SHIRE OF WAROONA

CF006. – Application to Hire Movie Equipment

DETAILS OF APPLICANT

COMPANY / GROUP:	
GIVEN NAMES:	
LAST NAME:	
CONTACT NUMBER:	
EMAIL ADDRESS:	
ADDRESS:	

HIRE INFORMATION

DATE/S OF HIRE:	
TIME OF MOVIE SCREENING:	
LOCATION:	
MOVIE TITLE AND CLASSIFICATION:	
PURPOSE:	

EQUIPMENT HIRE LIST

ITEMS	COST OF ITEM	TOTAL $	RETURNED
Popcorn Machine	$50 per day		
Movie Screen & Set	$525 per day		
Bond	$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 AND INSTRUCTIONS

PUBLIC SCREENING EVENTS

- The Shire will individually assess applications for approval based upon the hire information provided and reserves the right to refuse equipment hire or part thereof.
- The Shire has the right to waive all fees associated with the hire of the movie screen and set for a non-ticketed event held within the Shire boundaries by a local community not-for-profit group as per Council Policy CP005.
- Upon application assessment, the Shire may agree to partner with the hirer for a public screening event. As a condition of partnership, the Shire will support with marketing and advertisement for the event and the hirer must acknowledge the Shire as a partner on marketing materials.
- The Shire will provide staff to deliver and complete setup of the movie equipment for the event. Subject to availability, this may include support during the event and pack down of the equipment after the event.
- The hirer must allocate two persons to support Shire staff with the setup of equipment, and an allowance of 45 minutes before the event start time must be accommodated for.
- An allowable space of approximately 10mx10m with a height of 5.5m meters is required to erect the movie screen, and two accessible power points behind the movie screen are required.
- Any other relevant forms associated with this booking must be completed and submitted to a Shire Officer along with this application. This may include an Event Application, Venue Booking form, or Reserve Hire form.
- A movie with the classification rating no greater than PG is permitted to be screened at a public event.
- The hirer is required to seek Public Performance Rights to screen a film in a public venue. Evidence of approval must be supplied to the Shire before the event date. More information and applications can be found at https://www.amalgamatedmovies.com/ and https://ppl.roadshow.com.au/licensing.
- The hirer must purchase only a Blu-ray quality DVD to be used with the movie equipment.
- The movie screen and set can only be used in low light settings. Please consider this when booking.
- In the event of wet weather conditions or high winds, the Shire reserves the right to cancel the booking or suggest an alternative venue *additional fees may apply.
- Popcorn machine hire includes popcorn kernels, oil, seasoning, popcorn boxes, and detailed instructions for use.

PRIVATE SCREENING EVENTS

- The Shire will individually assess applications for approval based upon the hire information provided and reserves the right to refuse equipment hire or part thereof.
- Hire rates are per 24 hours. All fees are payable upon confirmation of booking.
- The hirer is to be responsible for any breakages or damages to Shire property and the replacement of any missing items; these must be reported to the Shire office. If not reported and found to be missing/damaged by a Shire Officer, Council will deduct damages from the bond with any further charges incurred billed to the hirer.
- It is the responsibility of the hirer to ensure items are returned clean and in good working order.
- Pickup of equipment can be made at the Shire office between 8.30am and 4pm, Monday to Friday. This will require a SUV where the back seats can lay down, a wagon, van, or Ute with tub back. The movie screen requires two people to lift.
- Detailed setup instructions will be included with the movie screen and set. At least two people are required for setup. An allowable space of approximately 10mx10m with a height of 5.5m meters is required as well as two accessible power points behind the movie screen.
- The hirer is obligated to ensure the classification of the film is appropriate for the ages of the audience in attendance.
- The hirer must purchase only a Blu-ray quality DVD to be used with the movie equipment.
- The movie screen and set can only be used in low light settings. Please consider this when booking.
- In the event of wet weather conditions or high winds, the Shire reserves the right to cancel the booking.
- Popcorn machine hire includes popcorn kernels, oil, seasoning, popcorn boxes, and detailed instructions for use.

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

Approved:	
Receipt Number:	
Date:	

OFFICE USE ONLY- BOND INSPECTION

☐ **Approved** ☐ **Declined**

Signed: **Date:**

Notes:

☐ **Return deposit form with finance** ☐ **Pre Authorisation released**

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