

# LATROBE CITY PUBLIC TOILET CLEANING SERVICES



This form is to be completed by organisations requesting Council approval for the assistance in provision of additional toilet and barbecue cleaning.

The application must be submitted not less than **14 days** prior to the proposed event.

**NOTE: It is the event organiser's responsibility to clean up the area after an event. Any mess left will be cleaned by the City and charged to the event organising committee.**

Date of Application: \_\_\_\_\_

## EVENT DETAILS:

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ am / pm \_\_\_\_\_ am / pm

Organisation: \_\_\_\_\_

## CONTACT DETAILS (Event Manager):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (B/H) \_\_\_\_\_ (A/H) \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Event Description: \_\_\_\_\_

(If insufficient space please attach a sheet.)

\*Public toilet and barbecue facilities are cleaned on regular basis. The event will only be charged for cleans additional to these scheduled cleans.

## PUBLIC TOILET FACILITIES

Require access to the public toilets:

Location: \_\_\_\_\_

From: Date: \_\_\_\_\_ Time: \_\_\_\_\_ To: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of extra clean required: \$\_\_\_ per clean \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

OFFICE USE ONLY			
Date received: ___/___/___	Officer:		
Referred to: Latrobe Visitor Information Centre	Yes / No	Copied	Yes / No
City Strategy	Officer:		
City Relations	Officer:		
City Infrastructure	Officer:		
Date of response: ___/___/___	Verbal / Letter / Confirmation only		

Note: All litter Toilet and Sweeping requests to Rod Shield for action. Copy to Latrobe City's Waste Manager for account purposes.