

FILE NO:	
REFERENCE:	

## Shire of Dumbleyung – EQUIPMENT HIRE FORM

\*\*This form is to be completed and returned to the Shire Administration Office Five (5) working days before the event to ensure availability (Funerals/Memorials exempt) \*\*

APPLICANT'S DETA	ILS
	y <del></del>
SURNAME:	FIRST NAME:
ORGANISATION:	ABN:
ADDRESS:	
TELEPHONE:	
EMAIL:	
☐ Yes☐ No. If no, p form.  BILLING DETAILS:	individual hiring for private purposes?  lease attach a copy of a certificate of Public Liability Insurance to this bookings
☐ Same as ald SURNAME:	FIRST NAME:
ORGANISATION:	ABN:
ADDRESS:	AUN.
TELEPHONE:	
EMAIL:	
LIVIT (IL.	
BANK BRANCH:	TAILS: ned in the same process as which it was paid **
ACCOUNT NAME:	
BSB:	ACCOUNT NO:
CREDIT CARD:	NAME ON CARD:
<b>BOOKING DETAILS</b>	
DATE/S REQUIRED:	
PICK UP TIME:	DROP OFF TIME:

<sup>\*</sup>Please note, The Shire of Dumbleyung's administration building is open 8.30am – 4.30pm, Monday to Friday for collection and return of keys to the premises. Functions requiring collection or return of keys outside of these times will need to make arrangements at the time of booking and will be required to pay a key bond.

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## **EQUIPMENT:**

ТҮРЕ	NUMBER	FEE	TOTAL	
DIGITAL PROJECTOR &		FREE		7
SCREEN				
BOND		\$120.00	\$120.00	7
BAIN MARIE			\$	Note: Chairs only from Archive
COMMERCIAL		\$115.00		Room – not from the Town Hall!
PRIVATE		\$60.00		Room - not nom the rown han:
COMMUNITY		\$35.00		
CHAIRS		\$2.50/EA	\$	
TABLES		\$12.50/EA	\$	
DINNER PLATES		\$0.60/EA	\$	1
B 'N' B PLATES		1		
SOUP BOWLS				
DESSERT BOWLS				
GLASSES / CUPS / MUGS				
SAUCERS				
KNIVES		\$0.30/EA	\$	
FORKS			\$ \$ \$ \$	1
DESSERT SPOONS			\$	7
SOUP SPOONS			\$	7
TEASPOONS				7
DELIVERY – LARGE ITEMS ONLY & RESIDENTIAL		\$87/HR	\$	7
ONLY			<u> </u>	
BOND		\$115.00	\$115.00	
		TOTAL		
		RECEIPT		OTHER REQUIREMENTS/SPECIFICATIONS
/COMMENTS:				

## **DECLARATION**

## **TERMS & CONDITIONS:**

- (a) The booking is not confirmed until the full bond is paid.
- (b) Full payment is required 7 days prior to the booking date or the booking will automatically be cancelled.
- (c) This form must be completed, signed and submitted before an invoice will be issued.
- (d) The equipment is to be picked up and returned as per the outlined dates/times only.
- (e) Any late amendments to bookings will be deducted from the bond or met by the hirer.
- (f) Tables and chairs should be cleaned and put back to their original position.
- (g) Cutlery and crockery are to clean and put away.
- (h) All costs for losses, damage or extra cleaning required inside and/or outside the facility will be deducted from the bond or met by the hirer.
- (i) The hirer must inform the Shire of any damage discovered prior to the commencement of their booking. Failure to do so may jeopardise the bond. The hirer must inform the Shire of any damage caused during their booking. Any unreported damage may also be deducted from the bond or met by the hirer.
- (j) In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the Shire. However, every care and precaution will be taken in this regard.
- (k) Bookings may be declined at the discretion of the Shire of Dumbleyung.
- (I) If a breach of the Terms and Conditions of hire is made the hirer will automatically forfeit the full bond.

I hereby acknowledge that I have read and agreed to abide by the above conditions of hire.					
FULL NAME:					

						LE NO:	
CICNIATUDE.					REFEREN	ICE:	
SIGNATURE:					DATE:		
On completion of this form, please return to the Shire of Dumbleyung: Email: enquiries@dumbleyung.wa.gov.au Administration Office, Corner Harvey & Dawson Street, Dumbleyung WA 6350							
OFFICE USE ONLY							
OFFICED NAME:							
OFFICER NAME:							
SIGNATURE:				DATE:			
FEE PAYABLE:	\$			RECEIPT #:			
	☐ NO - FACI	LITY HIRE	MEMBERS				
ENTERED INTO CALENDAR – DON'T CC CLEANER:   YES							
AFTER EVENT							
EQUIPMENT CHECKED: ☐ YES ☐ NO		DATE RETURNED: / / ANY DAMAGES?:					
BOND RETURNED: ☐ YES ☐ NO		RECEIPT #: REASONS FOR NOT FULL RETURN:					
OFFICER NAME & SIGNATURE:							

DATE: