



MORAWA EQUIPMENT HIRE

Responsibilities of Hirer

I/We agree that by entering into an agreement to hire the equipment that I/We are responsible to return the equipment to the Shire in the same condition that it was hired out. I/We agree that I/We will ensure that all of the following conditions will have been met prior to returning the keys and requesting return of the bond if any:

- All furniture is to be returned clean and in the same condition it was hired.
- Old plastic chairs to be hired only.
- Glasses and cutlery to be washed.
- Tablecloths and napkins to be washed ironed and folded.

PLEASE NOTE – It is the sole responsibility of the Hirers to meet these conditions not the Shire. Any damage will be invoiced to the hirer

Name.....

Address.....

..... Phone.....

Signature..... Date...../...../.....

Date to be returned

Hired Items from: (Facility)

- Tables: Quantity.....Number Returned.....
- Chairs: Quantity.....Number Returned.....
- Glasses: Quantity.....Number Returned.....
- Cutlery: Quantity.....Number Returned.....
- Tablecloths: Quantity.....Number Returned.....
- Napkins: Quantity.....Number Returned.....
- Other: Quantity.....Number Returned.....

OFFICE USE ONLY

Equipment Checked By:.....Date...../...../.....

Condition Left In:.....Good...../Bad...../Fair.....

Recommend Bond Return: Y / N.....Full.....Part:\$.....

Return Bond Authorised By:.....

Position:.....Signature.....