.gov.au/council/environment-and-health/food-licences/
Noise Abatement Checklist	If even runs past 8pm	by email or from Caretaker
Packdown Checklist	all events	in Hall, by email or from Caretaker
Feedback form /Incident report	as required by hirers/caretakers	in Hall, by email or from Caretaker
Feedback and Complaints Policy	viewed as needed	in Hall, by email or from Caretaker

Code of Conduct	viewed as needed	in Hall, by email or from Caretaker
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