



EQUIPMENT HIRE AGREEMENT WEST 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"/> Tables	<input type="checkbox"/> Chairs	<input type="checkbox"/> Portable BBQ	<input type="checkbox"/> Water coolers	<input type="checkbox"/> Solar light towers (\$30 p/day)
Please specify if other:						
\$20 Bond per item	Paid prior to hire and refunded on inspection of returned equipment.					

Section C: EVENT SUMMARY

Community Groups seeking waiving the Hire Fees must formally apply to the Chief Executive Officer.

Name of Event:		
Event Date/s:		
Number of Attendees	Adults:	Children:
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.**

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.
- BBQ to be cleaned prior to returning.

Office Use Only

Payment
Received

Receipt
number

Approval for waiver of hire fee by CEO

YES NO

Invoiced

YES

Date

Invoice number: