



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
\$90.00 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: _____