King Island Annexe Booking Form
2026-27

ABN 47 537 189 282 | 03 6462 9000 | kicouncil@kingisland.tas.gov.au
PO Box 147, Currie Tasmania 7256 | kingisland.tas.gov.au

Contact Details

Name of Organisation:

Name of Contact Person:

Contact Number:

Email:

Address:

Description of Use

Event:

Date of Hire:

Number Attending:

Start Time:

Finish Time:

Set Up Date:

Pack-Down Date:

Type of Booking:

Please Tick

☐ **One-Off** ☐ **Ongoing**

Per use: 4 Hours or part thereof, otherwise day rate applies
Residential Rate: King Island Residents booking as individuals, or King Island based not for profit / social enterprise organisations, excluding government. Collaboration or partnership with King Island-based entities.
Non-Residential Rate: Any for-profit organisation or government agency. Any individuals non-residential to King Island will be charged at the non-residential rate.

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Annexe Complex

Room Hire

☐	Annexe Office *Seats up to 7	☐	Resident - Per Use*	**$23.00**
		☐	Resident- Full Day*	**$39.00**
		☐	Non-Resident - Per Use*	**$45.00**
		☐	Non-Resident - Full Day*	**$77.00**
☐	Bullshead Office *Seats up to 10	☐	Resident - Per Use*	**$23.00**
		☐	Resident- Full Day*	**$39.00**
		☐	Non-Resident - Per Use*	**$45.00**
		☐	Non-Resident - Full Day*	**$77.00**
☐	Fishtail Office *Seats up to 5	☐	Resident - Per Use*	**$23.00**
		☐	Resident- Full Day*	**$39.00**
		☐	Non-Resident - Per Use*	**$45.00**
		☐	Non-Resident - Full Day*	**$77.00**

Refundable Bonds may be required depending on the nature and frequency of booking - to be advised at time of booking

☐	Cleaning Bond	**$200.00**
☐	Alcohol Bond	**$405.00**

Optional charges (if applicable)

☐	Use of Hub Kitchen	**$25.00**

Please describe type of use below (e.g. tea and coffee only, afternoon tea, or full catering for sit down dinner with 50 people)

☐	AV resources	**$25.00**
☐	Cleaning charges	**$200.00**

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Hub Complex (Continued)

Residential Rate & Non-Residential Rate cost includes basic set up of tables, chairs etc. Please provide additonal information detailing set up requirements here or at the time of booking enquiry.

NOTE: Conditions apply to the hire of any facilities - See Terms & Conditions for Hire of Council Facilities

Additional Conditions of Use (ALL HIRES)

Additional Permits Required (Will be advised at time of Booking)

☐ Liquor Permit (Applied if alcohol is to be sold or provided as part of a ticketed event that includes alcohol) Refer to Liquor & Gaming Tasmania

☐ Food Licence

☐ Working with Vulnerable People Card

Public Liability Insurance

Public Liability Insurance is required for ALL hirers. Council staff will provide guidance on Public Liability requirements at time of Booking.

Hirer MUST attach a current copy of their Certificate of Currency to this form.

Insurer's Name

Amount Insured

Policy Number

Community liability cover may be available for hirers who do not have their own Public Liability Insurance provided that specific criteria are met. More information is available from KIRDO staff and on the Community Liability Policy Fact Sheet.

Declaration

☐ I confirm that I have read, understand and agree to Council's Terms and Conditions for Hire of Council Facilities and wish to proceed with this booking.

Hirer Name

Hirer Signature

Date

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Fees and Charges (ALL HIRES)

Payment Method

☐ **In person** (cash/cheque/eftpos)

☐ **Phone** (eftpos)

☐ **Invoice** (Invoices can be provided upon request. Invoice details below MUST be completed)

Invoice Details	
Business Name	
Business ABN	
Business Address	
Business Email Address	
Business Phone Contact	

Bond Return Details (If Bonds applied, bank details below MUST be completed.)			
Account Name			
BSB		Bank Name	
Account Number			

Any personal information collected by the King Island Council will be dealt with according to the Local Government Act 1993 and the Personal Information Protection Act 2004.

Note Payment is required to be made prior to receiving confirmation of hire and collection of keys.*

OFFICE USE ONLY

Hire Fees		**Bond Fees**	
Kitchen	$		
AV Charges	$	Key Bond	$
Tea & Coffee Facilities	$	Cleaning Bond	$
Cleaning Fee	$	Alcohol Bond	$
Total Hire Fee	**$**	**Total Bond Fee**	**$**
Total Payable	**$**		

Payment Received Date | Receipt Number

Booking Confirmed By (Staff Member)

ACCOUNTS ONLY

Bond Amount to be Returned $

Return Payment of Bond Requested By

Date | Bond Returned (Initial)