



# Equipment Hire Form

The Shire of Shark Bay has a range of additional equipment that can be hired for events and functions. If you would like to hire equipment, you are encouraged to discuss your options with the Shire's Customer Service Officer to confirm availability before submitting this form.

DATE OF APPLICATION

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PERSONAL INFORMATION

Full Name : \_\_\_\_\_

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Suburb : \_\_\_\_\_ Postcode : \_\_\_\_\_

Mobile : \_\_\_\_\_ Phone : \_\_\_\_\_

Email : \_\_\_\_\_

I confirm that the above person is the contact person on the day of hire : Yes ☐ No ☐

If no, please provide contact details for the day of hire below.

Full Name : \_\_\_\_\_

Address : \_\_\_\_\_

Mobile : \_\_\_\_\_ Phone : \_\_\_\_\_

Email : \_\_\_\_\_

## DETAILS OF HIRE

Purpose : \_\_\_\_\_

Hire Start Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Hire End Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## EQUIPMENT BOND (EXCLUDING MARQUEE)

Please note: an equipment bond is required for all equipment hire, as referenced in the below fees.

Equipment Hire Bond Less Than \$100	\$100.00	Per Hire
Equipment Hire Bond More Than \$101	\$200.00	Per Hire

## MARQUEE

The marquee is a large white pavilion that can be erected with or without walls. The full size of the marquee is 10m W x 20m L x 4.8m H. The marquee must be delivered and erected by Shire staff and has a minimum 5 day hire fee.

5 Day Hire (minimum)	\$1,400.00	Per Event	1 Available	Yes : <input type="checkbox"/>
Additional Days	\$155.00	Per Day	1 Available	Quantity : _____
Marquee Bond	\$1,000.00	Per Event		

## PORTABLE STAGE

The portable stage is made up of 6 pieces measuring approximately 2m W x 4m L each, and can be arranged in multiple ways. The portable stage will be delivered and picked up by Shire staff.

Portable Stage	\$80.00	Per Day	1 Available	Yes : <input type="checkbox"/>
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## SOUND SYSTEM

The semi portable sound system includes a mixer, 2 speakers and 6 microphones. It **does not require access to external power sources**. The system must be picked up and returned by the hirer during office hours.

Portable Sound System	\$100.00	Per Day	1 Available	Yes : <input type="checkbox"/>
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## TEMPORARY FENCING

There are 30 temporary fence panels available for hire measuring 2.4m W x 1.8m H. The fence panels will be delivered and picked up by Shire staff.

Temporary Fencing (per panel)	\$2.00	Per Day	30 Available	Quantity : _____
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## ELECTRONIC STREET SIGNAGE

The electronic street signage (speed awareness monitor) can be a great way of advertising your event. The street signage can be delivered and erected by Shire staff or can be picked up by the hirer during office hours.

Electronic Street Signage	\$20.00	Per Day	1 Available	Yes : <input type="checkbox"/>
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The electronic street signage has 4 frames that alternate at different times, and each frame has 3 lines with space for 12 letters (including spaces). **Please record the message you would like to display below :**

1.	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
2.	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
3.	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
4.	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

## OTHER EQUIPMENT

The Shire has a range of other equipment that can be hired for events. Please contact the Shire's Community Service Officer during office hours with any queries regarding equipment.

A-Frame Power Box	\$20.00	Per Day	1 Available	<input type="checkbox"/>
Inflatable Air Dancer	\$15.00	Per Day	2 Available	Quantity : <input type="text"/>
Bin (240L) (per bin)	\$10.00	Per Day	20 Available	Quantity : <input type="text"/>
Chairs (per chair)	\$1.00	Per Day	100 Available	Quantity : <input type="text"/>
Trestle Tables (per table)	\$5.00	Per Day	10 Available	Quantity : <input type="text"/>
Lectern with In-built Microphone	\$30.00	Per Day	1 Available	<input type="checkbox"/>
Cordless Speaker with Microphone	\$50.00	Per Day	1 Available	<input type="checkbox"/>

## DECLARATION

I hereby declare that all of the information in this form is correct :

Full Name :

Signature :