



**RICHMOND SHIRE COUNCIL FACILITY HIRE FORM**

**APPLICANT DETAILS**

<b>Full Name</b>	
<b>Company/ Committee</b>	
<b>Postal Address</b>	
<b>Contact Details</b>	
<b>Email</b>	

**DETAILS OF HIRE**

<b>Hire Facility</b>	<b>Comments</b>
Hall & Supper Room (as stated in fees & charges)	<input type="checkbox"/>
Supper Room \$155 Per Day	<input type="checkbox"/>
Racecourse \$290 Per Day	<input type="checkbox"/>
Sports Oval \$290 Per Day	<input type="checkbox"/>
Lake \$290 Per Day	<input type="checkbox"/>
Gazebo \$150 Per Day	<input type="checkbox"/>
Other	<input type="checkbox"/>
<b>Hire Dates</b>	Hire Start Date: Hire End Date:
<b>Hire Times</b>	Hire Start Time: Hire End Time:
<b>Hire Purpose</b>	

**DECLARATION**

I apply for an approval to hire the above selected Council Facility/ies 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: .....