



FILE NO: _____
REFERENCE: _____

Shire of Dumbleyung – EQUIPMENT HIRE FORM

****This form is to be completed and returned to the Shire Administration Office Five (5) working days before the event to ensure availability (Funerals/Memorials exempt) ****

APPLICANT'S DETAILS

SURNAME:		FIRST NAME:	
ORGANISATION:		ABN:	
ADDRESS:			
TELEPHONE:			
EMAIL:			

Is the applicant an individual hiring for private purposes?

- ☐ Yes
- ☐ No. If no, please attach a copy of a certificate of Public Liability Insurance to this bookings form.

BILLING DETAILS:

☐ Same as above

SURNAME:		FIRST NAME:	
ORGANISATION:		ABN:	
ADDRESS:			
TELEPHONE:			
EMAIL:			

BOND REFUND DETAILS:

**** Bonds get returned in the same process as which it was paid ****

BANK BRANCH:			
ACCOUNT NAME:			
BSB:		ACCOUNT NO:	

CREDIT CARD:	NAME ON CARD: _____		
	NUMBERS: ____/____/____/____		
	EXPIRY: ____/____	CCV:	____

BOOKING DETAILS

DATE/S REQUIRED:			
PICK UP TIME:		DROP OFF TIME:	

*Please note, The Shire of Dumbleyung's administration building is open 8.30am – 4.30pm, Monday to Friday for collection and return of keys to the premises. Functions requiring collection or return of keys outside of these times will need to make arrangements at the time of booking and will be required to pay a key bond.

EQUIPMENT:

TYPE	NUMBER	FEE	TOTAL
DIGITAL PROJECTOR & SCREEN		FREE	
BOND		\$125.00	\$125.00
BAIN MARIE			\$
COMMERCIAL		\$120.00	
PRIVATE		\$65.00	
COMMUNITY		\$40.00	
CHAIRS		\$3.00/EA	\$
TABLES		\$13.00/EA	\$
DINNER PLATES		\$0.65/EA	\$
B 'N' B PLATES			
SOUP BOWLS			
DESSERT BOWLS			
GLASSES / CUPS / MUGS			
SAUCERS			
KNIVES		\$0.35/EA	\$
FORKS			\$
DESSERT SPOONS			\$
SOUP SPOONS			\$
TEASPOONS			\$
BOND		\$120.00	\$120.00
		TOTAL	
		RECEIPT	

Note: Chairs only from Archive Room – not from the Town Hall!

OTHER

REQUIREMENTS/SPECIFICATIONS

/COMMENTS:

DECLARATION

TERMS & CONDITIONS:

- (a) The booking is not confirmed until the full bond is paid.
- (b) Full payment is required 7 days prior to the booking date or the booking will automatically be cancelled.
- (c) This form must be completed, signed and submitted before an invoice will be issued.
- (d) The equipment is to be picked up and returned as per the outlined dates/times only.
- (e) Any late amendments to bookings will be deducted from the bond or met by the hirer.
- (f) Tables and chairs should be cleaned and put back to their original position.
- (g) Cutlery and crockery are to be clean and put away.
- (h) All costs for losses, damage or extra cleaning required inside and/or outside the facility will be deducted from the bond or met by the hirer.
- (i) The hirer must inform the Shire of any damage discovered prior to the commencement of their booking. Failure to do so may jeopardise the bond. The hirer must inform the Shire of any damage caused during their booking. Any unreported damage may also be deducted from the bond or met by the hirer.
- (j) In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the Shire. However, every care and precaution will be taken in this regard.
- (k) Bookings may be declined at the discretion of the Shire of Dumbleyung.
- (l) If a breach of the Terms and Conditions of hire is made the hirer will automatically forfeit the full bond.

I hereby acknowledge that I have read and agreed to abide by the above conditions of hire.

FULL NAME:

FILE NO: _____
REFERENCE: _____

SIGNATURE:

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DATE:

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On completion of this form, please return to the Shire of Dumbleyung:

Email: enquiries@dumbleyung.wa.gov.au

Administration Office, Corner Harvey & Dawson Street, Dumbleyung WA 6350

OFFICE USE ONLY

OFFICER NAME:

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SIGNATURE:

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DATE:

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FEE PAYABLE:

\$ _____

RECEIPT #:

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☐ NO - FACILITY HIRE MEMBERS

ENTERED INTO CALENDAR – DON'T CC CLEANER: ☐ YES

AFTER EVENT

EQUIPMENT CHECKED: ☐ YES ☐ NO

DATE RETURNED: / / ANY DAMAGES?:

BOND RETURNED: ☐ YES ☐ NO

RECEIPT #: REASONS FOR NOT FULL RETURN:
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OFFICER NAME & SIGNATURE:

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DATE:

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