Bond Application

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.

Please Note: In all instances the Bond Application is to be paid upfront to secure a booking.

Full Name(s) Applicant		
Business Name		
Contact Name		
Position Title		
Street Address		
Postal Address		
Phone Contact Number		
Email Address		
ACN or ABN		
Registered for GST	**YES** ☐	**NO** ☐

Details of Hire					✓
Facility Hire	**$300.00**				☐
Equipment Hire	**$300.00**				☐
Bus	**$500.00**				☐
Other	**Item**		**Fees & Charges**	**$**	☐

Hire Period	
Hire Date/s	
Hire Start Time	
Hire End Time	

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Hire Purpose/Event	

FACILITIES & EQUIPMENT HIRE CONDITIONS AGREEMENT

CONDITIONS OF HIRE

1. An application to hire Council facilities and equipment must be submitted at least 14 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. After hours lock box is also located at the front of the Council building.**
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 liquor licencing terms and apply for Council to endorse the application upon liquor licensing contacting us.
4. If using the bar area and cold room of the Civic Centre, 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. Bond will not be refunded if facility or equipment are not cleaned to a satisfactory manner.

HIRER'S FIRE AND SAFETY OBLIGATIONS

The Hirer of a Council owned building/facility has obligations in relation to fire and other incidents regarding safety. Therefore the Hirer must read, acknowledge and inform all attendees of the contents and directions given on the Evacuation Plan & Diagram located within the building/facility, at the commencement of the hire, ensuring all attendees are aware of the evacuation exits and assembly areas.

In the event of a fire or other incident which requires the building/facility to be evacuated, the Hirer must:

1. Call 000 and report the fire, even if there is there is any doubt regarding whether there is a fire.
2. Direct all attendees to evacuate the building/facility via the emergency exits and gather at the assembly area/s immediately.
3. If safe to do so, check all rooms and other areas to ensure all attendees have left the building. The Hirer must ensure any special needs or elderly persons are given assistance to leave the building/facility.
4. Ensure ALL attendees have gathered at the assembly area/s.
5. Ensure that no person, including the hirer, re-enters the building after being evacuated.

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6. Meet the Fire Service on arrival and provide all relevant information to the emergency, particularly details of any attendees not accounted for

The Hirer must note that the building/facility can only be re-entered once declared safe by the Fire Services.

All incidents must be reported to Council as soon as possible following the event.

Declaration	
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Applicant Signature	
Date	
Complete if more than one Applicant.	
I, _____, certify that the above information and the information on the attachments, to the best of my knowledge, is correct.	
Applicant Signature	
Date	

<u>Bond Payment Details on next page</u>

OFFICE ONLY	
Received by	
Date received	
Venue & Equipment Hire	☐
Bond Only Hire Items	☐

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Bond Payment Details	**Amount**	**$**
Cheque enclosed ☐	Credit Card – Visa ☐	Mastercard ☐
Name on Card		
Credit Card Number		
Expiry	**/**	**CVN**
Card Holder Signature		

PO BOX 18, Richmond QLD 4822

65 Goldring Street, Richmond QLD 4822

(07) 4719 3377

enquiries@richmond.qld.gov.au

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