

Application: Sustainable Event Equipment Hire

You MUST complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

Note: this application form is for the hire of equipment to assist with the operation of a sustainable event. This form is not an application for the event. If the event/activity requires a local laws approval, the applicable form must be completed and lodged.

There is limited equipment available, and hire will be offered according to availability.

1. REQUESTED EQUIPMENT/SERVICE

- Free Waste Assessment of the event (no cost)
- Portable water bottle refill station (no cost)
- Portable drinking fountain (no cost)
- Recycling bins for the event (no cost if utilised correctly)

2. EVENT TYPE

- Community Event School Event
- Social Event Private Event
- Corporate Event Other:

Name of Event:

3. APPLICANT DETAILS

Note: The applicant is the person who will take possession or control of the hired goods and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant: DOB (if person):

Postal Address: ABN:

Telephone: W: M: Email:

Contact for Application: M:

4. EVENT DETAILS

Event Location:

Dates and Times of Event:

Set Up Date and Time: Pack-Up Date and Time:

Event Description:

Approx. how many people will attend?

Preferred collection date and time	Preferred return date and time
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OFFICE USE

Actioned by:	Date:	CRM:
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5. DECLARATION

To the Chief Executive Officer, Douglas Shire Council

I / We make this application to hire equipment as outlined in this application form and declare that the information provided by me in this application is true and correct, and agree to comply with all requirements and conditions as approved. If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

Print Name:

Signature:

Dated:

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy

6. CONDITIONS

Conditions for water stations:

1. The hirer must attend a short demonstration on how the unit works; including set up and pack up to ensure this is done safely and to limit the possibility of damage to the unit;
2. Lifting of the refill station into a vehicle must involve putting one end of the station on the boot then lifting the other end safely to slide in, and the reverse when removing from the vehicle;
3. The station must be set up in close proximity to a tap and out of the sun. If the hose or unit is in the sun the water coming out could be hot.
4. The hose must not be a tripping hazard, this can be avoided by the unit being placed next to a tap or having control measures in place to prevent passers-by tripping over it.
5. The station must be cleaned before and after the event, and may require cleaning during the event depending on the length of time it is set up
6. The hirer must ensure the security of the unit and all fittings. Any loss or damage to the unit will be at the expense of the hirer.

Conditions for recycling bins

7. Recycling bins may be available for events occurring at a Council facility or on Council controlled land.
 8. A short waste assessment must be undertaken by a Resource Management Officer to determine whether recycling bins are suitable for the event. If deemed suitable, recycling bins will be delivered free of charge.
 9. Recycling bins will be delivered and removed from the venue by Council's Waste Collection Contractor.
 10. Only recyclable material as per Council's acceptance criteria may be placed in recycling bins. Accepted items can be detailed by the Resource Management Officer at the time of the event if required, through email, on the phone or by a demonstration on site.
 11. Any recycling bins which are deemed contaminated by Council's Waste Collection Contractor at the time of servicing will be emptied by the waste truck. In this event, the hirer will be liable for a return service per bin in accordance with Council's Fees and Charges Schedule.
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