



## Fee Waiver Request Form

This form is to be completed when requesting to have fees waived up to the value of **\$1000.00**. When requesting over \$1000.00 please complete Community Grants and Assistance application form.

Request up to \$500 will be determined by a management decision from the Chief Executive Officer or delegate and requests over \$500 will be determined by Council in accordance with the provisions of the Community Grants and Assistance Policy

**Please Note:** Even if the hire fees and charges have been waived a security deposit will still be required and **must** be paid prior to the event, this will then be refunded to you on the first Friday of the follow month via cheque or direct deposit into your account – *Refer to conditions of hire.*

**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.

<b>EVENT NAME:</b>	
Location & Date Of Event:	
Estimated Value Requested? <small>Note: Requests up to \$500 - CEO approval, and over \$501 - Councillors Approval</small>	
ORGANISATION NAME:	
Postal Address:	
Contact Person:	
Contact Number:	
Email address:	
Is Your Organisation Not-For-Profit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Your Organisation Have Its Own Public Liability? <i>If Yes, Please Attach.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Brief Description Of Event: <i>E.g. details of project, activity, donation, event, facility hire and/or venue.</i>	
Describe The Economic and/or Social Benefit To Balonne Shire Council:	
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 Which event _____ <input type="checkbox"/> No

<input type="checkbox"/> 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:	
Signatures <i>(at least 2 signatures required)</i>	<i>President:</i>
	<i>Secretary :</i>
	<i>Treasurer :</i>
	<i>Other Title:</i>

Please attach any of the below supporting documents if your organisation provides:

- Application form fully completed and signed.
- Copy of Public Liability Form.
- Copy of required permits/ approvals.



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<p><b>OFFICE USE ONLY</b>  <b>Approval</b></p> <p><i>Approval is hereby provided for the purpose of the above mentioned in accordance with Class A of the Community Grants and Assistance Policy.</i></p>	<p>Concessional Hall Hire Applicable _____ %  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Waiver Full Fee:  <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p><b>CHIEF EXECUTIVE OFFICER ONLY</b></p> <p><i>Form to be provided to the following where applicable:</i></p>	<p><input type="checkbox"/> Reception – Hire of Facilities/ Fee Waiver  <input type="checkbox"/> Accounts – Payment of Refund  <input type="checkbox"/> VIC – Gift Basket</p>