



RICHMOND SHIRE COUNCIL
Facilities & Equipment Hire Conditions Agreement

CONDITIONS OF HIRE

1. An application to hire Council facilities and equipment must be submitted at least 7 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 Shire Hall 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

DECLARATION

I, the applicant have read the Conditions agreement and accept my responsibility as the hirer. I understand I must adhere to the Council's requirements in order to receive the full amount of my bond.

Applicant's Name:

Applicant's Signature:

Date: