



EQUIPMENT HIRE AGREEMENT FORM

ORGANISATION NAME: _____

PROFIT

NON-PROFIT

ADDRESS: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

DRIVERS LICENSE NO. : _____

DATE OF BOOKING: _____ DURATION OF BOOKING: _____ DATE RETURNED _____

EQUIPMENT REQUIRED (please tick)

	Profit \$	Non Profit \$
<input type="checkbox"/> Data Projector & Screen To be returned within 24 hrs of hire (NOT for hire during school holidays)	70.00	30.00
<input type="checkbox"/> Pizza Oven (gas) Gas Bottles not supplied	50.00	25.00
<input type="checkbox"/> Gas Hotplates (2 HOTPLATES) Gas Bottles not supplied	20.00	20.00
<input type="checkbox"/> Red Table Cloths (1.34cm x 1.26cm x 30 quantity) To be laundered before return	50.00	30.00
<input type="checkbox"/> Hi Ball Glasses (144)	.45c ea	.20c ea
<input type="checkbox"/> Beer Glasses (200ml x 103)	.45c ea	.20c ea
<input type="checkbox"/> Wine Glasses (70)	.45c ea	.20c ea

There is a breakage cost per glass of 1.20c each

TOTAL: \$ _____

A **deposit of \$100** is required on hire of PA system, Data projector, Pizza oven and Hotplates, which will be refunded on return of undamaged item/s.

Hires must be returned by 9:00am next business day or additional charges apply (unless alternative arrangements have been made. Terms are strictly 14 days from date of booking and prices are GST inclusive. **PTO**

I/we agree to be responsible for the care of the equipment hire by me/us from the Castlemaine Community House and agree to ensure the good condition of this equipment by the due date.

I/we agree to repair or replace any/all damage to any/all equipment hire by me/us.

Signature: _____ on behalf of the Hirer

Date: _____

Signature: _____ on behalf of the CCH

Date: _____

RETURNED in good order and deposit refunded:

Signature: _____ on behalf of the CCH

Date: _____