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:	
PURPOSE:	

EQUIPMENT HIRE LIST

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

If you require this document in an alternative format, such as large print or a coloured background, please contact the Shire of Waroona Administration Office via phone on (08) 9733 7800 or via email warshire@waroona.wa.gov.au

Giant Connect Four		$20 per day		
Giant Jenga		$15 per day		
Giant Checkers		$20 per day		
Giant Snakes & Ladders		$15 per day		
Giant Dominoes		$15 per day		
Noughts & Crosses		$15 per day		
Hopscotch		$15 per day		
Beanbag Toss		$15 per day		
Djembe Drum		$10 per day		
Marquee 3x3		$15 per day		
Marquee 6x3		$20 per day		
ITEMS	NO. REQUIRED	COST OF ITEM	TOTAL $	RETURNED
PA System		$20 per day		
Projector		$50 per day		
Projector Screen		$20 per day		
Stage Hire		$200		
Bond- private and commercial use		$100		
Bond- Non-For-Proft		$0		
	TOTAL BOND: $		TOTAL HIRE: $	

If you require this document in an alternative format, such as large print or a coloured background, please contact the Shire of Waroona Administration Office via phone on (08) 9733 7800 or via email warshire@waroona.wa.gov.au

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.
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 equipment. 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.

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**

If you require this document in an alternative format, such as large print or a coloured background, please contact the Shire of Waroona Administration Office via phone on (08) 9733 7800 or via email warshire@waroona.wa.gov.au