

Event Equipment Booking Form

Event Name:			
Event Location:			
Contact Name:		Phone Number:	
Email:			
Collection Date & Time:		Return Date & Time:	

Equipment (Pick Up Only)	Fee per unit	Required	Collected	Returned	Total Cost
Rubbish Bin – General Waste	\$21.50				
Rubbish Bin - Recycling	\$21.50				
Barricade Mesh - 30 or 50 mt rolls (Maximum 10)	\$2.60				
Bollards (Maximum 50)	\$3.50				
Wooden Droppers (Maximum 50)	\$2.60				
Extendable cone bar (plastic) (Maximum 30)	\$2.50				
Witches Hats (Maximum 50)	\$2.60				
High-Vis Vest	\$2.60				
3-Phase Power Distribution Board (Maximum 2)	\$103.50				
Cable Covers per piece – 1m (L) x .27m (W) (Maximum 20)	\$10.40				
Crowd Control Fencing per piece – 2.5m (W) (Maximum 30)	\$15.50				
Community Events Sign (Maximum 2)	\$11.00				
Accessible Parking Sign & Stand (Maximum 2)	\$11.00				
Aluminium Seating – Council to deliver and return (Maximum 8)	\$100.00				
- Includes first 2 seats, delivery and collection	\$720.00				
- Additional 2 seats, delivery and collection	\$460.00				
Total Cost					

Any requirement from Council to deliver or collect equipment will incur hourly rate charges. Please contact a Community Events Officer to supply a quote. Bin Fee Includes Waste Management.



Crowd Control Fencing



Power Distribution Board



Witches Hats



Barricade Mesh



Extendable Cone Bar



Aluminium Seating
3M(L) x 1.3M(D) x 1.3M(H)



Bollards



Cable Covers



Hi-Vis Vests



Accessible Signage

Submission of this form does not guarantee availability.

Council does not accept responsibility for any damage or injury to the hirer or the hirer's invitees or to any property arising from the hire and use of the resource by the hirer. The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hire and use of the resource.

The hirer must ensure proper use and will only use the resource for the purpose it was hired for, and in accordance with the instructions provided. The hirer must consider own safety before and during use, and cease using the resource and take reasonable actions to ensure safety of themselves and others if any safety risk arises during the hire. The hirer should inspect the equipment at pick-up and verify that the equipment is in good condition with no damage or identifiable defects.

At all times all resources remain the property of the City of Mount Gambier. Loss or damage to the resource is the sole responsibility of the person borrowing the resource or the organisation/club represented by that person. The resource is to be returned on the date specified above unless otherwise arranged by contacting City of Mount Gambier.

I acknowledge that I am responsible for the equipment during the period of loan and agree to remain liable for the cost of replacement in the case that any item is lost, stolen or damaged.

Applicant's Signature and Declaration:

I hereby acknowledge, understand and agree to comply with all conditions relating to this booking. I further agree that this booking will be revoked upon any breach of the conditions.

Name:

Signature:

Date:

Internal Use Only - Record to be actioned Payroll Officer then to Senior Finance Officer on completion of event. (PDF file only)

Name & Employee Number:		Staff Hours:		Date:		W/O:	W	.705
Charge Details: W/O	/ 736.254	Equipment Fee/Income:	6350.1305.774					
Journal Date:		Journal Number:						