



Richmond Shire Council

PO Box 18, Richmond QLD 4822
65 Goldring Street, Richmond QLD 4822

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Email: enquiries@richmond.qld.gov.au
Website: <https://www.richmond.qld.gov.au/>

Office Use Only	
Received by:	
Venue & Equipment Hire	<input type="checkbox"/>
Bond only Hire Items	<input type="checkbox"/>

Bond 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. **Please Note: In all instances the Bond Application is to be paid upfront to secure a booking.**

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:				

Details of Hire	Facility Hire <input type="checkbox"/>	Equipment Hire <input type="checkbox"/>	\$300.00	
	Bus <input type="checkbox"/>		\$500.00	
	Other	Item:	Fees & Charges	<input type="checkbox"/> Fee: \$
Hire Period	Hire Purpose/Event:			
	Hire Start Date: __/__/__		Hire End Date: __/__/__	
	Hire Start Time: __: __ AM/PM		Hire End Time: __: __ AM/PM	

Approval (Office Use Only)	<input type="checkbox"/> Approved	CEO/ Director Signature:
	<input type="checkbox"/> Declined – Please state reason:
	Date:

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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.

Facilities & Equipment Hire Conditions Agreement

CONDITIONS OF HIRE

1. An application to hire Council facilities and equipment must be submitted at least 14 days prior to the event. Council reserves the right to accept or deny any applications.
2. A confirmation email or phone call will be made by one of our Administration staff notifying the applicant of the outcome within 3 business days upon receiving the application.
3. A bond payment **must** be paid prior to the applicant's event. No exceptions.
4. **Council Administration Staff will arrange an inspection of the facilities and equipment prior to and after your event to ensure that all is in order.**
5. All non-council hired equipment needs to be return to external caterers including catering.
6. Council will not be held liable for loss or damage sustained by the hirer.
7. Failure to comply with any of the conditions or damage to any of Council's property will result in forfeiture of the part or full bond amount.

EQUIPMENT

1. All equipment must be left in the condition they were picked up in or fees may apply.
2. All equipment must be collected and returned by the hiring body with a time that suits Council staff. Delivery is not included. No exceptions.

FACILITIES

1. **All keys must be collected from the Council office between 8:20am – 5pm Monday – Friday. Keys must be collected the same day as your event and brought back the same day the event ends. Exceptions are weekend hire and events starting/finishing outside of Council work hours.**
2. The hirer is responsible for setting up and clearing away all equipment to its original location.
3. A liquor license may be required if you intend to sell alcohol. You should check with the local police station for further information and ask them for an application form. Council may need to sign your application.
4. If using the bar area and cold room of the Civic Centre please do not remove any stock that is stored by other clubs or organisations.
5. All rubbish is to be placed in the wheelie bins and put out for collection on the kerb.
6. Floors must be swept and mopped after your event. Supplied by Council.
7. All other cleaning products must be supplied by the hirer. Bond will not be refunded if facility or equipment are not cleaned to a satisfactory manner.

HIRER'S FIRE AND SAFETY OBLIGATIONS

The Hirer of a Council owned building/facility has obligations in relation to fire and other incidents regarding safety. Therefore the Hirer must read, acknowledge and inform all attendees of the contents and directions given on the Evacuation Plan & Diagram located within the building/facility, at the commencement of the hire, ensuring all attendees are aware of the evacuation exits and assembly areas.

In the event of a fire or other incident which requires the building/facility to be evacuated, the Hirer must:

1. Call 000 and report the fire, even if there is any doubt regarding whether there is a fire.
2. Direct all attendees to evacuate the building/facility via the emergency exits and gather at the assembly area/s immediately.
3. If safe to do so, check all rooms and other areas to ensure all attendees have left the building. The Hirer must ensure any special needs or elderly persons are given assistance to leave the building/facility.
4. Ensure ALL attendees have gathered at the assembly area/s.
5. Ensure that no person, including the hirer, re-enters the building after being evacuated.
6. Meet the Fire Service on arrival and provide all relevant information to the emergency, particularly details of any attendees not accounted for

The Hirer must note that the building/facility can only be re-entered once declared safe by the Fire Services.

All incidents must be reported to Council as soon as possible following the event.

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Declaration	I agree to Richmond Shire Council holding my bond until after the event has been held, and to forfeit all/part of the bond if the Council facilities/equipment are damaged/need cleaning at the conclusion of the event: - 1. That the information provided above is correct in every detail; and 2. That I have read the document titled Council Facilities – Terms and Conditions of Hire and accept all of the conditions associated with the hire of the facility as noted in this document.
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:

Bond Payment	Bond Received by:									
Payment Options	Cheque Enclosed:	<input type="checkbox"/>	Credit Card - Visa	<input type="checkbox"/>	Cash	<input type="checkbox"/>	EFT	<input type="checkbox"/>	TOTAL	\$
Name on Credit Card:										
Credit Card Number:										
Expiry:			/							
Card Holders:	Signature:					Over the phone <input type="checkbox"/>				
Bond Return Options:	Richmond Shire Council accept bond payment of credit card details, cash or cheque to hold in our safe until after your event.									

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