



**Shire of East Pilbara  
Newman Aquatic Centre  
Equipment Hire Application Form 18/19**

Shire of **EAST  
Pilbara**  
AUSTRALIA'S LARGEST SHIRE

**APPLICANTS DETAILS: (Persons responsible for payment)**

DATE OF APPLICATION : \_\_\_\_\_  
 DATE OF EVENT: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ P/CODE: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 ORGANISATION: \_\_\_\_\_

**BANK DETAILS: (Please provide details for refund of the Bond. Pending post event inspection)**

ACCOUNT NAME: \_\_\_\_\_  
 BSB: \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_

	TOTAL AVAILABLE	COST PER DAY	QUANTITY	DAYS	TOTAL COST	STAFF CHECK	
<b>GENERAL EQUIPMENT FOR HIRE</b>						<b>OUT</b>	<b>IN</b>
Podium	1	\$8.00					
Trestle Table (per unit)		\$8.00					
Esky	1	\$10.00					
Inflatable Arch	1	\$100.00					
<b>BOND:</b>							
<b>TOTAL PAYMENT:</b>							

DATE TO BE COLLECTED: \_\_\_\_\_  
 DATE TO BE RETURNED: \_\_\_\_\_  
 APPLICANT CHECK OUT: (PLEASE INITIAL) \_\_\_\_\_ APPLICANT CHECK IN: (PLEASE INITIAL) \_\_\_\_\_

**CONDITIONS OF HIRE:**

**PAYMENT OF BOND IS REQUIRED PRIOR TO THE BOOKING DATE**

IF CANCELLATION IS MADE WITHIN 7 DAYS OF THE BOOKING DATE, THE HIRER WILL BE REQUIRED TO FORFEIT 50% OF THE HIRE FEE.

EQUIPMENT MUST BE RETURNED BY THE DESIGNATED DATE IN A CLEAN AND TIDY MANNER TO AVOID ADDITIONAL CHARGES. IF DAMAGE OCCURS, THE HIRER WILL BE LIABLE FOR THE TOTAL REPLACEMENT COST

I HAVE READ AND UNDERSTOOD THE ABOVE                      APPLICANTS SIGNATURE: \_\_\_\_\_

<b>OFFICE USE:</b>		<b>Booking#</b>			<b>Debtor#</b>	
Bond Received	Y / N	MCR Submitted			Date:	
Paid at Aquatic CTR	Y / N	CAG?	Y / N	GL:	Amount:\$	
Invoice / Journal sent to Finance:	Y / N	Applied on invoice:			Y / N	
Date:		<b>Staff Member:</b>				