This form is to record any equipment being hired by community organisations or individuals from the Shire of Morawa.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Price (Fees and Charges 23/24)** | **Equipment** | **Price (Fees and Charges24/25)** |
| Tablecloths  Tables  Crockery hire  Chair Covers | $ 6.00 each inc GST  $ 7.00 per 2 inc GST  $ 4.00 each inc GST  $ 3.00 each inc GST | Chairs  Public Address System  Projector & Screen  Bond | $ 8.00 per 10 inc GST  $30.00 each inc GST  $30.00 each inc GST  $50.00 |

|  |  |
| --- | --- |
| Full Name: |  |
| Company: |  |
| Phone Number: |  |
| Email Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment: |  | # of items: |  |
| Equipment: |  | # of items: |  |
| Equipment: |  | # of items: |  |
| Equipment: |  | # of items: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment collected from: | |  | |
| Location of Event: | |  | |
| Date of Hire: |  | Return Date: |  |

I agree to hire out this equipment from the Shire of Morawa for the dates specified in this form. I agree to pay the hire fees specified in the Shire of Morawa Fees & Charges. I agree to pay a $50 bond, which will be reimbursed upon return of all items hired out and in good condition. I agree to use the equipment in a good and careful manner and will comply with all of the manufacturer’s requirements or recommendations. I will ensure this equipment is returned (washed and clean) no later than 2 days after use. If there is any damage to any equipment, please ensure you notify the Shire immediately upon return. Damages may incur additional charges. **Tablecloths and napkins are to be washed, ironed and folded.**

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

For bond refund payments please supply the following: Account Name:

Account Number: BSB:

***OFFICE USE ONLY***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment to be paid via: Invoice  EFT  Paid Date:

Items Cleaned and all returned? : Yes  No

Signature of Items Inspector:

Bond returned: Yes No Signature of Hirer & Staff member