

Office Hours: Monday - Friday 8.30am - 5.00pm

P. 07 4741 2900

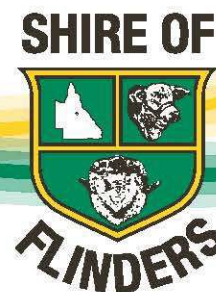
PO Box 274 Hughenden Q 4821

F. 07 4741 1741

34 Gray St, Hughenden Q 4821

flinders@flinders.qld.gov.au

www.flinders.qld.gov.au



EQUIPMENT HIRE AGREEMENT

Please Note: for Fees & Charges please contact Council Office on (07) 4741 2900 or to go our Website www.flinders.qld.gov.au

Hirer Details			
Name:			
Postal Address:			
Residential Address:			
Phone (W):		Phone (H):	
Mobile:		Fax:	
Email:			
Preferred Contact Method:	<input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Email		
Hire Requirements			
Contact Person:		Contact Phone Number:	
Time and Dates Required: (times indicate time of pick up and drop off of equipment)	Time: Date: Time: Date: Number of Days:		
Function (purpose of hire):			
Address of Function:			
Chairs – Number Required:			
Tables – Number Required:			
Data Projector:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Screen for Data Projector:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Portable PA System: (2 available)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of PA's:	
Bain Marie Trays:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Bain Marie Trays:	
Portable Grandstand – Number Required:		Marquees: (Only 1 each available)	<input type="checkbox"/> 6mx3m <input type="checkbox"/> 8mx4m
Single Portaloo (on trailer): (Only 1 available)		Double Portaloo (on trailer): (Only 1 available)	
Special Requirements:			
COVID-19 Requirements			
<p>COVID-19 control measures are mandatory to reduce public health risks. These measures may include extra cleaning.</p> <p>Hirers are required to:</p> <ul style="list-style-type: none"> - Thoroughly clean the equipment after the hire. - Clean continuously touched surfaces throughout the hire. 			
Agreement			
General Conditions:	<ol style="list-style-type: none"> 1. Private hirers must pay all equipment fees and bonds to Council prior to hire. 2. The hirer is responsible for the collection and return of all equipment hired. 3. A fee will apply for Council to deliver and pick up any equipment. 4. The equipment hired is to be returned as soon as practicable after completion of the hire. This will be prior to 10am on the first working unless arrangements have been made with Council prior to hire. 5. A Flinders Shire Council Officer will be available by appointment to conduct an equipment inspection (equipment located at the Showgrounds) with the hirer, prior to use and after, to confirm cleanliness and good order. 6. The hirer is responsible for the equipment to be returned in a clean and tidy state. Equipment returned in an unsatisfactory condition or damaged may result in the hirer forfeiting their bond or paying the full cost of reinstatement of such damage or loss. 7. Hirers to comply with all COVID-19 requirements set by the Queensland Government and Flinders Shire Council. 		

Privacy Collection Notice:	Flinders Shire Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees and/or Councillors of Flinders Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.		
Signature of Hirer:	I/we make this agreement subject to the conditions as above <div style="text-align: right;">Date:</div>		
Signature of Council Officer:	<div style="text-align: right;">Date:</div>		
Office Use Only - Quotation of Cost			
Type of Charge	Quantity	Unit Cost	Total
Total:			
Office Use Only - Quotation of Bond			
Type of Charge	Quantity	Unit Cost	Total
Total:			
Office Use Only – Booking			
Received By:			
Entered into Equipment Calendar:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Entered:	
Invoice Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Key Numbers if required:	
Bond Paid:	\$	Receipt Number:	
Hire Fee:	\$	Receipt Number:	
Notice to Overseer & Town Foreman:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notice to Parks & Gardens:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notice to Showgrounds Caretaker:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Depot Staff:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Office Use Only - Return of Equipment			
Equipment Inspected by:	Date:		
Condition of Equipment Returned:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Notes if unsatisfactory:		
Refund Bond:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount refunded: \$	
Office Use Only – Facilities Officer or Revenue Officer			
Debtors Code:		Invoice Date:	
Invoice Number:		Invoice Amount:	
Signature of Officer:	Date:		