

Equipment Hire

ADDRESS WHERE EQUIPMENT IS REQUIRED: _____

FUNCTION : _____

BOOKED TIME/DATE : _____

TIME / DATE EQUIPMENT CHECKED OUT : _____

CHECKED OUT BY STAFF MEMBER : _____

PERSON PICKING UP EQUIPMENT : _____

EQUIPMENT DUE TO BE RETURNED : _____

TIME / DATE EQUIPMENT CHECKED IN : _____

CHECKED IN BY STAFF MEMBER : _____

HIRE AMOUNT : _____ PAYMENT RECEIVED : _____

BOND AMOUNT : _____ PAYMENT RECEIVED : _____

REQUIRED ITEM	YOU REQUIRE	DAILY RATE	BOND	AMOUNT
TRESTLE TABLES		\$5.70 each	\$50.00	
CHAIRS		\$1.10 each	\$50.00	
PIN BOARDS		\$5.50 each	\$50.00	
		TOTAL		

Hiring of equipment is on a daily rate basis.

Replacement value of any **damaged table** is currently \$80.00

HIRE AGREEMENT

I, the undersigned agree that the goods described on the equipment schedule are hired subject to my acceptance of the conditions of hire which I acknowledge having read before signing and accept as a legally binding contract.

The signatory below offers full and comprehensive responsibility for the terms of this contract and the equipment described on the schedule.

NAME OF HIRER _____ SIGNATURE OF HIRER _____

KUNUNURRA LEISURE CENTRE EQUIPMENT CONDITIONS OF HIRE

GENERAL CONDITIONS

1. All bookings are to be confirmed (with exact times) and paid in full at least 14 days prior to the day of hire.
2. A bond must be paid in advance and in accordance with the current schedule of fees. This bond shall be returned as soon as possible after the hire, should the equipment be returned on time and there be no damage or additional expenses incurred.
3. Any damaged equipment, discovered prior to your booking, should be reported to Leisure Centre staff. This will ensure that your organization is not held responsible and your bond is not jeopardized.
4. The hirer remains completely and wholly responsible for any loss or damage arising as a result of the use or misuse of the equipment whilst on hire.
5. Should the booking be cancelled within 48 hours of hire, a fee of 50% of the quoted hire charge may result.
6. Equipment is hired out in blocks of 24 hours. Your 24 hour hire period starts upon collection of the equipment. Consequently if the equipment is returned late, you may incur additional charges.
7. Equipment must be signed in at the Leisure Centre reception desk before being stored.
8. The Kununurra Leisure Centre has the right to gain access to their equipment at any time to inspect its condition.
9. When returning equipment, you must ensure that you have enough people on hand to assist you in relocating the equipment back in to the Leisure Centre storeroom

SOUND EQUIPMENT HIRE

1. You must have a competent person to operate the sound equipment at all times. No sound equipment is to leave the premises.

CLEANING REQUIREMENTS

1. All equipment is to be returned in the exact condition that it was hired.
2. Wipe down all tables and chairs if hired.
3. Return all chairs and tables to the storeroom and stack them neatly.