Community Equipment Hire Form – Standard Hire

This standard hire form is for private functions, weddings and outside organisations.

Equipment hire is available for events held in Nannup only. Please complete the fields below to request equipment for your event.

Applicant and Booking Details

Organisation / Hirer Name	**Contact Person**
Position / Role	**Postal Address**
Phone	**Email**
Event / Function Name	**Event Date**
Venue / Location in Nannup	**Expected Attendance**

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	$50.00			
Hire 8x8 hexagon shaped white marquee with walls and posts (not including installation)	Each	1	$300.00			
Hire of Trestles	Each	20	$10.00			
Hire of Polypropylene Chairs – individual no arms	Each	100	$2.00			
Hire of Polypropylene Chairs – individual with arms	Each	50	$2.00			
Hire of Stainless steel benches (solid)	Each	2	$20.00			
Hire of Stainless steel benches (folding)	Each	2	$20.00			
Pedestrian Cable Traps	Each	20	$3.00			
Anti-Slip industrial mats	Each	20	$1.00			
Whiteboard	Each	1	$5.00			
Outdoor Trolly	Each	1	$5.00			
Children’s plastic stools (yellow)	Each	25	$2.00			
Foldable Children’s Tables	Each	8	$8.00			

Total Hire Cost	

Declaration

☐ **I AGREE TO THE CONDITIONS OF USE**

Applicant / Hirer Name	**Signature**
Date	**Organisation**

Office Use Only

Booking Approved	**Booking / Hire Reference**
Amount Paid	**Receipt No.**
Approved By	**Approval Date**
Pick-up Date and Time	**Return Date and Time**