

HIRE EQUIPMENT APPLICATION FORM			
<p>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.</p>			
APPLICANT DETAILS	Organisation Name:		
	Contact Person:		
	Contact Phone:		
	Nominated Person (For training and to be in control of equipment during hiring period):		
	Email:		
	Postal Address:		
	Town/Suburb:	State:	Postcode:
	Does organisation have public liability insurance for at least \$20 million? Yes <input type="checkbox"/> No <input type="checkbox"/> Please attach a copy of your certificate		
EQUIPMENT	Cinema Kit <input type="checkbox"/>	Display Boards <input type="checkbox"/>	PA System Taroom <input type="checkbox"/>
	Street Banners <input type="checkbox"/>	3x3m Pop Up Gazebo <input type="checkbox"/>	PA System Biloela <input type="checkbox"/>
DETAILS	Venue:		
	Street:		
	Town/Suburb:	State:	Postcode:
	Date/s Required:		
	Purpose:		
	Where will equipment be used? (i.e. indoors/outdoors):		
CONDITIONS OF HIRE	<p>In signing this hire application form, I agree to the following conditions of hire and certify I am authorised to do so on behalf of the applicant:</p> <ul style="list-style-type: none"> • Comply with conditions under Council's Hire 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 of 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. <p>Council will contact the applicant within two (2) working days of the application being processed to confirm booking.</p>		
	Name:		Position:
	Signature:		Date:
	<p>PRIVACY NOTICE</p> <p>Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the <i>Information Privacy Act 2009</i>.</p>		

INDEMNITY FORM	Details of person/s to which permit is to be issued:		
	Name:		
	Address:		
	Town/Suburb:	State:	Postcode:
	(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:		
	Purpose:		
	Place of Use:	Date:	
	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, wilful 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:		
	Name:	Date:	
	Signature:		
Witness Name:	Date:		
Witness Signature:			