

Newman Recreation Centre

Equipment Hire Application

Date of Application: _____ Date of Event: _____

Applicants Details: *(persons responsible for payment)*

Name: _____ Address: _____ Phone: _____

Email: _____ Organisation: _____

Please provide details for refund of bond *(pending inspection)*

Card number: _____ Expiry: _____ CCV: _____

	Total Available	Cost per day	Quantity	Days	Total Cost	Date of collection	Date of return	Staff checked	
General equipment for hire								Out	In
Chairs black plastic	236	\$2.20							
Chairs white plastic	133	\$2.20							
Esky	2	\$21.00							
Evaporative Cooler	2	\$21.00							
Extension Cord		\$7.30							
Inflatable Cinema Screen (4.88W x 2.34H)	1	\$120.00							
Inflatable Cinema Screen BOND		\$630.00							
Fans – Small Industrial Fans	2	\$15.50							
Fans – Large Pedestal Fans	1	\$52.50							
Helium Gas for Balloons (Small)		\$4.00							
Helium Gas for Balloons Large		\$6.00							
Lectern Metal	1	\$73.50							
Partition Hire	3	\$26.00							
Portable Cinema System <i>(requires operator)</i>	1	\$525.00							
Portable Cinema System BOND		\$630.00							
Portable PA System	4	\$80.00							
Projector Digital	3	\$63.00							
Projector Screen	3	\$26.00							
Retractable Barriers	4	\$12.50							
Trestle tables	10	\$10.50							
Trestle tables (bifold)	39	\$10.50							
Round tables <i>(seats 10)</i>	5	\$10.50							
Round tables <i>(seats 8)</i>	9	\$10.50							

Giant Connect 4	1	\$12.00							
Giant Jenga	1	\$12.00							
White Board	1	\$94.50							
Urn	1	\$26.00							

	Total Available	Cost per day	Quantity	Days	Total Cost	Date of collection	Date of return	Staff checked	
Equipment for use in Recreation Centre Only								Out	In
Chairs fabric	55	\$10.50							
Commercial fridge (<i>full day</i>)	1	\$130.00							
Commercial fridge (<i>half day</i>) max 4 hours	1	\$90.00							
Tea & Coffee Set-up (<i>up to 30 ppl</i>)		\$31.50							
Linen for Hire									
Chair covers black	350	\$2.65							
Round Tablecloths black (<i>300cm</i>)	21	\$10.50							
Round Tablecloths black (<i>320cm</i>)	22	\$10.50							
Trestle Tablecloths black (<i>fitted</i>)	38	\$10.50							
All linen must be returned laundered and folded or additional charges apply									
Please note all equipment hire is priced per unit per day unless otherwise stated									
\$250.00 - \$500.00 Equipment Bond is required							Bond: \$		
Applicant check OUT: Sign:			Applicant check IN: Sign:				Total payment: \$		

Conditions of Hire:

Payment of bond is required prior to booking date.

If a 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.

Bulk equipment bookings can only be picked up after 2.30pm weekdays, Saturdays 8am-11.30am. Pick up time must be arranged prior.

I have read and understood the above.

Applicants Signature: _____

Office Use Only:		Booking #		Debtor #	
Bond Received	Yes No	MCR submitted	Date:		
Paid at Rec Centre	Yes No	Quick Grant?	Amount: \$		
Invoice / Journal sent to Finance	YesNo	Applied on invoice	Yes	No	
Bond refunded at Reception	Yes	No	Staff member:		