



Maitland Information Centre

3 Robert Street, Maitland, SA 5573

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Equipment Hire Form

To be completed upon booking

Business/Group: _____

Contact Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

<u>COLLECT</u>	<u>QUANTITY</u>	<u>ITEM/DESCRIPTION</u>	<u>BOND</u>	<u>HIRE FEE</u>	<u>PAID</u>	<u>RETURN</u>
		Digital Projector	\$100	\$20.00		
		PA System	\$100	\$40.00		
		Screen	\$100	\$10.00		
		Laptop	\$100	\$10.00		
		Trestles	\$100	\$5.00		
		Round Table (seats 10 people)	\$100	\$10.00		
		Chairs	\$100	\$1.00		
		Display Boards (2 in set)	\$100	\$20.00		
		Patio Heater	\$50	\$10.00		
		Mugs - Maxwell & Williams	\$100	\$0.45		
		Side Plates - Maxwell & Williams	\$100	\$0.35		
		Dinner Plates - Maxwell & Williams	\$100	\$0.35		
		Bowls - Maxwell & Williams	\$100	\$0.35		
		Knives	\$100	\$0.35		
		Forks	\$100	\$0.35		
		Teaspoons	\$100	\$0.35		
		Dessert Spoons	\$100	\$0.35		
		Glass Tumblers	\$100	\$0.50		
		Wine Glasses	\$100	\$0.50		
		Salt & Pepper Shakers (set)	\$20	\$1.00		
		Jug (milk, gravy, sauces)	\$20	\$0.35		
		Sugar Bowl and lid	\$20	\$0.50		
		Pie Warmer	\$100	\$40.00		
		Deluxe Mega Gazebo 4.5m x 3m	\$100	\$20.00		
		Deluxe King Gazebo 4.5m x 4.5m	\$100	\$25.00		
		Deluxe Mega Pavilion 6m x 4.5m	\$100	\$30.00		
		Water Base weights for shades	\$50	\$10.00		
		Urn	\$50	\$10.00		

Conditions of Hire

All items that are hired need to be returned at 10.00 am on the next business day after the date of hire unless otherwise pre arranged with the Maitland Information Centre. If the items are not returned at the arranged time the Maitland Information Centre have the right to part of or the entire bond that was paid in lieu of loss of hire.

- If there are any damages or breakages to crockery upon return of hire a charge of \$5 per item (e.g. **mug, plate, glass** etc) will be charged to the person responsible for hiring the goods.
- I understand that it is my responsibility to return the **patio heater** in the same condition as I received it. I will ensure that the gas cylinder is filled before return. I understand that if I don't refill it, an additional cost of \$50 will be incurred by me.
- I understand that it is my responsibility to return the **laptop** in the same condition as I received it. Please remember to remove your data from the laptop, as we will clear the memory on return. A staff member can do this for you for a minimal charge of \$2 on return.
- I understand that it is my responsibility to return the **chairs and trestles** in the same condition as it was received. Please remember to clean down all trestles and chairs or a cleaning fee of \$20 will be charged upon return. If a trestle table is broken or not returned a charge of \$60 per trestle will be required to replace it. Should any chairs be missing on return or broken a \$20 fee will be charged to replace it.
- I understand that it is my responsibility to return the **round tables** in the same condition as they are received. Please remember to clean down all tables or a cleaning fee of \$20 will be charged upon return. If a table is damaged or a charge of \$300 per table will be required to replace it or the cost to fix it.

The hire fee and Bond is all to be paid on collection of the equipment or it can be paid prior to this date. No items are able to leave the Maitland Information Centre without prior payment. All equipment will be charged per day that it is away from the Maitland Information Centre unless it is hired over a weekend.

All equipment that is hired from the Maitland Information Centre can be collected from 3.00 pm on the day prior to the usage day unless prearranged and the equipment **MUST** be returned at 10.00 am on the next business day or the Bond will be retained.

I have read and understood the above conditions of hire and accept that it is my responsibility to return the items listed above in the same condition as I have received them or I will be charged the additional fees as listed.

Signed: _____ Date: _____

Office Use

Any damage to hired items before pick up? Yes / No If so please list

Any damage to hired items upon return? Yes / No If so please list

Bond collected \$ _____ Signature _____ Date _____

Bond returned \$ _____ Signature _____ Date _____