



## Animal Control Hire Form and Bond

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.**

<b>Full Name</b>		
<b>Business/ Committee Name</b>		
<b>Contact Name</b>		
<b>Position Title</b>		
<b>Street Address</b>		
<b>Postal Address</b>		
<b>Phone Contact Number</b>		
<b>Email Address</b>		
<b>ACN or ABN</b>		
<b>Registered for GST</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

Details of Hire			
Type	Fee	✓	Bond
<b>Barking Collar</b>	<b>\$45.00</b> ( per fortnight)	<input type="checkbox"/>	<b>\$150.00</b>
<b>Cat Trap</b>	<b>\$45.00</b> ( per fortnight)	<input type="checkbox"/>	<b>\$140.00</b>
<b>Dog Trap</b>	<b>\$45.00</b> ( per fortnight)	<input type="checkbox"/>	<b>\$200.00</b>

Hire Period	
<b>Hire Start Date</b>	
<b>Hire End Date</b>	

**Conditions**

1. An application to hire Council equipment must be submitted in writing. 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 hire period commencing. No exception.
4. Council Locals Laws Officer will arrange an inspection of the equipment prior to and after your event to ensure that all is in order.
5. Council will not be held liable for loss or damage sustained by the hirer.
6. 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.
7. All equipment must be left in the condition they were picked up in or the bond will be forfeited.
8. All equipment must be collected and returned by the hiring body during Council business hours.

**Declaration**

I apply for an approval to hire the above Council Facility

1. That the information provided above is correct in every detail; and
2. That I have read Conditions and accept.

<b>Applicant Signature</b>	
<b>Date</b>	

**Bond Payment Details on next page**





**Approval**

Approved	<input type="checkbox"/>
Declined	<input type="checkbox"/>
Please state reason	
<b>CEO/Director Signature</b>	
<b>Date</b>	

Booking Confirmation	
Book facility into calendar	
Book equipment into calendar	
Attach scanned copy of signed applications	
Booked by	
Date	
Method of Payment	Cheque <input type="checkbox"/> Card Details <input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/>
Confirmation to applicant sent	In person <input type="checkbox"/> Email <input type="checkbox"/>

Bond Payment Details		Amount	\$
Cheque enclosed <input type="checkbox"/>	Credit Card – Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	
Name on Card			
Credit Card Number			
Expiry	/		CVN
Card Holder Signature			

OFFICE ONLY	
Received by	
Date received	
Bond Application	

-  PO BOX 18, Richmond QLD 4822
-  65 Goldring Street, Richmond QLD 4822
-  (07) 4719 3377
-  [enquiries@richmond.qld.gov.au](mailto:enquiries@richmond.qld.gov.au)

Animal Control and Bond  
 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.