



RICHMOND SHIRE COUNCIL EQUIPMENT HIRE FORM

APPLICANT DETAILS

Full Name	
Company/ Committee	
Postal Address	
Contact Details	
Email	

DETAILS OF HIRE

Equipment	Comments	
Tables	\$11.00 Ea	<input type="checkbox"/>
Chairs	\$0.60 Ea	<input type="checkbox"/>
Bain Marie	\$40.00 Ea	<input type="checkbox"/>
Video/Data Projector	\$100.00	<input type="checkbox"/>
Urn	\$6.00	<input type="checkbox"/>
Other		<input type="checkbox"/>
Hire Dates	Hire Start Date:	Hire End Date:
Hire Times	Hire Start Time:	Hire End Time:
Hire Purpose		

DECLARATION

I apply for an approval to hire the above selected Council Equipment and declare as follows : -

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.

Applicant's Signature: Date:

OFFICE USE ONLY

APPROVAL

<input type="checkbox"/> Hire & Bond Application completed
<input type="checkbox"/> Council Facility – Terms and Conditions of Hire
<input type="checkbox"/> APPROVED
<input type="checkbox"/> DECLINED – Please state reasons
CEO/Manager Signature: Date:

Items provided must be collected by the hiring body. Delivery is not included.

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