



Shire of Waroona Application for Hire of 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		@ \$5.00ea		
Chairs – Black Only	231		@ \$1.00ea		
TOTAL FEE					

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.

Administration Office
52 Hesse Street, Waroona WA 6215
PO Box 20, Waroona WA 6215
Phone: 9733 7800 Fax: 9733 1883
Email: warshire@waroona.wa.gov.au



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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: \$ 50.00

Refundable Key Deposit: \$ 25.00

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: _____

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