



SHIRE OF WAROONA

CF002. – Application to Hire Council Equipment



DETAILS OF APPLICANT

COMPANY / GROUP:

GIVEN NAMES:

LAST NAME:

CONTACT NUMBER:

EMAIL ADDRESS:

ADDRESS:

HIRE INFORMATION

DATE/S OF HIRE:

TIME:

PURPOSE:

EQUIPMENT HIRE LIST

ITEMS	NO. REQUIRED	COST OF ITEM	TOTAL \$	RETURNED
Chairs (170)		\$1 each		
Trestle Tables (38)		\$5 each		
Bar tables (per day)		\$15 each		
Urn (per day)		\$20		
Chafing Dishes (3)		\$10 each per day		
Exhibit Hooks & Line		\$1 each		
6 Panel Exhibit Boards		\$25 per day		
Popcorn Machine		\$50 per day		
Giant Chess Set		\$20 per day		

CONDITIONS

1. Hire rates are per 24 hours.
2. It is the responsibility of the hirer to ensure items are returned clean and in good working order.
3. It is the responsibility of the hirer to collect and return items from Shire of Waroona facilities. Separate keys may be required to access some equipment.
4. All items required for hire must be returned by 10am the day following or in the case of weekends, the day facilities re-open. Failure to return these items within the specified time will result in full hire charges per day, late being applied as well as bond forfeited.
5. The hirer is to be responsible for any breakages or damages to Council property and the replacement of any missing items, these must be reported to the Council office on return of the keys. If not reported and found to be missing/damaged by Council Officer, Council will deduct damages from bond with any further charges incurred billed to the hirer.
6. The hirer is required to provide a copy of their current Driver's License to hire trailer mounted equipment such as the portable toilet. All mobile equipment must be stored safely overnight with wheel locks fitted where relevant.

I have read and agree to abide by conditions and instructions for equipment hire outlined in the Shire of Waroona Equipment Hire Form.

I agree to take care of the equipment hired while it is in my care and will endeavour to return it clean and in good working condition. I understand that by returning the equipment late or damaged, I am at risk of bond money being deducted.

SIGNATURE:

DATE:

OFFICE USE ONLY

Receipt Number:

Date:

OFFICE USE ONLY- BOND INSPECTION

Approved **Declined**

Signed:

Date:

Notes:

Return deposit form with finance

Pre Authorisation released