



Local Government Property Local Law

Hire of Shire Equipment

APPLICANT DETAILS			
Name			
On behalf of organisation			
Address of Applicant			
Phone (Home)		Phone (Mobile)	
Location of function		Date required	
Old Medical Centre			
Grey Trestle Tables	6 available	Number Required	
Brown Tables	10 available	Number Required	
Orange Plastic Chairs	60 available	Number Required	
(Tables are to be placed onto the trolley with tops facing up to eliminate damage to the tabletops)			
Lake Grace Shire Hall			
Red & Brown Plastic Chairs	120 available	Number Required	
Lake Grace Pavilion			
Round Tables	15 available	Number Required	
Chairs	100 available	Number Required	
OTHER			

How to return this form:

- Attach completed PDF to an email and send to shire@lakegrace.wa.gov.au
- Post to PO Box 50, Lake Grace WA 6353
- Hand in to the Shire Front Reception on 1 Bishop St, Lake Grace





BOND REFUND INFORMATION			
Make bond refundable to	<input type="radio"/> Individual	<input type="radio"/> Organisation	As per the form
Refund by	<input type="radio"/> Cheque	<input type="radio"/> Bank Transfer	
BSB		Account Number	
Cheque Address			

Bond payable for equipment hire is \$157.50

- Payment can be made in person, via post (cheque) to Shire of Lake Grace, PO Box 50, LAKE GRACE WA 6353
- Bank transfer **ACCOUNT NAME** Shire of Lake Grace **BSB** 066-000 **ACCOUNT** 1733 3994
Reference is your Organisation/Name & date of hire

The bond will be held in a Shire of Lake Grace Account and can be released in the form of EFT or not negotiable Trust Cheque made out to the nominated individual or organisation. The Shire will deduct the cost of any damage or extra cleaning required after the event from your bond. If this cost exceeds the bond paid, an invoice will be sent to the nominated individual or organisation to cover the damages and/or cleaning. Upon a successful inspection after your function this bond will be refunded by the 25th day of the following month.

Applicant's Signature _____

Date _____

OFFICE USE ONLY			
Application Approved	<input type="radio"/> Yes	<input type="radio"/> No	Date Bond Paid
Receipt Number			Bond Trust Number
Confirmation Letter Sent - Date			Refund Full Bond <input type="radio"/> Yes <input type="radio"/> No
Bond Withheld for	<input type="radio"/> Damage	<input type="radio"/> Lost/Stolen	Total Withheld \$
Authorising Officer Signature:			Manager Signature: (if amount withheld)

How to return this form:

- Attach completed PDF to an email and send to shire@lakegrace.wa.gov.au
- Post to PO Box 50, Lake Grace WA 6353
- Hand in to the Shire Front Reception on 1 Bishop St, Lake Grace





CONDITIONS OF EQUIPMENT HIRE

1. If I / we* are not happy with the cleanliness of the hired equipment, then I/We will report to the Shire prior to hiring. I/We understand that no compensation may be claimed if reported after the hire.
2. The equipment is to be returned clean and undamaged immediately after completion of hire time. (Unless otherwise waived by the Chief Executive Officer of the Shire).
3. On departing the premises all doors are to be securely locked. It is the hirer's responsibility for the security of the premises when returning equipment.
4. Any hirer damaging or allowing damage to occur to the equipment will be liable for the replacement / repair costs.
5. A bond is payable on booking of the equipment and is refundable, however, if the above conditions of hire are not carried out to the Shire's satisfaction all or a portion thereof will be forfeited.
6. In the event of a second forfeiture of bond monies the Shire reserves the right to deny future hire of equipment.

- I agree to comply with all provisions of the Shire of Lake Grace Local Government Property Local Law and other written laws pertaining to the proposed use, including any condition which may be imposed on the permit of hire requiring me to indemnify the local government in respect of any injury to any person or any damages to any property, which may occur in connection with the hire of local government property.
- I have read and agree to the Hire of Local Government (Shire) Property Conditions attached to this application.

Signature

Date

Please return this form & bond to the Shire of Lake Grace at least 48 hours prior to hiring.

NB: Booking not confirmed until application form and bond payment is received.

How to return this form:

- Attach completed PDF to an email and send to shire@lakegrace.wa.gov.au
- Post to PO Box 50, Lake Grace WA 6353
- Hand in to the Shire Front Reception on 1 Bishop St, Lake Grace

