



## EQUIPMENT BOOKING FORM

Please take care to fill out as much as possible.

If you do not understand what this form is asking please contact staff at the Merredin CRC

**HIRER:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**DATE COLLECTED:** \_\_\_\_\_

**DATE RETURNED:** \_\_\_\_\_

**EQUIPMENT  
REQUIRED:**

White Board  
\$10.00 p/d

Pin up Board  
\$10.00 p/d

Guillotine  
\$10.00 p/d

(Please indicate how many in  
boxes provided)

Tables  
\$5.00 p/d

Media Projector  
\$30.00 p/d

Marquee  
\$15.00 p/d

(Prices are based on per day)

Chairs (per chair)  
\$1.00 p/d

Wireless PA System  
\$100.00 p/d

BBQ Trailer  
(enquire for quote)

Other: \_\_\_\_\_

**AGREEMENT:** I agree

- That I have hired the above equipment from the Merredin Community Resource Centre in good working order.
- That if the CRC deem it necessary for a Bond to be paid until the return of the equipment and assessment has proven no damage has occurred, then we are willing to pay the required fee.
- To the hire rate as outlined above
- Hire fee to be paid  Upon Return OR  Invoiced post return
- To return the equipment by the due date.
- That in the event of damage to the equipment I will pay for repairs or replacement of the equipment which ever is deemed necessary by the staff at the Merredin Community Resource Centre.  
If a Bond has been paid then the CRC will retain the amount required to the pay for repairs or replacement.

Signed Hirer \_\_\_\_\_ Date: / /

**UPON COLLECTION:**

Bond  
\$ \_\_\_\_\_

Hire Fee  
\$ \_\_\_\_\_

Total  
\$ \_\_\_\_\_

**UPON RETURN:**

Equipment checked by  
\_\_\_\_\_

Damage Amount  
\$ \_\_\_\_\_

Bond Refunded  
\$ \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Hirer's Signature: \_\_\_\_\_