

EQUIPMENT HIRE FORM

Submission of the Equipment Hire Form must be completed **TWO** weeks prior to the event.

- A package can be arranged to suit your specific requirements for the event/activities.
- Please speak with MONSU Service Desk to negotiate hire costs.
- When submitting electronically, please edit in Adobe Acrobat, Microsoft Word or Google Doc

Event Details

Event Name:

Date of Event:

Venue:

Equipment Required (please tick) PA

Projector

Microphones

BBQ

Other:

Pick Up Date:

Pick Up Time:

Drop Off Date:

Drop Off Time:

Contact Details

Club/Committee Name:

Person Responsible for the Equipment:

Student ID:

Mobile Number:

Hire Conditions

MONSU Caulfield Obligations

1. Allow the club/organisers to use and take equipment until it is due back, according to the times stated in the Function Fact Sheet form.
2. Provide Equipment to the customer in good working order.

Representative Obligations

1. On the commencement of equipment hire pay the agreed hire fee.
2. Use the equipment for the intended purposes and nothing else.
3. Cover all costs incurred in the reaper of damaged or replacement of equipment caused by the negligence of the representative or representative's event.
4. Ensure hire times above are stipulated and adhered to—failure to do so will result in a late fee
5. (20% of hire costs) and restrictions on future hiring of equipment.

Please Sign:

Date: