



HINCHINBROOK
SHIRE COUNCIL

HIRE OF FACILITIES EQUIPMENT APPLICATION FORM

PO Box 366, Ingham, QLD, 4850

Phone: 07 4776 4600 FAX: 07 4776 3233

Email: council@hinchinbrook.qld.gov.au

Please use BLOCK LETTERS and complete all details in full.	<i>Privacy Statement Hinchinbrook Shire Council is collecting your personal information in accordance with Local Government Act 2009. The information will only be used by authorised officers for the purpose of verification and ensuring our record is accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required or allowed to by law.</i>	
Section 1 – Applicant(s) Details		
Name of person or Organisation		
Primary Contact Person		
Postal Address:		
Phone:	Phone Number: (H)	Phone Number: (M)
Email:		
Section 2 – Hire Details		
Period of Hire:	From:	To:
The Event date/s being:		
Event being held:		
Section 3 – Security Bonds		
Bonds <i>please tick applicable</i>	<input type="checkbox"/> Bond for Community Wheelie Bins.....\$350.00 Quantity Required: <input type="checkbox"/> Bond for Temporary Grand Stands (Curly Bells).....\$350.00 Quantity Required: <input type="checkbox"/> Bond for Temporary Power Boxes.....\$350.00 Quantity Required: <i>An Electronic Funds Transfer Application form (Annexure B) is required to be filled out and returned at the time of booking to ensure the security bond is refunded in a timely manner.</i>	
FOR OFFICE USE ONLY	Bond Invoice:	Amount:
	Confirmation Letter Sent:	<input type="checkbox"/> Yes
	Invoice/s Paid:	<input type="checkbox"/> No
	After-use Check:	<input type="checkbox"/> Yes
	Bond to be Refunded?	<input type="checkbox"/> No
	If no, please explain why	

ANNEXURE 'A'

CONDITIONS OF HIRE

Council has six (6) temporary power boxes, (8) temporary grandstands and forty (40) community wheelie bins. Such equipment is available for hire to non-profit and community groups to use free of charge, however, a refundable bond is payable on confirmation of booking.

1. The event organiser must liaise with Council's Facilities Officer/s (contact details below) and lodge a completed *Hire of Facilities Equipment Application Form* to reserve the equipment required. Reservations will be placed in order of the receipt of request made to Council's Facilities Officer/s;
2. Equipment is to be covered by the hirer's public liability insurance, with a certificate of currency provided prior to collection;
3. The hirer must contact Council to arrange a time for equipment to be collected and returned to the designated storage location, with an after-use check completed upon return;
4. The hirer is responsible for the safe transportation of equipment to and from Council's storage location;
5. The bond will only be returned to the hirer when the equipment is returned undamaged and in the same condition as when it was hired.
6. In addition to the abovementioned terms and conditions, the following conditions apply for specific equipment available for use.

Community Wheelie Bins

1. After the event the bins are to be emptied by the user;
2. The bins are to be THOROUGHLY cleaned prior to returning them to Council.

Temporary Grandstand Seating (Curly Bells)

1. It is required that the forklift slippers and/or anchor points (marked in pink paint) are to be used for the safe transportation of the Grandstand Seating.

Temporary Power Boxes

1. A qualified electrician is required to install the power boxes;
2. Power boxes are to be chained to a permanent structure for security purposes (chain and locks shall be provided by Council).

ANNEXURE 'B'
ELECTRONIC FUNDS TRANSFER FORM

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<p>Section 1 – Applicant(s) Details</p>			
Account Name:			
Bank Name:			
Bank Address:			
Bank BSB Number:			
Bank Account Number:			
<p>Section 2 – Hire Details</p>			
Hired in the Name of:			
Date of Hire:		Goods/Venue Hired:	
Contact Phone Number:			
Contact Person:			
Email Address for Remittance:			
<p>Section 3</p>			
	<p>All information will be held in the strictest confidence</p> <p><u>Conditions of Direct Credit</u></p> <ol style="list-style-type: none"> Hinchinbrook Shire Council (HSC) is under no obligation to verify the above bank account details and any changes in the above particulars must be notified to HSC in writing. Payment will be deemed to have been made when HSC has instructed its bank to credit the above account. HSC will not be responsible for any delays in payment or errors due to factors outside the reasonable control of HSC. HSC reserves the right at any time to terminate or suspend this direct credit payment system and to pay by cheque or in any other manner which HSC may determine from time to time. The vendor agrees to repay HSC on demand any payments credited to the vendor in error and HSC reserves the right to set off the amount of any overpayment made in error against future debt or liability owing by HSC to the vendor. 		
<p>Section 4</p>			
	<p>I/We apply to have our payment paid by way of Direct Credit, to the account shown above, for the bond refund from the Hinchinbrook Shire Council and accept the above Conditions pertaining to this service.</p> <p>.....</p> <p style="text-align: center;">Authorised Signature</p> <p style="text-align: right;">.....</p> <p style="text-align: right;">Name of Authorised Person</p> <p>Please return completed form to:</p> <p style="text-align: right;">Accounts Payable Officer Hinchinbrook Shire Council PO Box 366 Ingham Qld 4850 Phone No: (07) 4776 4643 Fax No: (07) 4776 3233 or email accounts@hinchinbrook.qld.gov.au</p>		