

## Application to Hire Council Equipment

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

COMPANY/GROUP: \_\_\_\_\_

DATE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

The following equipment will be required:

ITEMS	NO. AVAILABLE	NO. REQUIRED	COST OF ITEM	TOTAL	NO RETURNED
Fold Out Tables	26		@ \$7.00ea		
Chairs – Black Only	231		@ \$2.00ea		
<b>TOTAL FEE</b>					

### Hire of Crockery

The Waroona Community Resource Centre operates the hiring of the crockery from the Memorial Hall. You will need to contact either: 9733 2545 or 9733 3011

### NOTE:

- a) It is the responsibility of the hirer to confirm quantities are available when required.
- b) Separate keys are required to access some tables, chairs and all crockery.
- c) All items required for hire must be returned by 10am the day following or in the case of weekends the day facilities re-opened. 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.
- d) 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 missing/damaged by Council Officer, Council will deduct damages from bond with any further charges incurred billed to the hire.

### ACCEPTANCE OF CONDITIONS

I have read and agree to abide by the conditions and instructions and confirm that I have received a copy of these conditions and instructions for the hall.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**OFFICE USE ONLY – FEES**

Refundable Equipment Deposit: \$ 60.00 (per 10 items)  
Refundable Key Deposit: \$ 30.00  
Total Hire Charges (from page 1): \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

Details entered in Hall Diary: \_\_\_\_\_

**OFFICE USE ONLY – EQUIPMENT HIRED**

Council equipment as recorded on page 1 was issued to:

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

Signed (Council Officer): \_\_\_\_\_

**OFFICE USE ONLY – EQUIPMENT RETURNED**

Council equipment as detailed below was returned in the same condition as taken:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_