



Shire of Lake Grace

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1 Bishop Street, Lake Grace, PO Box 50, Lake Grace WA 6353
shire@lakegrace.wa.gov.au

File No.0080

Record No.

Local Government Property Local Law

Hire of Local Government (Shire) EQUIPMENT

Applicant:		
For and on behalf of:		
Personal Address of Applicant:		
Phone (H):		Phone (W):

OLD MEDICAL CENTRE

ITEMS	NUMBER AVAILABLE	NUMBER REQUIRED
Grey Trestle Tables	6	
Orange Plastic Chairs	62	
Brown Tables	13	

Tables are to be placed onto the trolley with tops facing to eliminate damage to the table tops

LAKE GRACE SHIRE HALL

ITEMS	NUMBER AVAILABLE	NUMBER REQUIRED
Red and Brown Plastic Chairs	120	
Cutlery - Knives	100	
Forks	98	
Dessert spoon	96	
Soup Spoons	96	
Tea Spoons	99	

LAKE GRACE PAVILION

ITEMS	NUMBER AVAILABLE	NUMBER REQUIRED
Round Tables	15	
Chairs	100	

HIRE OF MISCELLANIOUS EQUIPMENT

ITEMS	NUMBER AVAILABLE	NUMBER REQUIRED

• I have read and agree to the Hire of Local Government (Shire) Property Conditions.

Signature:	Date signed:
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Bond Fee:	\$	Bond paid date:
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Make bond refundable to: INDIVIDUAL or; ORGANISATION as per the form above

Bond payable for equipment hire is \$150

- ⇒ Payment can be made in person, via post (cheque) Shire of Lake Grace, PO BOX 50 LAKE GRACE WA 6353
- ⇒ Online banking BSB 306-019, ACCOUNT 012 5332, SHIRE OF LAKE GRACE Ref: (company) name & facility hired

The bond will be held in a separate Trust Account and can only be released in the form of 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 via a cheque by the 21st day of the following month.

Conditions for Local Government Equipment Hire

1. I / We* will be responsible for the safe return (the day after hire) of the keys issued for the hire. In the event of the keys being misplaced, lost or stolen I / we* will reimburse the Shire for the necessary replacement costs thereof.
2. 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.
3. 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).
4. 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.
5. Any hirer damaging or allowing damage to occur to the equipment will be liable for the replacement / repair costs.
6. 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.
7. 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 received.

OFFICE USE ONLY		APPLICATION APPROVED	YES	NO
EQUIPMENT HIRE APPROVED (if applicable) YES NO		Confirmation Letter sent # _____		
Hire Charge (if applicable): \$			Bond: \$	
Fees paid receipt no:	Authorising Officer Signature:			
BOND REFUND		Refund full amount		Bond Trust No: _____
Amount held due to	Property damage		\$ _____	
	Extra cleaning required		\$ _____	
	Keys not returned		\$ _____	
		Total amount withheld		\$ _____
Authorising Officer:			Signature:	
Manager: (If amount withheld)			Signature:	