

Hire Application and Agreement

For all applications, complete this form and any supplementary applications as indicated, provide required supporting information and the appropriate COVID Safe Checklist.

Applicant Name	
Contact Phone Number <i>to be published by applicant permission in Hall calendars online and print</i>	
Email	
Postal Address	
Drivers Licence/ID	
Organisation Name / ABN	

Event Type Private Commercial Community / Not for Profit

Name of event	Description of Event
Date/s for one-off Hire	
For regular/recurring Hires	Day How often eg weekly/monthly
Time of Hire <i>Inclusive of set up and pack down</i> <i>If Hire ends after 10pm- Noise Abatement Checklist required</i>	From: To:
Anticipated number of attendees <i>If over 100 - Mareeba Shire Council Temporary Entertainment Event Application required</i>	
Will the kitchen be used for cooking? <i>If only hiring Kitchen, complete a Kitchen Hire Application instead of this form. A fee may be charged for use of gas</i>	How many hours cooking?
Will food or alcohol be sold or exchanged? <i>If yes please provide relevant licences</i>	

Privacy Notice: Koah Sport and Social Club Inc (KSSC) collects applicant details in order to assess your application. This information will only be accessed by KSSC and Mareeba Shire Council. Your information will not be passed on to any other person or agency unless you have given us permission, or we are required by law.

Fees

Hire Fees are payable prior to setting up for a one-off event, or by invoice for regular hirers.

Hiring Fee	
Other fees eg gas usage	
Total fee	

Do you require an emailed invoice? Yes No.

Security Bond: \$200 for events under 100 people. \$500 for more than 100 people

Bond is payable in cash on arrival to Caretaker or delegated person and refundable at the end of the Hire, if Conditions of Hire have been met to the satisfaction of the Caretaker or delegate.

For regular/recurring Hires, bond arrangements may be varied at the discretion of the Caretaker or Committee .

Cancellations

Cancellation of a Hire by the Hirer should be made at least 48 hours in advance, or the Hire Fee may be charged. Please notify Caretakers by phone or message then follow up with email.

KSSC Committee reserves the overall right to manage bookings at its discretion, including to amend or cancel existing Hires. Please read *Hire Conditions and Information* for more details.

Insurance

Mareeba Shire Council provides *Casual Hirer Liability Insurance* cover (free of charge) to occasional Hirers (up to ten hires over twelve months) for non-commercial activities such as weddings, family gatherings and parties. No cover is provided for incorporated bodies, or where a fee is charged.

If you meet these criteria, please complete the Mareeba Shire Council *Casual Hirer of Council Facilities Liability Insurance Acknowledgement & Declaration Form* (link below)

**If the activity does not meet these criteria, arranging insurance is the responsibility of the Hirer.
More details are contained in the *Hire Conditions and Information***

Supporting information Checklist

- | | | |
|---|---|---|
| <input type="checkbox"/> ID | <input type="checkbox"/> Food Licence | <input type="checkbox"/> Liquor Licence |
| <input type="checkbox"/> COVID Safe Checklist | <input type="checkbox"/> Public Liability Insurance | <input type="checkbox"/> Kitchen Hire Agreement |
| <input type="checkbox"/> Temporary Entertainment Event permit | <input type="checkbox"/> Noise Abatement | |
| <input type="checkbox"/> Special Conditions as indicated | | |

Applicant Declaration

- I declare that the information provided by me in this application is true and correct
- I declare that I have supplied evidence of required permits, licences and insurance
- I have inspected the premises and acknowledge they will be suitable for the intended use
- I have read and consent to the *Hire Information and Conditions* provided to me and agree to ensure that individuals and groups using the facility in association with this application will comply with those Conditions
- I consent to any Special Conditions of Hire as indicated on this form
- I consent to the publication of my contact details in the Hall calendars online and print.
Please advise if you do not consent and include that in the Special Conditions below.

Name		Date	
Signature			

Special Conditions of Hire/ Additional notes

*eg map of included areas of facility, safety/ technical support requirements,
bond arrangements, storage, parking etc*

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Please continue over page if necessary

Special Conditions of Hire/ Additional notes (continued)