



Council Equipment Hire Form

Version No:	3
Reviewed:	Jan 2021
Next Review:	Jan 2022

APPLICANT DETAILS & PARTICULARS

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

Applicant Body: _____ *(herein after the permit holder)*
(Organisation, Business, Group)

Address: _____ **Telephone:** _____
(Postal Address for billing)

Email: _____
(Email Address)

Purpose of Hire: _____ *(hereinafter the purpose)*
(Name of event, reason for hire)

Date(s) of Event: _____ *(herein after the date/s)*

Period of Use: _____ *(hereinafter the period)*

PLEASE NOTE THAT THE "APPLICANT BODY" IS RESPONSIBLE FOR RETURNING ALL ITEMS HIRED. THESE MUST BE RETURNED PROMPTLY TO COUNCIL AFTER COMPLETION OF HIRE DATES LISTED. FEES WILL APPLY FOR ANY ITEMS THAT NEED DELIVERING OR COLLECTING BY COUNCIL STAFF.

****Please tick the items intended for hire and list quantities required****

Item	√	Quantity	Item	√	Quantity	Item	√	Quantity
Tables (\$2 ea.)			Lectern			PA System		
Chairs (\$1 ea.)			Picture hook hanging system (for Institute railings)			Cordless Microphones		
Cutlery Sets (\$1 p/set)			White Board			Projector (\$50 per hire – Community Group Waiver - Approval Required)		
Urn/Kettle			Petitions/ Pin Up Boards (\$2 ea.)			Projector Screen		
Crockery (\$1 p/set)			Ballot Box			Microchip Scanner		
Picnic fold up Trestle Table (White)			Office equipment e.g. long stapler, binder etc.			Other:		

I, on behalf of the permit holder, hereby make application to the District Council of Kimba to hire the above equipment 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 permit conditions contained herein and agree to abide by the said conditions.

Signature of Applicant

Dated

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AUTHORISATION (OFFICE USE ONLY):

Insurance Cover Attached: YES / NO **Name:** _____

Permit: APPROVED / DENIED **Position:** _____

Fee: \$ _____ **Signature:** _____

Date: _____

Fee Paid: Over the Counter / Debtors **Date:** _____

****STAFF TO RECORD ITEMS TAKEN FOR HIRE IN THE REGISTER ****

GENERAL CONDITIONS

1. The permit holder agrees to indemnify and keep indemnified the Council, its employees and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. This permit is not transferable.
3. Repairing and/or replacing any damaged furniture, cutlery, crockery and petitions will be the responsibility of the permit holder. If any necessary repair or replacement is not undertaken within a reasonable time, Council may repair and/or replace and recover the costs from the permit holder.
4. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance.
5. Hire rates as per spreadsheet on page 1 or as approved by Senior Management.