

EQUIPMENT HIRE FORM

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Applicant

Details of the applicant.

Title Mr Mrs Ms Miss Company

Full name

Company

ACN/ARBN

Postal address

Locality/ Suburb State Postcode

Phone Mobile

Email

Preferred method of correspondence: Phone Mail Email

Booking Details

Details of equipment to be hired and dates.

Item	No Required	Dates of Hiring		Office Use Only Equipment Returned
		From	To	
Marquee (3m x 3m)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Chairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Portable PA System	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Officer Initials				

Security Deposit & Payment

Dates of hire and payment details

Total Days

Hire Charge

Bond Charge

Total Payment

DECLARATION

I indemnify the Cook Shire Council in accordance with the Condition of Hire, from any claim arising from any incident occurring with the use of the equipment during the hire period.

I agree to be responsible for the collection and delivery of the equipment, cleaning of, and any damages that occur during, the use of the equipment. I agree to have costs associated with damage and cleaning deducted from the Security Bond in the first instance and to be invoiced in the second instance.

Applicant's Signature

Date

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

LODGEMENT OPTIONS

When you have signed and dated this form, please lodge it with the fees and any supporting documentation required at the council office, in person, via email or via post.

Cook Shire Council

10 Furneaux Street

Phone: 07 4082 0500

Email: mail@cook.qld.gov.au

Website: www.cook.qld.gov.au

PO Box 3 COOKTOWN QLD 4895

OFFICE USE ONLY

G/L: 1740.110.125

Application fee

Hired

Yes

No

Date paid

Receipt number

Received by

Received by

Name

Signature