

# Equipment Hire Form



Submission of the Equipment Hire Form must be handed into the MONSU Service Desk, **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.

Event Details	
Event Name:	
Date of Event:	Venue:
Equipment Required: <small>(please circle)</small> 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 N <sup>o</sup> .

## Hire Agreement 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 above 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 (20% of hire costs) and restrictions on future hiring of equipment.

Please Sign:

Date:

Pick Up Checked by:

Drop Off Checked by:

Receipt N<sup>o</sup>.