

PROMOTIONAL EQUIPMENT HIRE APPLICATION

Contact Council if you have any specific enquiries regarding fees or how to complete this form.
Type or print clearly in select boxes where applicable.
Enter "N/A" if the question does not apply.

APPLICANT DETAILS	Organisation Name:		
	Contact Person:		
	Nominated Person: (for training and to be in control of equipment during hiring period)		
	Postal address:		
	Town:	State:	Postcode:
	Contact phone:	Email:	
	Does your organisation have public liability insurance for at least \$20 million? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please attach a copy of your certificate</i>		
EQUIPMENT	CINEMA KIT <input type="checkbox"/>	DISPLAY BOARDS <input type="checkbox"/>	PA SYSTEM TAROOM <input type="checkbox"/>
	STREET BANNERS <input type="checkbox"/>	POP UP TENT <input type="checkbox"/>	PA SYSTEM BILOELA <input type="checkbox"/>
DETAILS	Venue:		
	Street:		
	Town:	State:	Postcode:
	Date/s Required:		
	Purpose :		
	Where will the equipment be used? i.e. indoors or outdoors?		

CONDITIONS OF HIRE

In signing this hire application form, I agree to the following conditions of hire and certify I am authorized to do so on behalf of the applicant:

- Comply with conditions under Council's Promotional Equipment Policy and Procedures;
- Full Payment of hiring fees and charges including bond where appropriate as per Cost Recovery Fees and Commercial Charges Register;
- Bond refund will be processed when all the equipment is returned undamaged;
- Reimbursement to Council for any loss or damage to the equipment hired;
- Cancellation fees and charges as per procedures document.

Council will make contact with the applicant within 2 working days of the application being processed to confirm booking.

PRIVACY NOTICE: The personal information gathered by Council on this form is for the purpose of assessing this application and regulating the use of Council' promotional equipment only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorized by law to do so.

NAME _____

DATE _____

SIGNATURE _____

INDEMNITY FORM

(name and address of person/s to which permit is to be issued)

(hereinafter called "the permittee"), hereby indemnify and releases the BANANA SHIRE COUNCIL (hereinafter called "the Council"), its servants and agents against all actions, proceedings, claims, demands, costs, losses, damages, liabilities and expenses which may be brought against or made upon the Council, its servants or agents or which the Council, its servants or agents may incur, sustain, expend or be put to by reason of or arising (directly or indirectly) from the permit granted to the permittee to undertake the following;

(the purpose for the permit, date and place of use)

in respect to loss of life or injury to any person or loss or damage to any property/ except to the extent such loss of life or injury to any person or loss or damage to any property be occasioned by the negligence, willful act or default of the Council, its servants or agents.

IN WITNESS WHEREOF, the permittee of this agreement executes the indemnity agreement effective as of the date signed below

by _____)
(Print Name))

this _____ day of _____)
(Insert Day))

_____ 20 _____)
(Insert Month))

.....
(Signature)

In the presence of _____)
)
)
(Print Name))

.....
A WITNESS (Signature)

OFFICE USE ONLY					
Public Liability Certificate sighted:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Receipt No: _____	Date: _____
		Receipt		Refund	
Cinema Kit	Hire fee	3420-1301-0001		Bond	3420-1301-0002
	Bond	3420-1301-0002			
Street Banners	Hire fee	5120-1400-0001			
Promo Tent	Hire fee	3420-1301-0001		Bond	3420-1301-0002
	Bond	3420-1301-0002			
Display Board	Hire fee	3420-1301-0001		Bond	3420-1301-0002
	Bond	3420-1301-0002			
PA System	Hire fee	3420-1301-0001		Bond	3420-1301-0002
	Bond	3420-1301-0002			