APPLICATION TO HIRE CINEMA EQUIPMENT (Local Community Groups only)

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 Cinema Equipment 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 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 cinema equipment.

   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 cinema equipment. The refunded bond will be returned to the hirer as a cheque via post once the returned equipment has been inspected by an authorised officer of Council and deemed to be in a satisfactory condition.

3. The Cinema Equipment must be collected and returned to the designated pick-up point (Council Office) at the prearranged time.

4. Organisations are responsible for any damage or misuse of the equipment.

FEES AND CHARGES

1. The hire fee is $52 (GST Inclusive) up to 3 days use.

2. A bond of $52 is payable by all hirers and must be paid at the **Council Office** before collection of the equipment. Upon the return of the equipment to the designated drop off point (Council Office), an inspection will be undertaken by an authorised officer of Council to ensure the equipment is returned in good condition. The refunded bond will be returned to the hirer as a cheque via post, bank transfer or EFT if the equipment is deemed to be in good condition. If the equipment is deemed to have been returned to Council in an unsatisfactory condition the bond will not be refunded.

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