



ST GEORGE BOLLON DIRRANBANDI THALLON MUNGINDI NINDIGULLY HEBEL

Fee Waiver Request Form

Requests up to \$1,000: This 'Fee Waiver Request Form' is to be completed when requesting to have fees waived up to the value of \$1,000. This will be determined by management decision from the Chief Executive Officer or delegate.

Requests over \$1,000: Please complete the 'Community Grants and Assistance Application'. This will be determined by Council in accordance with the provisions of the Community Grants and Assistance Policy.

Please Note: Even if hire fees and charges have been waived the relevant security deposit is still required and must be paid prior to the event, this will then be refunded to you on the last Friday of the month. Refer to Conditions of Hire for more information.

Privacy Notice: Balonne Shire Council is collecting the information you supply on this form for the purpose of considering your request to waive hire fees and charges. Information collected will only be used to consider your waiver request.

Lodgement Details

Note: Applications must be received no later than 5.00 pm on the closing date.

Please forward the completed Application Form and all supporting documentation to Council via Post, Email or in Person.

Post to:
PO BOX 201
St George QLD 4487

Deliver to:
112-118 Victoria Street,
St George QLD 4487

Queries:
Email: cdo@balonne.qld.gov.au
Call: 07 4620 8888

Section 1: Event Details

Event Name:

Location:

Strat Date of event:

Estimated Value Requested:

Brief Description of The Event:

(E.g., details of project, activity, donation, facility hire and/or venue):

Describe the economic and/or social benefit to the Balonne Shire:



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Section 2: Requesting Organisations Details

Contact Name:			
Organisation Name:			
Postal Address:			
Suburb:	State:	Postcode:	
Phone:	Email:		

Is your organisation not for profit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organisation have its own public liability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you applied for other funding through the Community Assistance and Grants Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you applied for a fee waiver in the last 12 months?	<input type="checkbox"/> Yes Events Name: _____ <input type="checkbox"/> No

Section 3: Signatures and Declaration (2 signatures are required from executive members)

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

Title within organisation:	Title within organisation:
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____



Supporting Documents *(Please attach any of the below supporting documents if relevant)*

- Facility booking form, fully completed, and signed
- Copy of Public Liability Insurance
- Copy of required permits/approvals

Office Use Only

Approval: Approval is hereby provided for the purpose of the above mentioned in accordance with the Community Grants and Assistance policy

Concessional Facility hire applicable _____%

- Yes No

Waiver Full Fee:

- Yes No

Doc ID:	Date Received:	Sent for Approval:	Receiving Officer:
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Chief Executive Officer Only

Form to be provided to the following where applicable:

- Reception – Hire of Facilities/ Fee Waiver Accounts –
- Payment of Refund
- VIC – Gift Basket