



SHIRE OF IRWIN EQUIPMENT HIRE

Tables & Chairs Hire Application Form

Name: _____ Contact Telephone Number: _____

Organisation: _____

Address for Invoice: _____

Nature of Function: _____

Date and Time Picking Up Equipment: _____

Date and Time Returning Equipment: _____

DETAILS OF HIRE EQUIPMENT

15 Trestle Tables

134 Chairs

Equipment must be picked up and returned from the Recreation Centre - Ridley Street, Port Denison.

Opening Hours;

Monday – Friday 6.00am – 1.00pm

Tables Required	Chairs Required
#	#

PAYMENT:	Table Bond	\$ _____	(\$60.00 per table maximum charge \$300)
	Chair Bond	\$ _____	(\$1.00 per chair maximum charge \$100)
	Hire Charge Total	\$ _____	(\$12.50 per table / \$1.60 per chair)
	TOTAL CHARGE	\$ _____	

Bond Collected: _____ Staff Member to Sign

Hire Charge Collected: _____ Staff Member to Sign

Please Note:

Hirers can be held personally liable for damages arising from their own negligence when hosting a function; therefore they are advised to ensure that they have public liability coverage.

- a. Upon acceptance of the hiring, the hirer undertake to indemnify the Shire of Irwin and the employees of the Shire of Irwin against all claims which may be made against them for damages or otherwise in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the venues under the control of the Shire of Irwin, and the property of the Shire of Irwin during all periods whilst the venue is hired.
- b. The hirer shall forthwith take out and thereafter maintain for the full term of the hire, a Public Liability policy for a minimum of \$5 million.

CONDITIONS OF HIRE:

1. Equipment must be picked up and returned from the Recreation Centre - Ridley Street, Port Denison.
2. A Council staff member is to be present when items are being taken out and returned.
3. Non-compliance of 'Conditions of Hire' – should a breach of the hire conditions be made the 'Hirer' is liable to forfeiture of the bond.

4. Bond and hire fees are to be paid in advance.
5. Equipment must be picked up and returned by an able bodied person. Council staff are not available.
6. If booking for the next financial year hire charges may be subject to a price increase.

Tables

1. A deposit of \$60.00 will be required for each table to be borrowed with a maximum deposit of \$300.00.
2. Any damage to a table will be fully recoverable from the hirer (the replacement cost of a table is approximately \$300.00)
3. A hire charge of \$12.50 per table is applicable.

Chairs

1. A deposit of \$1.00 per chair to be borrowed with a maximum deposit of \$100.00.
2. Any damage to a chair will be fully recoverable from the hirer (the replacement cost of a chair is approximately \$50).

AGREEMENT OF HIRE:

I/We agree to comply/abide in all respects with the conditions of hire as stated above. These conditions are now received and understood by the undersigned.

I/We agree to indemnify the Shire of Irwin against all actions, claims, demands and costs arising out of or in connection with the hire of this equipment.

Hirer: _____
Please Print Name *Signature*

Bank Details: BSB: _____ Account No: _____ Account Name: _____
 (If no bank details are given then a cheque will be posted for the reimbursement of bond)



Office Use Only Bond Refund

BOND REFUND

Condition of Equipment checked and bond repayment authorised.

Approved by: _____
Please Print Position and Name *Signature*

Condition of Equipment checked and bond withheld.

Withheld by: _____
Please Print Position and Name *Signature*

Reason for withholding bond: _____

Booking Number: _____

Creditor Number: _____ Creditor Name: _____

Bond Refund Code: **2452.09 – Bond Refund – Hall**

Amount Refunding: _____ Date Entered: _____ Entered By: _____