

	Portaloo Hire Permit	Version	No: 4
			2.0
		Reviewed:	Aug 2024
		Next Review:	Aug 2025

CONDITIONS OF USE:

- **Hire rates:** A copy of Council's Schedule of Fees & Charges can be found on our website
- **Payment:** Payment to be made at time of booking or prior to collection of portaloo.
Pay at the Administration Office with cash, cheque or card.
- Any damage or loss be met by the hirer

Name: _____ for and on behalf of
(Name of individual making application)

Applicant Body: _____
(Organisation, Business, Group)

Address: _____

Telephone: _____ **Email:** _____

Purpose of Hire: _____ **Date(s) of Hire:** _____

Collection Date: _____ **Approx Time:** _____

Return Date: _____ **Approx Time:** _____

No. of days: **TOTAL HIRE CHARGE:** \$ _____

No. of portaloo's:

I, on behalf of the group recorded above, hereby apply to the District Council of Kimba to use the Portaloo for the purpose specified above, on the specified date(s) and for the specified period of use. ***In signing, I acknowledge that I have read and understand the relevant supplied Safe Work Instruction and Risk Assessment and agree to abide by the said conditions.***

Dated: _____ Signature of Applicant

Office Use only:

Approved by: _____ (WM/ CEO/ MCS)

- ☐ Service Request Completed
☐ Booked in Hire Calendar

Paid Over the Counter / Copy to Debtors

Checked out by: _____ **Checked in by:** _____
Employee *Employee*