



Richmond Shire Council

PO Box 18, Richmond QLD 4822
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Office Use Only	
Received by:	
Bond Application:	<input type="checkbox"/>

Community In-Kind Assistance Program Application

If you have any specific enquiries regarding fees or how to complete this form, please contact Administration. Please complete this application in BLOCK LETTERS and tick boxes where applicable. Enter "N/A" if the question does not apply. Complete all sections unless otherwise stated.

The Richmond Shire Council provides extensive sponsorship through in-kind support to community groups and sporting clubs. Council provides organisational resources including labour, facilities, plant and other equipment by way of Sponsorship as in-kind support.

Advanced notice is required as Council cannot guarantee supply on demand. Bond and Conditions of Hire are required to complete this application. (Subject to availability)

Please allow 10 days for processing of this sponsorship request. Any period less than 10 days will incur a late fee of \$270.00.

Applicant Details	Full Name(s) of Applicant:					
	Business Name:				Your Ref:	
	Contact Name:		Position Title:			
	Street Address:					
	Postal Address:					
	Phone:		Fax:			
	Mobile Phone:		A/H Phone:			
	ACN or ABN :					
	Registered for GST:	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
	Email Address:					

Hire Period	Hire Dates:	Hire Start Date:	Hire End Date:
	Hire Times:	Hire Start Time:	Hire End Time:
	Hire Purpose/Event		

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PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Requesting		✓	<i>Comments</i>
	Facility	<input type="checkbox"/>	
	Civic Centre <input type="checkbox"/> Supper Room <input type="checkbox"/> Library <input type="checkbox"/> Rodeo Grounds <input type="checkbox"/>		Racecourse <input type="checkbox"/> Sports Oval <input type="checkbox"/> Gazebo <input type="checkbox"/> Lake Fred Tritton <input type="checkbox"/>
	Equipment/Plant	<input type="checkbox"/>	
	Earthworks, Signage, Lawn and Garden Maintenance	<input type="checkbox"/>	
	Road Closures (Specify Roads)	<input type="checkbox"/>	
	Erection of Marquees, Street Banners, Bollards	<input type="checkbox"/>	
	Rubbish Bins	<input type="checkbox"/>	
	Provision and delivery of sand, gravel, concrete etc	<input type="checkbox"/>	
	Bus Hire (Available weekends only–Sealed Roads Only)	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	

Signature of Applicant	I,, certify that the above information and the information on the attachments, to the best of my knowledge, is correct. Signature: Date:
<i>Complete if more than one Applicant.</i>	I,, certify that the above information and the information on the attachments, to the best of my knowledge, is correct. Signature: Date:

Driver Details: (Bus Hire)	Copy of operator's license and driver authority are required with application. A driver authorisation is needed when the driver is providing a public passenger service. Copy Attached <input type="checkbox"/>
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Approval (Office Use Only)	<input type="checkbox"/> Approved <input type="checkbox"/> Declined – Please state reason:	J/C : Director Signature: Date:.....
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