MBCRC Equipment Hire form.

Client Details

Organisation		ABN	
Contact Person			
Phone		**Mobile**	
Email			
Address			
Date/time required			

Equipment

Additional equipment	Rates ex. GST		Additional Information
	Hour $10 ex.	Full day (8 hours) $50 ex.	
Laptop	☐ ____ hrs	☐	
Projector	☐ ____ hrs	☐	
TV	☐ ____ hrs	☐	
iPad	☐ ____ hrs	☐	
Webcam	☐ ____ hrs	☐	
Cutlery / Crockery hire	☐ @$2.00 per head ____ = no. of people	☐	
BEN Q	☐ _____ hrs	☐	

Payment Details

Payment method	☐ **Cash** ☐ **EFT** ☐ **Invoice**
Please send invoice to:	**Email:**

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

Signed…………………………………………………………………Date.

MBCRC DEVICE LOAN AGREEMENT

1. **Parties**

This Device Loan Agreement shall be referred 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.

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**