

Hiring of Kingaroy Town Hall

This factsheet provides information about the hiring the Kingaroy Town Hall.

Where is the hall located?

Kingaroy Town Hall is located on Glendon Street Kingaroy.

What is the venue capacity?

- main hall -seating capacity approximately 350 people;
- reception room and bar - seating capacity approximately 80 people;
- outside BBQ area – seating capacity approximately 80 people;
- Forecourt – seating capacity approximately 200 people.

What is available at the venue?

Kingaroy Town Hall has a main area, reception room, BBQ area, forecourt, KTP shared space, and commercial kitchen available for hire. Other features include:

- on-site parking rear and on street parking at the front of venue;
- disabled access to all areas of the venue;
- chairs and tables;
- public amenities;
- cutlery and crockery to cater up to 400 people;
- bar;
- main area has stage with sound system,
- reception area has a projector, screen, and is airconditioned.

How do I book the hall?

The Kingaroy Town Hall can be booked through a Council Customer Service Centres. Customers must complete a [Council Premises Hire Application](#). Customers will receive a copy of the Council Premises – Conditions of Hire information package which outlines the obligations the hirer has when hiring a Council Hall.

What are the hire fees?

Council Customer Service officers will inform the hirer of fees and charges when a booking is made. Payment of hall hire bookings are to be paid four (4) weeks prior to the date of the booking. Failure to pay fees four (4) weeks in advance may result in the booking being cancelled. Bookings made with less than two (2) weeks' notice must pay the hire fees at the time of the booking.

Is there a security/cleaning bond required?

Yes. A security/cleaning bond is required to be paid by the hirer at the time of the booking, unless otherwise exempt. Security/cleaning bonds are in place in case there is any damage to the premises and/or fittings and furniture during the event and for any cleaning council may have to arrange resulting from the hirers use of the hall.

How do I cancel a booking?

Cancellations can be made by contacting Council's Customer Service Centre.

A full refund will be made on fully paid hire fees that are cancelled greater than seven (7) days prior to the booking. A refund of fully paid hire fees that are cancelled seven (7) days or less prior to the booking may incur penalties.

Further Information?

If you require further information in booking of halls, lodging a hire application, or would like to speak with a Council officer, contact Council via one of the following methods:

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
(07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visiting one of the Customer Service Centres.