

Hire Agreement – Chairs and Tables

Please complete all of the details below. This form is to be submitted to the Nhulunbuy Corporation no less than one week before the date of hire. Bookings will be confirmed only when hire form has been submitted and the correct payment of fees and charges have been made.

Fee (as per current fee schedule) payable on submission of application.

Details of Hirer

Name of Organisation: _____

Postal Address: _____

Phone No.: (H) _____ (W) _____ (M) _____

Name of Responsible Person: _____

Period/Dates of Hire: _____

Day/Time of Pick Up: _____ Day/Time of Return: _____

Description/Purpose of Hiring: _____

Bond and hire fees

	Rate inclusive of GST
Bond (refundable)	\$200
Chair hire fee per day	\$2
Table hire fee per day	\$5
Total paid	

Cleaning cost rates

It is expected that the hirer will wipe/wash all surfaces prior to the return of tables and chairs.

The Nhulunbuy Corporation will impose the cost of cleaning after the hire, if in the opinion of the Corporation, the items are not cleaned properly by those responsible for the hire.

Professional cleaning costs which may be deducted from the Bond:

	Rate inclusive of GST
If the tables and chairs are dirty	\$80 per hour
Damage to tables and chairs	At cost to hirer

Conditions of Hire

1. Hirer must be eighteen (18) years of age or over.
2. All applicable fees and charges are to be paid before hire period.
3. It is the hirer’s responsibility to arrange the collection of the equipment at a time suitable to the Nhulunbuy Corporation. It is also the responsibility of the hirer to make appropriate arrangements with the Nhulunbuy Corporation for the return of the equipment.
4. If in kind support is requested, a Nhulunbuy Corporation In Kind Request Form must accompany this application.
5. The tables and chairs are to be cleaned. If the tables and chairs are not left in a condition that is acceptable to the Nhulunbuy Corporation, the nominated cleaning fee will be deducted from the deposit amount or charged to the hirer.
6. Cancellation should be notified promptly and before the event.
7. The hirer shall be responsible for and make good and repair, to the satisfaction of the Nhulunbuy Corporation, all damages to the equipment occurring during the use and caused by the negligence or default of the hirer, their servants, agents or any other person using the equipment pursuant to or in exercise of the rights or of the rights hereby granted to the hirer.
8. If the hirer shall fail or neglect or refuse to make good or repair any damages for which they are responsible as referred to above, the Nhulunbuy Corporation shall make good the equipment and the hirer shall pay the Corporation upon demand all costs reasonable, incurred by the Corporation in doing so.
9. The hirer will indemnify and keep indemnified the Nhulunbuy Corporation from and against all actions, suits, proceedings, claims and demands which may be brought and maintained or made against the Corporation:
 - By any servants or agents of the hirer for any cost occasioned by or arising from the use of the equipment.
 - By any person or persons arising out of or occasioned by any act or omission on the part of the hirer, their servants or agents or the failure of the hirer, their servants or agents to observe these terms and conditions, or
 - By any person, when using the equipment

Declaration

I hereby declare that the above details are correct and the Nhulunbuy Corporation tables and chairs will be used during the period of use only by the above named person and in accordance with the Conditions of Use as per the Terms and Conditions of this Hire Agreement.

Signed: _____

Name: _____ (Responsible person of organisation named above)
(Please Print)

Office Use Only

Bond Amount: _____ Receipt Number: _____

Bond to be Refunded to: _____
(Name)

(Postal Address)

Authorised by

Name: _____ Signature: _____

Date: _____

Community Engagement Facilitator Use Only

Collection of Tables and Chairs by hirer _____ (tick when complete)

Confirmation of return of Tables and Chairs: _____ (tick when complete)

Notes: _____

Signature: _____

<i>Fee Payment Details</i>	<i>Fee Paid: \$</i>	<i>Date Paid / /20</i>	<i>Receipt no.</i>
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