APPLICATION TO HIRE PORTABLE TOILET

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

Item Details/Function Information				
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 portable toilet 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:	$ 157.00	Bond Received:	☐	
Bond Refunded? (Cross)	☐ YES ☐ NO (Provide reason if nil refund) $168 Cleaning Fee Applied? ☐ YES ☐ NO			
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 28/08/2023

CONDITIONS OF HIRE

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

   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 $157 is payable by all hirers and must be paid to the District Council of Karoonda East Murray before collection of the toilets. The refunded bond will be returned to the hirer as a cheque via post once the returned toilets have been inspected by an authorised officer of Council and deemed to be in clean and satisfactory condition.
3. Toilets must be collected and returned to the designated pick-up point (Greeny's Shearing Shed at the Karoonda Town Oval) at the prearranged time.
4. Organisations or private users are responsible for any damage or misuse of the facilities.
5. Water and paper are to be provided by the hirer.
6. The toilets must be returned undamaged, in a clean condition, and emptied of **all** waste and fluids, including the water in the tank used for the hand basins. The portable toilets can be emptied at Council's dump site at the rear of the oval toilets in Karoonda.
7. The toilets must be returned to the designated drop off point (Greeny's Shearing Shed at the Karoonda Town Oval) on the first working day following the event date.

FEES AND CHARGES

1. The hire fee is $178 (GST Inclusive) per week of use, chemicals included. For exemptions see Point 3.
2. A bond of $157 is payable by all hirers and must be paid at a **Council Office** before collection of the toilets. Upon the return of the toilets to the designated drop off point (Greeny's Shearing Shed at the Karoonda Town Oval), an inspection will be undertaken by an authorised officer of Council to ensure the toilets are returned in good condition. The refunded bond will be returned to the hirer as a cheque via post, if the toilets are deemed to be in good condition. If the toilets 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 the toilets 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.
4. A Cleaning Fee of $168 will be applied if the Portable Toilet is not returned in a clean, empty state.