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EQUIPMENT HIRE APPLICATION FORM

Council has a limited range of equipment it hires to the community. Fees apply to the hire of most equipment and Council reserves the right to apply bonds if it deems it necessary.

It is recommended that Equipment Hire Application Forms are submitted to Council a minimum of 4 weeks prior to the requested use.

Council will consider applications submitted closer to the date of the requested use but in these cases cannot guarantee the availability of the requested equipment.

SECTION I: Applicant details

Organisation or Group Name: _____

Organisation or Group Contact: _____

Postal Address: _____

Phone: _____ Mobile _____

Email: _____

Event Name or description: _____

Date(s): _____ Location: _____

Description/purpose of event: _____

Has your organisation received assistance from the Council in the last 12 months? (e.g. rate remission, grant/donation, or in-kind assistance) **YES/NO** - if YES, please provide details:

SECTION 2: Available equipment and costs

Please tick and number as required:

	Tick	Qty	Per Day		Tick	Qty	Per Day
Marquees 4.5m x 3m	<input type="checkbox"/>	<input type="checkbox"/>	\$125 each	Picnic Tables 4	<input type="checkbox"/>	<input type="checkbox"/>	\$120 d/p
Chairs	<input type="checkbox"/>	<input type="checkbox"/>	\$2 each	Garbage Bins	<input type="checkbox"/>	<input type="checkbox"/>	\$5 each
Trestle Tables	<input type="checkbox"/>	<input type="checkbox"/>	Free	Plastic Tables	<input type="checkbox"/>	<input type="checkbox"/>	\$12 each
Bubble Machines <i>(Supply own liquid)</i>	<input type="checkbox"/>	<input type="checkbox"/>	\$10 each	Power Box	<input type="checkbox"/>	<input type="checkbox"/>	\$100 each
				Power Cord	<input type="checkbox"/>	<input type="checkbox"/>	\$100 each

Bunting (amount required): _____ *NB: Price to be supplied on request*

TOTAL HIRE FEES \$ _____

Credit Card Details:

Name: _____ Card Number: ____/____/____/____

Card Type: Visa/Mastercard Expiry Date: __/__/__ Signature: _____

SECTION 3: Collection and return dates and times

Preferred pickup date: _____ Time: _____

Preferred return date: _____ Time: _____

NB: Pick up and return times must be between business hours - Mon-Fri 8.30am – 4.30pm

SECTION 4: Terms and Conditions

TERMS AND CONDITIONS

1. **Public liability insurance.** The applicant shall at all times, during the allocated period of use carry public liability insurance for an amount of not less than \$20 million. If you have not provided Council with your organisation's Certificate of Currency or current Public Liability Insurance Policy in the previous 12 months a copy of one of these **MUST** be attached to this application.

2. **Right of refusal.** The Council reserves the right to reject this application based on availability of equipment, level of community benefit, and amount of previous assistance provided by Council.

3. **Cancellation.** The Council reserves the right to cancel the applicant's use of equipment in the event of the equipment being required for an extraordinary function or extraordinary use.
4. **Return of equipment.** The applicant is to return the equipment at the designated time in the same condition it was received in. Failure to do so will incur any costs associated with the cleaning, repair, replacement or return of equipment.
5. **Use of equipment.** The applicant shall ensure the safe loading, securing and transporting of the equipment in accordance with all laws and manufacturer's instructions. The applicant shall not allow the equipment to be used in any way or for any purpose which compromises the safety of any person or has potential to cause damage to the equipment or property. The applicant will not loan the equipment to anyone else.
6. **Risk.** The applicant shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's Insurance Policy or Policies relative to public risk in connection with the use of this equipment and the applicant hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.
7. **Indemnity.** The applicant agrees to indemnify and keep indemnified and to hold harmless the Council, its servants any damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of Council's equipment.

Declaration: I hereby make application for use of the above listed Council equipment for the dates and times specified and acknowledge having received and read the Terms and Conditions of use and undertake to be bound by and comply with the Terms and Conditions in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the equipment in association with this application comply with the terms and conditions.

Applicant Signature: _____ Date: _____

Applicant name: _____

SECTION 5: Office use only

Date Received: _____ Assessed by: _____ Approved: _____ Yes/No

NB; If no please provide a reason: _____

Date notified: _____ Name: _____ Phone/Email/Letter

Special Conditions: _____

Ledger number: _____ Cash/Credit Card: _____

Processed By: _____ Invoice: _____