**Logo, company name

Description automatically generatedHIRE OF EQUIPMENT REQUEST FORM**

|  |  |
| --- | --- |
| **Name of Company** | **Please circle** |
|  | Community Group/Business |

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Email/Postal** |  |

|  |  |  |
| --- | --- | --- |
| ***EVENT DETAILS*** | | |
| **Event Name** | | |
|  | | |
| **Date of Event** | **Time Event Begins** | **Time Event Concludes** |
|  |  |  |

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| --- | --- | --- |
| **EQUIPMENT REQUIREMENTS**  Fee Community Group $150.00 for each section light, sound and/or projection  Business $300 for each light, sound and/or projection  Fee Club Operator/s is $50.00 per operator for up to 5 hours and then $10 per hour after that period.  Operator arrives hour before event begins to set up | | |
| **Lighting** | Yes/No | Cost |
| **Sound**  **Do you require hand held mic?** | Yes/No  Yes/No |  |
| **Projection** | Yes/No |  |
| **Total cost for event including operator fee** | |  |
| Payment for hire to be made prior to the event. Non payment hinders usage of equipment. | | |

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| **ADDITIONAL EVENT REQUIREMENTS** | | |
| Music for Event | Yes/No | To be supplied on USB two weeks prior to the event with any specific play requirements |
| Lighting Plot | Yes/No | To be supplied via email to the Secretary two weeks prior to the event |
| Running Order | Yes/No | To be supplied via email to the Secretary two weeks prior to the event |

Please note all requests are subject to committee approval and operator availability. Requests will be discussed at the following committee meeting held first Tuesday of each month and hirers will be notified after this time if the Club is able to accommodate the request.