APPLICATION TO HIRE PICKET FENCING

Applicant			
First Name:		Surname:	
Postal Address:			
Suburb:		Postcode:	
Email/Phone	Email:		Phone:

Item Details/Function Information				
Post Qty (max.30):		Panel Qty (0.9m x 1.84m ea) (max. 26):		
Type of Function:				
Function Address:				
Date(s) of Function	From:		To:	
Pick-up Date (Mon – Fri)		☐ 9.30am or ☐4.00pm (Please tick)		
Return Date (Mon – Fri)		☐ 9.30am or ☐4.00pm (Please tick)		

A list is attached of fees and charges applicable to the Picket Fencing available for hire.
Fees need to be paid prior to the collection.
☐ I have read, and agree to comply with, the District Council of Karoonda East Murray Conditions of Hire.

Signature:	Date:

OFFICIAL USE ONLY:				
Hire Amount:	$	Receipt Number:	Magiq #	
Bond Amount:	$ 52.00	Bond Received:	☐	
Bond Refunded? (Cross)	☐ YES ☐ NO (Provide reason if nil refund)			
Refund Method:	☐ EFT	Bank:	BSB:	Acct No:
	☐ Credit Card	Card Name:		Expiry Date:
		Card No:		CVC:
	☐Cheque	Cheque Number:		
Booking Calendar Completed: ☐		MAGIQ Receipt Number: #		
Officer:		Date Bond Refunded:		
OTHER NOTES:				

Updated 10/10/2025

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CONDITIONS OF HIRE

1. All bookings must be made through the District Council of Karoonda East Murray, by completing this form - Application to Hire Picket Fencing.

   Telephone bookings will be accepted, and a copy of this form will be forwarded to the hirer for completion and return to PO Box 58, Karoonda SA 5307 within seven (7) days of receipt, to confirm the booking.

   Staff: Please ensure that the booking details are transcribed into the Council Calendar located in Microsoft Outlook and complete the template with a scheduled reminder one (1) day prior to commencement of the booking.

2. A bond of $52 is payable by all hirers and must be paid to the District Council of Karoonda East Murray before collection of the fencing. The refunded bond will be returned to the hirer as a cheque via post once the returned panels have been inspected by an authorised officer of Council and deemed to be in clean and satisfactory condition.
3. Fence panels must be collected and returned to the designated pick-up point (DCKEM Council Office) at the prearranged time.
4. Organisations or private users are responsible for any damage or misuse of the fencing.
5. The fencing must be returned undamaged and in a clean condition.
6. The panels must be returned to the designated drop off point (Council office) on the first working day following the event date.

FEES AND CHARGES

1. The hire fee is $11/panel (GST Inclusive) for up to 3 days hire. For exemptions see Point 3.
2. A bond of $52 is payable by all hirers and must be paid at the **Council Office** before collection of the fence panels. Upon the return of the fencing to the designated drop off point (Council Office), an inspection will be undertaken by an authorised officer of Council to ensure the fence panels are returned in good condition. The refunded bond will be returned to the hirer as a cheque via post, if the panels are deemed to be in good condition. If they are deemed to have been returned to Council in an unsatisfactory condition the bond will not be refunded.
3. Community groups located within the Council district may hire fencing panels at a 50% reduction of the hire charge; however, payment of a bond is still required.

   A request for an exemption from paying a hire fee may be made in writing to the Chief Executive Officer.