Community Equipment Hire Form – Not-for-Profit Community Groups

Please complete the applicant and booking details below, then list the equipment required for your community event or activity.

Applicant and Booking Details

Organisation / Community Group Name		Contact Person	
Position / Role		Phone	
Postal Address			
Email		Event / Activity Name	
Event Date		Venue / Location	
Expected Attendance			

Booking Information

Booking information: The Shire of Nannup will respond to confirm your booking and arrange a suitable pick-up and return time with the Community Shed Coordinator, Sue Smith 0427 560 107.

Equipment Request

Item	Cost Per	How Many Available	Cost	How Many Required	Total Cost	Office Use
Hire of 3x3 Gazebos	Each	14	$30.00			
Hire 8x8 hexagon shaped white marquee with walls and posts (not including installation)	Each	1	$150.00			
Hire of Trestles	Each	20	$5.00			
Hire of Polypropylene Chairs – individual no arms	Each	100	$1.00			
Hire of Polypropylene Chairs – individual with arms	Each	50	$1.00			
Hire of Stainless steel benches (solid)	Each	2	$10.00			
Hire of Stainless steel benches (folding)	Each	2	$10.00			
Pedestrian Cable Traps	Each	20	$1.00			
Anti-Slip industrial mats	Each	20	$1.00			
Whiteboard	Each	1	$5.00			
Outdoor Trolly	Each	2	$5.00			
Children's plastic stools (yellow)	Each	25	$1.00			
Foldable Children's Tables	Each	8	$5.00			

Total Hire Cost	

Declaration

Please tick each box to confirm:

- [ ] the information provided is true and correct
- [ ] the equipment will be used only for the stated community event or activity
- [ ] the hirer agrees to comply with the Nannup Community Shed Conditions of Use
- [ ] the hirer accepts responsibility for safe use, care, cleaning and return of equipment
- [ ] the hirer understands that booking approval and equipment availability must be confirmed before use

Applicant Confirmation

Applicant Name		Date	
Signature		Organisation	

Membership

As a Community Group or Not for Profit Organisation of Nannup you may be eligible to apply for an annual flat rate fee for local community events for a maximum of 3 events per annum. You are still required to fill out the Equipment Hire Form for access to all equipment.
