

# Application for Hire of Equipment

Sporting & Cultural Centre

Official Use Only			
CM Check		Date	
Deposit Paid	\$	Fee Paid	\$
Date Paid		Date Paid	
Receipt No.		Receipt No.	
Officer		Officer	

*This application must be accompanied by the scheduled fee. All sections must be filled out.*

## 1. Hirer Details (The hirer is the person(s) who will be held responsible for ensuring conditions of hire are complied with)

Hirer Name(s): .....  
(Full Name of Person(s)Hiring Equipment)

Address: .....  
(Street Address)  
 .....  
(Town) (State) (Post Code)

Telephone: ..... Organisation: .....  
(Daytime Number) (Organisation or Group Hirer Represents)

## 2. Hire Details

Hire Date(s): ..... Hire Time(s): .....  
 .....  
 .....

### Equipment:

- Chairs - No. of - .....  Bain Marie  Sun Smart Marquee  
 Tables - No. of - .....  Urn  Other - Please state:  
 .....

### Location Where Equipment is to be Used

Event: .....  
(Name or Description of Event)

Address: .....  
(Street Address)  
 .....  
(Town) (State) (Post Code)

Special Requests or Instructions: .....  
 .....  
 .....

## 3. Agreement

I have read and understood the conditions of hire (detailed overleaf) and agree to abide by those conditions.

Hirer Signature(s) (1): ..... (2): ..... (3): .....  
 Date: .....

REFER TO CONDITIONS OVERLEAF

## **Conditions of Hire**

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- 1 *Booking of all equipment is to be undertaken through the Centre Manager (Phone: 6847 6670).*
  - 2 *The hire of the equipment is subject to the payment of the deposit and hire fee as listed in Council's schedule of fees.*
  - 3 *Bookings will not be confirmed until the deposit has been paid. Deposit must be paid within 3 days of initial booking with Centre Manager.*
  - 4 *A cancellation fee as listed in Council's schedule of fees will apply if booking cancelled within two (2) weeks of date of function.*
  - 5 *Booking dates and times are to be strictly adhered to. If any variation is required, contact should be made with the Centre Manager.*
  - 6 *It is the responsibility of the hirer to check the condition of the equipment for damage prior to being taken. Any existing damage to the equipment must be brought to the attention of the Centre Manager at this time.*
  - 7 *It is the responsibility of the hirer to ensure any person using the equipment whilst it is on hire does so in the manner in which the equipment is designed to be used.*
  - 8 *The equipment is to be used in a safe manner and reasonable precautions are to be made to prevent any damage to any of the equipment.*
  - 9 *All equipment must be returned in a clean condition.*
  - 10 *All equipment is to be returned to the Centre Manager on the first working day after the hire date unless prior agreement with the Centre Manager is obtained.*
  - 11 *Any damage caused to equipment, except for normal wear and tear, must be reported to the Centre Manager at the earliest opportunity following the hire. Where the damage is considered by Council to be as a result of negligence of any user or as a result of not complying with the conditions of hire this will result in the immediate forfeiture of the security deposit PLUS costs for any restoration.*
  - 12 *Council will not be responsible or be liable in the case of loss or damage to property of person or injury as a result of using the equipment.*
  - 13 *The hirer agrees to comply with all directions by the Centre Manager or any other authorised Council Officer in the use of the equipment.*
  - 14 *All equipment is to be returned as soon as practical after the completion of the hire.*
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