



All customers wanting to hire equipment from the Longreach Regional council are required to complete this application form.

PLEASE NOTE: All damages or breakages to any equipment shall be paid for at full replacement cost plus administration charge of 10%. Room hire charges include the use of existing crockery and cutlery, glassware, chairs and tables.

PLEASE NOTE: With all Longreach Regional Council Equipment Hiring the COVID-19 Public Health Rules apply: Hand Hygiene along with Respiratory Hygiene is to be applied. Longreach Regional Council cleaning staff clean and disinfect the equipment as per COVID -19 recommendations Queensland Health PN12613 WH&S.

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf

Application is for:

<input type="checkbox"/> This is a New Booking	<input type="checkbox"/> Internal Job Cost #: _____	<input type="checkbox"/> Bond Deposit: Yes / No
<input type="checkbox"/> This is an Amendment to an Existing Booking	<input type="checkbox"/> Doc ID #: _____	<input type="checkbox"/> Bond Receipt #: _____
<input type="checkbox"/> Corporate & Government Organisations	<input type="checkbox"/> Invoice #: _____	<input type="checkbox"/> Bond Refund: _____
<input type="checkbox"/> Longreach Regional Residents, Clubs & Associations		

Application Details:

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify): _____			
Contact Name:			
Company / Association:			
Postal Address:			
Locality / Suburb:		State:	Postcode:
Contact Phone / Mobile :		Contact Fax:	
Email Address:			

Booking Details:

Event / Function Name:			
Date/s of set up (if required)	Time In:	Date/s of Function:	Time In:
	Time Out:		Time Out:

Technical Equipment: (Please tick all boxes that apply)

<input type="checkbox"/> PA System (Per Day)	<input type="checkbox"/> Lectern
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Miscellaneous Equipment: (Please tick all boxes that apply)

<input type="checkbox"/> Wheelie Bins Qty: _____	<input type="checkbox"/> Portable Stage 2m x1m carpeted x 1 piece (per day) Qty: _____	<input type="checkbox"/> Portable Stage 2m x1m carpeted x 6 pieces (per day) Qty: _____
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Catering Equipment:

All Cutlery, Crockery & Glassware is available for hire. Preference is to be given to hiring of Catering Equipment in conjunction with hall hiring. All Catering Equipment are hired in sets of 10.

<input type="checkbox"/> Dinner Plates – White (400 avail.) Qty: _____	<input type="checkbox"/> Entrée Plates – White (400 avail.) Qty: _____
<input type="checkbox"/> Side Plates – White (400 avail.) Qty: _____	<input type="checkbox"/> Soup Bowls – Large (600 avail.) Qty: _____
<input type="checkbox"/> Tea / Coffee Mugs (400 avail.) Qty: _____	<input type="checkbox"/> Tea Cups & Saucers (400 avail.) Qty: _____
<input type="checkbox"/> Saucers (400 avail.) Qty: _____	<input type="checkbox"/> Sugar Bowls with Lids (10 avail.) Qty: _____
<input type="checkbox"/> Milk Jugs – Small (20 avail.) Qty: _____	<input type="checkbox"/> Salt & Pepper Shaker – Glass Qty: _____
<input type="checkbox"/> 200ml Glasses Qty: _____	<input type="checkbox"/> 200ml Wine Glasses Qty: _____



Cutlery Equipment:

<input type="checkbox"/> Knives (400 avail.)	Qty: _____	<input type="checkbox"/> Forks (400 avail.)	Qty: _____
<input type="checkbox"/> Dessert/Entrée Forks (400 avail.)	Qty: _____	<input type="checkbox"/> Dessert Knife (400 avail)	Qty: _____
<input type="checkbox"/> Soup Spoons (400 avail.)	Qty: _____	<input type="checkbox"/> Dessert Spoons (400 avail.)	Qty: _____
<input type="checkbox"/> Teaspoons (400 avail.)	Qty: _____		

Portable Yard Hire:

Portable Yards (per panel) Qty: _____

Chair & Table Hire:

Blue Steel Chairs Qty: _____ Plastic Rectangle Tables (per day) Qty: _____

Delivery of Chairs & Tables (*Private Works Agreement-Applicant will be Invoiced*)

Gazebo Hire:

3m x 3m 3m x 4.5m 3m x 6m

Refundable Bond / Security Deposits:

All hire deposits are to be paid for at time of collection. This can be paid either by cheque, or cash made payable to the Longreach Regional Council. Keys are to be collected from the Longreach Regional Council Office located at 96A Eagle Street. All deposits are refundable in a cheque or can be carried over to pay for equipment hire.

\$25.63 Table Deposit – All Hirers that require table hire are required to lodge a bond for each table.

\$200 Gazebo Deposit – All Hirers that require gazebo hire are required to lodge a bond for each gazebo

I Do Do Not give permission for the Longreach Regional Council to take the fee for Equipment Hire / Facility Hire out of the Refundable Bond paid to Council.

Signature:	Applicant Name:	Date:
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Indemnity:

I / we agree to the foregoing conditions of hire inclusive and certify that the information provided is true and correct to the best of my knowledge and hereby indemnify Longreach Regional Council against any claim whatsoever arising from my / our use of the facilities outlined above.

Signature:	Applicant Name:	Date:
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Privacy Statement:

The information collected in this form will be used by Council for lawful purpose directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*) or as required by Queensland State Government. The information collected may be retained as required by the *Public Records Act 2002*.