

MBCRC Equipment Hire form

Client Details

| | | | | |
|---|----------------|--|---------------|--|
| Organisation | | | ABN | |
| Contact Person | | | | |
| Phone | | | Mobile | |
| Fax | | | Email | |
| Business Address | | | | |
| Business Postal Address | | | | |
| Date/time required (Please include set up and clean up time) | Date | | | |
| | Start | | End | |
| | Repeat | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | Details | | | |

Equipment

| Additional equipment | Rates ex. GST | | Additional Information |
|-------------------------|---|--------------------------------|------------------------|
| | Hour \$10 ex. | Full day (8 hours) \$50 ex. | |
| Laptop | <input type="checkbox"/> ____ hrs | <input type="checkbox"/> | |
| Projector | <input type="checkbox"/> ____ hrs | <input type="checkbox"/> | |
| Projector Screen | <input type="checkbox"/> ____ hrs | <input type="checkbox"/> | |
| Flip Board | <input type="checkbox"/> ____ hrs | <input type="checkbox"/> | |
| Speakers | <input type="checkbox"/> ____ hrs | <input type="checkbox"/> | |
| Webcam | <input type="checkbox"/> ____ hrs | <input type="checkbox"/> | |
| Cutlery / Crockery hire | <input type="checkbox"/> @\$1.00 per head ____ = no. of people | | |

Cancellation

| | |
|---------------------|---|
| Cancellation | A minimum of 48 hours' notice for any cancellations is required otherwise the full rate will still apply. |
|---------------------|---|



Payment Details

| | |
|---|---|
| Payment method | <input type="checkbox"/> Cash <input type="checkbox"/> EFT <i>Please complete the details below if you require an invoice</i> |
| Please send invoice to <i>The email address is our preferred billing option</i> | <input type="checkbox"/> Email Address <i>Please ensure that this is the accounts billing email. If it differs to the one provided in the client details section, please enter it below:</i> <input type="checkbox"/> Business Address <input type="checkbox"/> Postal Address |

I.....of.....confirm that
the given information is correct.

Signed.....Date.....

