

## 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	
								Out	In
<b>General equipment for hire</b>									
Chairs black plastic	236	\$2.00							
Chairs white plastic	133	\$2.00							
Esky	2	\$20.00							
Evaporative Cooler	2	20.00							
Extension Cord		\$7.00							
Fans – Small Industrial		\$15.00							
Fans – Large Pedestal		\$50.00							
Helium Gas for Balloons <i>(small)</i>		\$3.00							
Helium Gas for Balloons <i>(large)</i>		\$5.00							
Inflatable Cinema Screen <i>(4.88W x 2.34H)</i>	1	\$115.00							
Inflatable Cinema Screen BOND		\$600.00							
Lectern Metal	1	\$70.00							
Partition Hire	3	\$25.00							
Portable Cinema System <i>(requires operator)</i>	1	\$500.00							
Portable Cinema System BOND		\$600.00							
Portable PA System	4	\$75.00							
Projector Digital	3	\$60.00							
Projector Screen	3	\$25.00							
Retractable Barriers	4	\$12.00							
Staging <i>(per unit 2m x 1 m) ½m</i>	12	\$12.00							
Staging <i>(per unit 2m x 1 m) 1m</i>	10	\$12.00							
Trestle tables	10	\$10.00							
Trestle tables bi-fold	39	\$10.00							
Round tables <i>(seats 10)</i>	12	\$10.00							
Round tables <i>(seats 8)</i>	7	\$10.00							

Urn	2	\$25.00							
White Board	1	\$90.00							
Giant Connect 4	1	\$15.00							
Giant Jenga	1	\$15.00							
	<b>Total Available</b>	<b>Cost per day</b>	<b>Quantity</b>	<b>Days</b>	<b>Total Cost</b>	<b>Date of collection</b>	<b>Date of return</b>	<b>Staff checked</b>	
<b>Equipment for use in Recreation Centre Only</b>								<b>Out</b>	<b>In</b>
Chairs fabric	55	\$2.50							
Commercial fridge (full day)	1	\$125.00							
Commercial fridge (half day) max 4 hrs	1	\$85.00							
Tea & Coffee Set-up (up to 30 ppl)		\$30.00							
<b>Linen for Hire</b>									
Chair covers black	241	\$2.50							
Round Tablecloths black (300cm)	22	\$10.00							
Round Tablecloths black (320cm)	8	\$10.00							
Trestle Tablecloths black (fitted)	46	\$10.00							
<i>All linen must be returned laundered and folded or additional charges apply</i>									
<i>Please note all equipment hire is priced per unit per day unless otherwise stated</i>									
<b><i>\$250.00 - \$500.00 Equipment Bond is required</i></b>							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	<input type="checkbox"/> Yes <input type="checkbox"/> No	MCR submitted	Date: _____
Paid at Rec Centre	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quick Grant?	Amount: \$ _____
Invoice / Journal sent to Finance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applied on invoice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bond refunded at Reception	<input type="checkbox"/> Yes <input type="checkbox"/> No	Staff member:	_____