HIRER DETAILS

|  |  |
| --- | --- |
| Name  |  |
| Event Name |  |
| Purpose of Event |  | Date/s |  |
| Telephone No |  | Mobile No |  |
| Email Address |  |

EQUIPMENT LIST **–** please circle required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2 | Square Banner – Shire Logo | 1 | PA/CD/USB/MP3 Player - Mics/Speaker | 2 | Sign – Muster Point |
| 4 | Black Display Board 120cm x 180cm | 1 | Projector | 2 | Sign – Overflow Parking |
| 3 | Large Esky | 1 | Portable Screen (large) | 2 | Teardrop Sign – Entry |
| 10 | Hi-Vis Vests | 1 | Portable Screen (small) | 2 | Teardrop Sign – Shire of Chittering |
| 1 | Lectern | 2 | Black Fitted Tablecloths (logo) | 2 | Teardrop Sign – Stands |
| 2 | 3x3 Black Marquee (logo) | 2 | Sign – Lower Chittering Hall | 30 | Orange Tablecloths |
| 1 | 6x3 Black Marquee (logo) | 1 | Sign – Disabled Toilet Access | 2 | Black Fitted Tablecloths Shire Logo |
| 1 | 8x6 Green Marquee (logo) | 5 | Sign – Event Ahead | 6 | Fold-up Trestle |
| 1 | Mic Stand | 5 | Sign – Event Information |  |  |

CONDITIONS: All items used are to be retuned in the same, or better, condition as when they were picked up. Any damages, additional cleaning or missing items will be charged to the person/oganisation borrowing the piece of equipment. These items are lent in good faith, the Shire can take no responsibility should the item not be utilised in the intended manner.

DISCLAIMER:

* To the extent permitted by the law the Shire of Chittering disclaims all liability to the hirer for loss, injury or damage related to the use of the hire equipment in a way contrary to its intended use or purpose, however arising.
* The Shire warrants the condition of the equipment as being fit for its intended purpose. The hirer must use the equipment in accordance with the conditions and instructions provided and must not use the equipment for any illegal purpose, nor modify or permit any modifications of the equipment in any way.
* The hirer will be responsible for any loss or damage to the equipment, irrespective or how the loss or damage occurred (fair wear and tear excepted) during the hire period. Should there be a breakdown or failure of the equipment then the hirer shall return the equipment to the Shire and advise them of the failure. The hirer shall not attempt to repair the equipment.

I/We understand the conditions of use and disclaimer and accept these conditions

|  |
| --- |
| Name Signature Date  |
| CEO / EMCS Signature Date |

OFFICE USE ONLY

|  |  |  |  |
| --- | --- | --- | --- |
| Booking Added to Calendar | Yes / No | Items Collected | / / |
| Item/s clean and undamaged  | Comments: |
| Officer Signature |  |
| Items Returned | / / | Officer Signature |  |
| Item/s clean and undamaged  | Comments: |