



# Newman Recreation Centre

Equipment Hire Application 2017-18



DATE OF APPLICATION:	<p><b>Conditions of Hire</b></p> <p><b>Payment of bond is required prior to booking date.</b></p> <p>If a cancellation is made within 7 days of the booking date, the hirer will be required to forfeit 50% of the hire fee.</p> <p>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.</p> <p>Bulk Equipment bookings can only be picked up after 2.30pm weekdays</p> <p>Saturdays 8am-11.30am Pick up time must be arranged prior</p> <p><b>I have read and understood the above.</b></p> <p>APPLICANTS SIGNATURE: .....</p>
DATE OF EVENT:	
<b>APPLICANTS DETAILS (Persons responsible for payment.)</b>	
NAME:	
ADDRESS:	
PHONE:	
EMAIL:	
ORGANISATION:	
<i>Please provide details for refund of Bond (pending post event inspection)</i>	
<b>ACC NAME:</b>	
<b>BSB #                      ACC #</b>	

	Total Available	Cost per day	Quantity	Days	Total Cost	Date to be collected	Date to be returned	Staff Checked	
General equipment for hire								OUT	IN
Chairs Plastic <b>White (per unit)</b>	150	\$1.50							
Trestle Tables <b>(per unit)</b>	19	\$8.00							
Partition Hire (each) Blue	4	\$20.00							
Inflatable Cinema Screen (4.88W x 2.34H)	1	\$100.00							
Inflatable Cinema Screen <b>BOND</b>		<b>\$500.00</b>							
Portable Cinema System (upon application *requires operator)	1	\$450.00							
Portable Cinema System <b>BOND</b>		<b>\$500.00</b>							
Metal Staging (per unit 2m x 1m) <b>1m</b>	10	\$6.00							
Metal Staging (per unit 2m x 1m) <b>1/2m</b>	12	\$6.00							
Esky	3	\$10.00							
Lectern Metal	1	<b>F.O.C.</b>							
Digital Projector	1	\$50.00							
Projector Screen <b>(per day)</b>	2	\$10.00							
Portable PA System <b>(per event per day)</b>	1	\$50.00							
Retractable Barriers	4	\$10.00							
Helium Balloons Small		\$2.00							
Helium Balloons Large		\$3.00							
Linen for hire									
Trestle Tablecloths <b>Black</b>	38	\$5.00							
Small Round Tablecloths <b>Black (300cm)</b>	8	\$5.00							
Large Round Tablecloths <b>Black (320cm)</b>	4	\$5.00							
Fabric Chairs Covers <b>Black</b>	290	\$1.50							
Equipment for use in Recreation Centre only									
Plastic Chairs <b>Black (per unit)</b>	278	\$1.50							
Blue Plastic Chairs <b>(per unit)</b>	67	\$2.00							
Chairs Fabric <b>(per unit)</b>	60	\$2.00							
White Folding Trestle Tables <b>(per unit)</b>	16	\$8.00							
Round Tables <b>(per unit) seats 8</b>	8 small	\$8.00							
Round Tables <b>(per unit) seats 10</b>	4 large	\$8.00							
Commercial Fridge (half day) <b>Maximum 4hrs</b>	1	\$70.00							
Commercial Fridge (full day)	1	\$100.00							
Artificial Flower arrangements <b>(per unit)</b>	2	\$30.00							
Lift - EWP <b>(per hour EWP ticket required)</b>	1	\$41.50							
Towel Hire		\$3.00							
Tea & Coffee Facilities <b>(per person)</b>	from	\$4.00							
<b>\$200.00 - \$500.00 Equipment Bond is required</b>					<b>BOND</b>	\$			
					<b>TOTAL PAYMENT</b>	\$			

APPLICANT CHECK **OUT:** INITIAL.....

APPLICANT CHECK **IN:** INITIAL.....

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