GLADSTONE REGIONAL COUNCIL

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Website www.gladstone.qld.gov.au

Office: .....
Date: ...../...../.....
Time: .....
Name: .....

Venue Hire Amendment Form

The Gladstone Regional Council is collecting your personal information on this form to process this request. The information will only be used by authorised council employees for the purposes of this request, or for the purpose of contacting you regarding any other Council business, and may be given to the Queensland Police Service or Council's Insurer if compliance with the Conditions of Venue Hire is not met. Some information may be provided to the nominated financial institution for the same purpose. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

1 Venue Location

Name of Venue

2 Hirer Details

Hirer Name
Individual or Group/Organisation/Association/Club Name

Contact Person Name

Contact Person Phone

Contact Person Address
Postal or Email Address

3 Amendment Details

Function Date

Amendments

4 Disclosure

In making this application, I confirm all information provided is true and correct.

Signature

Date

OFFICE USE ONLY	
Does this impact the fees applicable?	☐ Yes ☐ No
Does this impact the bond requirements?	☐ Yes ☐ No
Does this impact the Insurance requirements?	☐ Yes ☐ No
Does this impact booking specifics or other hirers?	☐ Yes ☐ No
CSO Notes	
Agreement Form ECM Doc Set ID	**Venue Parcel Key**
#	#
Lodgement Date	**Cashier Name**
/ /	