



WINTON SHIRE COUNCIL EQUIPMENT HIRE

Section 1 Hirer Details

Hirer Name: _____
 Billing Address: _____
 _____ Postcode:
 Phone: _____ Fax: _____

Section 2 Facility Requirements

Date of Hire: From: ___ / ___ / _____ To: ___ / ___ / _____
 Time Required: From: _____ am / pm To: _____ am / pm
 Purpose of Hire: _____
 Tables No. Req'd. _____ Chairs No. Req'd. _____ Portable Cold Room
 Portable Grandstands Portable Stage P/A System
 Microphones Linen Crockery/Cutlery No. Req'd. _____
 Cat Trap Other Requirements: _____

Section 3 Terms & Conditions

Hire Fees & Bonds & Deposits Cleaning bonds and deposits are payable in advance.
 Hire fees are charged on a daily basis and must be paid in advance.
 Bond charges apply to all hire even if hire fees are donated by Council.
 Hire fees apply to hire of equipment *within* the Shire of Winton.
 GST applies to deposits and bonds when forfeited.
 Delivery charges may apply.

Damages/Breakages All damages must be reported to Winton Shire Council.
 Winton Shire Council reserve the right to levy a charge for any breakages, damages or for missing items of furniture and fittings which occurs during the period of hire.

Cat Traps Must be returned within 14 days of Hire otherwise all bonds paid will be forfeited.

Portable Cold Room When the Portable Cold Room is hired outside of the town area, it must be placed on the back of a truck under supervision.
 It is the responsibility of the Hirer to ensure that the portable cold room is returned cleaned to an acceptable standard, or the cleaning bond will be forfeited.

Microphones It is the responsibility of the Hirer to ensure that any microphones hired are returned to the Council office (75 Vindex Street) by 12 Noon following the day of hire or the bond shall be forfeited.

Security & Safety The Hirer must be eighteen (18) years of age or over.
 It is the responsibility of the Hirer to ensure that the equipment is kept in a secure place until it is returned.
 The Hirer acknowledges that Winton Shire Council will not insure functions for personal or property damages, and should therefore take out adequate liability cover for the period of hire.
 The council reserves the right to refuse any future hire, forfeit deposits and/or recover the cost of any damages for non compliance of any of the above mentioned terms and conditions.

Section 4 Declaration

I hereby acknowledge that I have read the above Terms & Conditions of hire and agree to abide by them.

Hirer Signature: _____ Date: ___ / ___ / _____

OFFICE USE ONLY

Total Deposit: \$	Date Paid:	Receipt No:
Total Hire Charge: \$	Date Paid:	Receipt No: