



APPLICATION FOR EQUIPMENT HIRE

Applicant: _____

Postal Address: _____

Name of Contact: _____

Phone Number: _____ Email: _____

Date(s) Required: _____

Purpose: _____

Equipment to be hired:

- Projector & Screen hire
- Chairs Qty: _____
- Trestles Qty: _____
- Tablecloth Qty: _____ (per metre)
- Mobile Coolroom

Conditions:

1. Hirers **must** be a local Mingenev Shire resident or Organisation.
2. The equipment is to be returned in the same condition as when they were collected.
3. Any cost to repair any damaged or loss, other than fair wear and tear will be paid for by the hirer.

Conditions for Coolroom:

1. Definitely no goods are to be stored in the Cool Room during transit.
2. Hirers **must** be a local Mingenev Shire resident or Organisation.
3. The Mingenev Lions Expo and the associated Committees are exempt for the hire fees for the use of the Mobile Cool Room for Expo functions only.
4. The Cool Room is to be returned in the same condition as it was when collected.
5. Any cost to repair any damages or loss, other than fair wear and tear will be paid for by the hirer.

I hereby certify that I am fully aware of the hire conditions as shown above.

Name: _____ Sign: _____ Date: _____



APPLICATION FOR EQUIPMENT HIRE

OFFICE USE ONLY

Application Approved: YES NO

Name: _____ Position: _____ Date: _____

Application Entered in Booking Calendar: YES NO

Invoice Sent: Date: _____

Payment Received: Date: _____ Receipt Number: _____

Comments: _____

