Application for Venue and Equipment Hire

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.

Full Name		
Business/ Committee 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			
Civic Centre**	**Full Day $375.00** ☐	**Half Day $185.00** ☐	
Supper Room*** (per event)		**$190.00**	☐
Library		**$72.00**	☐
Equipment*			
Tables		**$13.50/day**	☐
Chairs		**$0.70/day**	☐
Bain Marie		**$110.00/day**	☐
Urn		**$7.40/day**	☐
Pie Warmer		**$50.00/day**	☐
PA System		**$94.00/day**	☐

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NOTES		
***Items provided must be collected by the hiring body. Delivery is not included**		
****INCLUDES CHAIRS, TABLES, URN, COLD ROOM, KITCHEN AND SUPPER ROOM.**		
*****INCLUDES CHAIRS, RECTANGLE TABLES, URN, BAIN MARIE & PIE WARMER.**		
Private Functions		
Racecourse	**$375.00**	☐
Sports Oval	**$375.00**	☐
Gazebo	**$190.00**	☐
Lake Fred Tritton	**$375.00**	☐
Rodeo Grounds	**$375.00**	☐
Other (specify):	**Fees & Charges**	☐

Hire Period	
Hire Start Date	
Hire End Date	
Hire Start Time	
Hire End Time	
Hire Purpose/Event	

Declaration	
I/we apply for an approval to hire the above Council Facility/ies or Equipment and declare as follows: - **1.** That the information provided above is correct in every detail; and **2.** That I have read the Facilities & Equipment Hire Conditions Agreement and accept all the conditions associated with the hire.	
Applicant Signature	
Date	
I, the applicant have read the Facilities & Equipment Hire Conditions Agreement and accept my responsibility as the hirer. I understand that I must adhere to the Council's requirements in order to receive the full amount of my bond.	
Applicant Signature	
Date	

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Approval	
Approved	☐
Declined	☐
Please state reason	
CEO/Director Signature	
Date	

Booking Confirmation	
Book facility into calendar	
Book equipment into calendar	
Attach scanned copy of signed applications	
Booked by	
Date	
Method of Payment	Cheque ☐ Card Details ☐ Cash ☐ EFT ☐
Confirmation to applicant sent	In person ☐ Email ☐

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

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