



# Richmond Shire Council

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

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

Office Use Only	
Received by:	
Bond Application:	<input type="checkbox"/>

## Venue & Equipment Hire

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.

**IN ALL INSTANCES THE BOND APPLICATION IS TO BE PAID UPFRONT TO SECURE A BOOKING.**

Applicant Details	Full Name(s) of Applicant:	
	Business / Committee Name:	
	Contact Name:	Position Title:
	Street Address:	
	Postal Address:	
	Phone:	Fax:
	Mobile Phone:	A/H Phone:
	Email Address:	

Details of Hire	Facility	Fee	✓	Equipment	Fee	Qty
	<b>Civic Centre*</b>			Tables	\$12.20/day	
	Full Day	\$350.00	<input type="checkbox"/>	Chairs	\$0.65/day	
	Half Day	\$175.00	<input type="checkbox"/>	Bain Marie	\$102.00/day	
	<b>Supper Room**</b>			Urn	\$6.60/day	
	Per Event	\$173.00	<input type="checkbox"/>	Pie Warmer	\$45.00/day	
	<b>Library</b>			PA system	\$86.00/day	
	Per Event	\$65.00	<input type="checkbox"/>			
	<b>Items provided must be collected by the hiring body. Delivery is not included.</b>					
	<b>*INCLUDES CHAIRS, TABLES, URN, COLD ROOM, KITCHEN AND SUPPER ROOM.</b>					
	<b>**INCLUDES CHAIRS, RECTANGLE TABLES, URN, BAIN MARIE &amp; PIE WARMER.</b>					
	<b>Private Functions</b>			<b>Fee</b>		<b>✓</b>
		Racecourse		\$325.00		<input type="checkbox"/>
		Sports Oval		\$325.00		<input type="checkbox"/>
		Gazebo		\$170.00		<input type="checkbox"/>
		Lake Fred Tritton		\$325.00		<input type="checkbox"/>
		Rodeo Grounds (Circus/Shows)		\$347.00		<input type="checkbox"/>
	Other (specify) :			Fees & Charges		<input type="checkbox"/>

### 7. Venue & Equipment Hire

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.

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

<b>Declaration</b>	<p>I apply for an approval to hire the above Council Facility/ies or Equipment and declare as follows :-</p> <ol style="list-style-type: none"> <li>1. That the information provided above is correct in every detail; and</li> <li>2. That I have read the Facilities &amp; Equipment Hire Conditions Agreement and accept all of the conditions associated with the hire.</li> </ol> <p>Applicant's Signature: ..... Date: .....</p> <p>I, the applicant have read the Facilities &amp; Equipment Hire Conditions Agreement and accept my responsibility as the hirer. I understand that I must adhere to the Council's requirements in order to receive the full amount of my bond.</p> <p>Applicant's Signature: ..... Date: .....</p>
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<b>Approval (Office Use Only)</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Declined – Please state reason:.....
	<p>CEO/ Director Signature: .....</p> <p>Date: .....</p>

<b>Office Use Booking Confirmation</b>	Book facility/equipment into calendar, attached scanned copy of signed applications.	<input type="checkbox"/>
	Taken by :	Date :
	Method of Payment for Bond:	Cheque <input type="checkbox"/> Card Details <input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/>
	Confirmations to Hirer Sent :	In Person <input type="checkbox"/> Email <input type="checkbox"/>

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