

EQUIPMENT BOOKING APPLICATION FORM

APPLICANT DETAILS

Contact Name:

Organisation:

ABN:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

BILLING DETAILS

Same as above

Contact Name:

Organisation:

ABN:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

BOOKING DETAILS

Date(s) of booking:

Pick up time:

Drop off time:

Please note the Shire Administration is open 8.30am to 4.30pm Monday to Friday for equipment to be collected and returned.

Required Equipment:

- PA system
- Lectern
- Projector and screen
- Tablecloths _____ number required.
- Chairs (70 Available) _____ number required.
- Trestle Tables (15 Available) _____ number required.

Street Address: 52 Austral Terrace, Katanning WA 6317
Postal Address: PO Box 130, Katanning WA 6317
Phone: 9821 9999 Email: admin@katanning.wa.gov.au
Website: www.katanning.wa.gov.au
www.facebook.com/ShireOfKatanning



BOND REFUND

Bank Name:

Account Name:

BSB:

Account Number:

TERMS AND CONDITIONS

- (a) Your booking is not confirmed until the **bond is paid in full**.
- (b) **Full payment is required 7 days prior to the booking date**, or the booking will automatically be cancelled.
- (c) This form must be completed, signed, and submitted before an invoice will be issued.
- (d) All equipment is to be collected and returned by the nominated booking time.
- (e) Any fees incurred by late amendments to bookings will be deducted from the bond or met by the hirer.
- (f) All equipment is to be returned in a clean and tidy condition.
- (g) All costs for losses or damages will be deducted from the bond or met by the hirer. The hirer must inform the Shire of Katanning of any damage discovered prior to the commencement of their booking. Failure to do so may jeopardise the bond. The hirer must inform the Shire of Katanning of any damage caused during their booking. Any unreported damage may also be deducted from the bond or met by the hirer.
- (h) In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the Shire of Katanning. However, every care and precaution will be taken in this regard.
- (i) Bookings may be declined at the discretion of the Shire of Katanning.
- (j) If a breach of the Terms and Conditions of hire is made the hirer will automatically forfeit the full bond.

I hereby acknowledge that I have read and agree to abide by the above conditions of hire.

Applicant:

Full Name:

Signature:

Date:

On completion of this form, please return to the Shire of Katanning:
Administration Office, 52 Austral Terrace Katanning WA 6317
Email: admin@katanning.wa.gov.au

