

MBCRC Equipment Hire form.

Client Details

Organisation			ABN	
Contact Person				
Phone			Mobile	
			Email	
Address				
Postal Address				
Date/time required	Date			
	Start		End	

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"/>	
TV	<input type="checkbox"/> ____ hrs	<input type="checkbox"/>	
iPad	<input type="checkbox"/> ____ hrs	<input type="checkbox"/>	
Webcam	<input type="checkbox"/> ____ hrs	<input type="checkbox"/>	
Cutlery / Crockery hire	<input type="checkbox"/> @\$2.00 per head ____ = no. of people	<input type="checkbox"/>	
BEN Q	<input type="checkbox"/> ____ hrs	<input type="checkbox"/>	

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.



1 Lowood Road, Mt Barker WA 6324
PO Box 175, Mt Barker WA 6324
P: 08 9851 2674 F: 08 9851 2686
E: manager@mtbarkercrc.com

MBCRC DEVICE LOAN AGREEMENT

1. Parties

This Device Loan Agreement shall be referred to as an Agreement between the Lender (MBCRC) and the borrower.

Borrower details:

Name: _____

Address: _____

Contact Phone: _____

Contact Email: _____

ID (Drivers Licence number or similar) _____

The "Lender" The "Borrower" The "Device" rented under this Agreement is described below.

Make and Model: _____

Description: _____

Loan Term: _____

2. Term of the Loan

The term of this Agreement shall begin on the date of the delivery of the Device, unless renewed and extended in accordance with the terms of this agreement.

The Borrower may request the extension of the term of the Agreement under the same conditions, with a written or verbal request to be made before the expiry of the agreement. The extension is subject to approval by the Lender.

3. Usage, Maintenance and Repair

The Borrower is obliged to show due diligence and care during the use of the Device and keep the Device in good condition. During the rental period the Device can only be used for which it is specified under normal conditions.

4. Delivery and Right of Inspection

Prior to the delivery date of the Device, the Borrower may request to inspect the Device for defects before the delivery of the Device. In case of such a request, the Lender determines a suitable day before the delivery of the device and allows the Borrower to inspect the Device. The Borrower may request that the defects detected in the Device be recorded. This report shall be signed by both parties. The Borrower shall not be held responsible for the defects that are recorded in this report.



1 Lowood Road, Mt Barker WA 6324
PO Box 175, Mt Barker WA 6324
P: 08 9851 2674 F: 08 9851 2686
E: manager@mtbarkercrc.com

5. Return of the Device and Liability for Damages

The Device shall be returned to the Lender within three (3) working days following the end of the Agreement period. If the Borrower refrains from returning the Device, or returns a different device on this date, the Lender will invoice a **daily fee of \$100** to the borrower for each day beyond the agreed borrowing period. If the device is not returned two weeks after the end of the borrowing period, the Lender will pursue legal proceedings within the framework of applicable law, to ensure the return of the Device.

The Borrower is responsible for any damage that occurs after the delivery of the Device, which is not included in the inspection report. If defects that cannot be revealed by inspection are discovered later, the Borrower bears the repair costs and will be invoiced for the repair costs.

6. Sublease

The Borrower cannot sublease the Device, nor assign the use of third parties without permission from the lender. If the Borrower has sub-leased the Device, the Lender will terminate the Agreement with written or verbal notice and request the immediate return of the Device.

7. Dispute Resolution

The Parties to this Agreement undertake all efforts to amicably resolve all disputes arising from this agreement.

Please sign below if you understand and agree to the conditions set out in this agreement.

Borrowers Full Name

MBCRC Staff Full Name

Date

Date

Borrower's Signature

MBCRC Staff Signature