



EQUIPMENT HIRE AGREEMENT HOME ISLAND

Section A: APPLICANTS DETAILS			
Name of Organisation / Hirer:			
Postal Address:			
Contact Person:			
Email: (will be used for invoicing)			
Phone:	(B/H)	(Mob)	
Is your organisation registered for GST	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ABN
Do you have Public Liability Insurance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Section B: EQUIPMENT					
Equipment:	<input type="checkbox"/> Marquee	<input type="checkbox"/> Portable stage	<input type="checkbox"/> Portable BBQ	<input type="checkbox"/> PA system (\$200 bond)	<input type="checkbox"/> Solar light towers (\$30 bond)
Please specify if other:					
\$20 bond per item.	Paid prior to hire and refunded on inspection of returned equipment.				

Section C: EVENT SUMMARY		
<i>Community Groups seeking waiving the Hire Fees must formally apply to the Chief Executive Officer.</i>		
Name of Event:		
Event Date/s:		
Number of Attendees	Adults:	Children:
Project / Event Times:	Start:	Finish:

Section D: FEES & CHARGES	
Please note that fees and charges are set by Council, and are not subject to negotiation.	
Equipment Breakage / destruction	For incorrect use of equipment. The Bond will be forfeited, and a fee will also be set depending on the type of damage

	occurred.
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Section E: DECLARATION

I am aware that the equipment is to be used in a safe manner and returned in a clean state and that I may be charged for any damages or destruction as a result of incorrect usage.

Signature			
Name		Date	
Position			

TERMS AND CONDITIONS

- All hire charges must be paid at the Shire of Cocos (Keeling) Islands Office (Home Island) prior to the collection of the equipment, unless prior arrangements have been made.
- If an equipment is lost, the cost of a replacement will be the responsibility of the hirer.
- It is the responsibility of the hirer to ensure that the conduct of all persons present at the time of the event is orderly.
- Sticky tape is not to be used on the equipment.
- Equipment to be left in clean state, or the hirer will incur additional cleaning costs.
- Report any faults that may occur during your usage immediately.
- For weekend hire, equipment shall be returned Monday morning.
- Solar lights will be delivered and picked up by the Shire at the location specified by the hirer.
- Solar light shall be operated by the Shire staff only.
- PA System is not be exposed to water, sand and under the elements.
- BBQ to be cleaned prior to returning.

Office Use Only					
Payment Received		Receipt number			
Approval for waiver of hire fee by CEO			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Invoiced	<input type="checkbox"/> YES	Date		Invoice number:	