

Equipment/Room Hire Booking Form

Hired to: *(invoice address)*

Business name			
Person booking	Name, phone and email		
Postal Address		Town	Postcode
ABN	If new account		

New Account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Cash	To be Invoiced	PO#
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Booking Details

Date of Hire	Time of Hire	Date of Finish	Time of Finish	# people attending	Billable Duration
					OFFICE USE
					OFFICE USE
Contact person on the day	Name, phone and email				

Booking Requirements

Room

<input type="checkbox"/>	Conference Room (seats 20)
<input type="checkbox"/>	Video Conference (seats 12)
<input type="checkbox"/>	Training in front room (7 computers)
<input type="checkbox"/>	Hot Office
<input type="checkbox"/>	<i>desk, chair, computer and telephone in separate room with access to PAYG printer, scanner, fax, photocopier etc</i>

Equipment/Staff

<input type="checkbox"/>	Onsite Trainer
#	Laptop (12 Available)
<input type="checkbox"/>	Data Projector / screen
<input type="checkbox"/>	Video Conference Equipment (off site)

Refreshments

<input type="checkbox"/>	Tea/coffee/milk
<input type="checkbox"/>	Packet biscuits
<input type="checkbox"/>	External catering (please designate)

Conditions of Hire

- I am the authorised person to sign for the hire of equipment and/or room(s) and have provided any necessary paperwork (Purchase Order)
- I accept that the rooms are to be left in a clean condition prior to the end of the hire period.
- I accept that extra costs may be charged for cleaning if condition 2 is not met.
- Should repair of any equipment result from damage or careless handling. I will accept and pay the repair costs, with prior notification.
- If I use the equipment or room for longer than the agreed period as detailed on this form, I will agree to pay for the extended period at the same rate.
- Once the room/equipment is booked, cancellation fees may apply.
 - 48 or more hours – no fee
 - 24-48 hours' notice – 50% of total
 - 0-24 hours' notice – 100% of total
- Refreshments must be pre ordered at time of booking, costs will apply.
- Any other services required on the day, will be charged at our standard rates.

Name: _____ Signed: _____ Date: _____

Hire and Return Condition of Items

ROOM HIRED

	INCLUDES	Condition at time of hire	Condition at time of return
Conference Room	20 Black Chairs Trapezoid tables Rectangular table Video Conference equipment Phone Whiteboard Extras - please list		
Hot Office	Desk Office Chair Workstation Power board		
Front of CRC	Workstations Chairs Display screen Remote control		

EQUIPMENT HIRED

	INCLUDES	Condition at time of hire	Condition at time of return
Box 1	5 laptops (Windows 7 with MS Office 2010) 5 Power cords 5 mice 1 powerboard (6 plug) 1 information sheet		
Box 2	5 laptops (Windows 7 with MS Office 2010) 5 Power cords 5 mice 1 powerboard (6 plug) 1 information sheet		
Data Projector	Data Projector Remote Control Bag Cables (list which cable) Adapters (list which one)		
Projector Screen	Data Projector Screen		
Thuraya SatSleeve	SatSleeve / cables (power & USB) Adaptor (iPhone 4/4s or 5/5s) 12v charging cable		
Other			

Conditions:

1. I have read and agree to the Terms of Hire
2. I concur with the items taken and the condition in which they are taken from the Kununurra CRC as above
3. The items have been returned to the Kununurra Community Resource Centre in the same clean condition and good working order it was in when received, ordinary fair wear and tear excluded.

Signed: _____ Name: _____ Date: _____