

Onsite Equipment Hire Rates 2018

	Member Rate	Standard Rate
Chairs	\$2	\$3
Trestle Tables	\$4	\$5
Tablecloths		\$5 white, \$2 blue each

** Note: Offsite/Afterhours Hire of equipment requires a \$100-\$300 bond, depending upon item. Kariong Neighbourhood Centre does not deliver or pickup items.*

RESOURCE Hire Fees – Pick up only	
Chairs – Stackable approximately 70	\$3 each
Trestle Tables – Approximately 12 1832 L x 760 W mm moulded plastic with metal legs	\$10 each
Trestle Tables - Approximately 4 122L X 61Wmm moulded plastic with metal legs	\$7.50 each
Sound System (Speaker, Stand, Microphone, Cabling)	\$165
Data Projector – Epson Multimedia Projector	\$50
Portable Projector Screen	\$15
Portable Whiteboard (in house only)	\$10
Tablecloths –Approximately 14 White to fix large trestle tables	\$10 each – includes laundering
Cutlery – Approximately 50 pieces each Knives, forks, dessert spoons, teaspoons	35c per setting – Knife, fork, spoon Minimum 10 place settings
Crockery – Approximately 50 pieces each Mugs, bowls, dinner plates side plates	Side plate - \$0.55c, Dinner plate - \$1.00, Bowl - \$0.55, Mug \$0.55
Glasses – Approximately 50 Short and tall water glasses	\$0.55
Water jugs – Approximately 8 6 stainless steel and 2 glass	\$3.00
Coffee plungers - 2	\$12.50

***Note a bond is required for certain items and off site hire.**

Catering for all occasions can be accommodated. Please call manager if required.

The following is a summary of Kariong Neighbourhood Centre's Hire Agreement:

BOND/PAYMENT

- Payments must be finalized three days prior to the booking or within seven (7) days of being invoiced.
- All prices **include** GST
- All hiring payments must be paid in cash or direct deposit
- \$100 - \$300 bond is required for all equipment hire depending on item.
- Bonds are payable by cash or cheque only. We **do not** have EFTPOS or credit card facilities.
- The bond is refundable on return of the items, subject to full payment of all outstanding hire fees and other charges and the satisfactory condition of the equipment after completion of hire.

Equipment – Hire Application Form

REQUEST

Name: _____

Address: _____

Phone: _____ Driver's License No: _____

Email: _____

I would like to hire: _____ (number of) _____

(Equipment) from Kariong Neighbourhood Centre. On site _____ off site _____

Date from: _____ Returning: _____

I understand that I am not covered by any insurance through the Kariong Neighbourhood Center for any incident that occurs outside of Kariong Neighbourhood Center grounds.

I understand that Kariong Neighbourhood Centre is not liable for any damage to persons or property resulting from this equipment at any stage that it is not on Kariong Neighbourhood Centre grounds.

I also understand that I may be required to replace, or reimburse Kariong Neighbourhood Centre for any damage to equipment whilst in my care.

Signed: _____ Date: _____

AUTHORISATION

Licence Cited: Yes

Member: Yes No

Application

Approved

Declined

Authorised By: _____ Date: _____

Comments: _____

RETURN OF ITEMS

Goods checked on return by: _____ Date: _____

Comments: _____
