

APPLICATION FOR CRC EQUIPMENT HIRE

This form is to be completed for off site hire. If you require equipment to be included in your venue hire for use on site, please use the Application for CRC Venue Hire Form.

Please complete, sign and return this form by email to crc@sop.wa.gov.au, in person to CRC Reception at 1 Lowood Road, Mount Barker, or post to Mount Barker CRC, PO Box 48, Mount Barker WA 6324. For current pricing, refer to the Schedule of Fees and Charges on www.plantagenet.wa.gov.au. Should you have any questions in relation to your hire, please contact by phone 9851 2674, or email crc@sop.wa.gov.au.

Equipment being hired: Laptop Quantity _____
 Projector Quantity _____

Organisation: _____

ABN: _____

Contact Person: _____

Postal Address: _____

Telephone: _____

Email: _____

Date and time of Hire: _____

Date and time of Return: _____

Hire Fee: \$ _____

Refer to Schedule of Fees and Charges on www.plantagenet.wa.gov.au

EQUIPMENT HIRE DECLARATION

I am over the age of 18 years and hereby agree that the above booking details are tentative until confirmed by the Shire of Plantagenet.

I agree to indemnify the Shire of Plantagenet against all actions, claims, demands and costs arising out of or in connection with the hire of this CRC equipment. I acknowledge that any damage to the equipment is my responsibility and all repairs and /or replacement costs will be paid by myself.

I have read and understood the attached terms and conditions for this Equipment Hire.

Name: _____ Signature: _____

Date: _____

Venue Hired: _____

Date of Hire: _____

Nomination of person to collect the item(s): _____

EQUIPMENT HIRE TERMS AND CONDITIONS

1. Hiring Council Equipment

The hirer is required to be 18 years of age or older. The Council will require proof of ID (ie Driver's Licence) prior to accepting the booking, and prior to releasing the goods. The Council reserves the right to refuse any booking. Commencement and conclusion times stated on the Application for Equipment Hire form must include the time required for collection and return of the item(s).

2. Payment

To view fees please refer to the attached Schedule of Fees and Charges. If an invoice is required, a 30-day invoice will be issued. Regardless as to when the invoice is issued, full payment of hire is required prior to the hire date. All pricing is GST inclusive. By signing this form the Hirer acknowledges they are responsible for any additional cleaning, damage and additional usage beyond the agreed hire.

3. Booking Confirmation

No booking is confirmed until payment of the hire fee is paid in full. No verbal bookings are accepted. The hirer is required to complete, sign and return the Application for CRC Equipment Hire Form by email to crc@sop.wa.gov.au, in person to CRC Reception at 1 Lowood Road, Mount Barker, or post to Mount Barker CRC, PO Box 48, Mount Barker WA 6324.

4. Cancellation Policy / Refund of Fees for One-Off Functions

A refund of fees is subject to written notice of cancellation being received by crc@sop.wa.gov.au:

- 21 days or more prior to the hire, a full refund of hire fees will be made;
- Between 14 and 20 days prior to the hire, a half refund of hire fees will be made; and
- Less than 14 days prior to the booking, no refund will be made.

5. Equipment

Goods are hired in working order. If the hirer experiences any issues with the hire equipment the hirer agrees to advise the Shire Booking Officer of any faults or damage upon return of the equipment. A charge will be applied for any undeclared damage to returned hire goods.

The hirer shall return all equipment in clean and working order.

6. Pick up and Return of Goods

Please liaise for a mutually agreeable pick up and return time within the CRC's opening hours. Please check and test the equipment on pick up.

OFFICE USE ONLY

Comments / Conditions:

Hire Availability Yes No

Debtor Invoice Requested Yes No

Synergy Ref: _____

Booking Advice

Amount

Receipt No.

Hire Fees Paid Yes No \$

Added to Shared Outlook Calendar Yes No

Booking confirmed* Yes No **Subject to above conditions being adhered to and the payment of fees*

Booking Officer Name: _____

Booking Officer Title: _____

Date: _____

Officer Signature: _____

Item

Date

Signature

Property inspected on return by Booking Officer – returned clean and in good condition: Yes No