



**PORT KENNEDY ASSOCIATION INCORPORATED**

PO Box 114, Thursday Island, Qld, 4875

Ph: 07 4069 2306 Fax: 07 4069 1977

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ABN: 73 504 400 188

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**EQUIPMENT HIRE POLICY**

- \* Hirer must contact or email Port Kennedy Administration on (07) 4069 2306 or [reception@pka.org.au](mailto:reception@pka.org.au) to obtain an application form.
- \* Application Forms **must** be fully completed and signed before payment is obtained and **before** equipment is made available to the hirer.
- \* Payments must be made at least 48 hours prior to hire via **Cash** or **EFTPOS**.
- \* Only after the first three conditions are fulfilled will the equipment be made available for use on the day specified by the hirer.
- \* All equipment **must** be switched off / unplugged and left in the hall after the function.
- \* Equipment inspections will be conducted by the Administration Officer and the Hirer upon return.

**CONDITIONS OF HIRE**

- \* All equipment must be returned in the same condition as it was prior to hire
- \* The same number of items hired **must** be returned
- \* Any damage found will be the responsibility of the hirer and charges to repair or replace the items will be billed back to the hirer.
- \* Any items missing will be the responsibility of the hirer.

I have read the conditions of hire and agree to abide by them. I accept that the failure to comply with all these conditions will result in the replacement of damaged or misplaced equipment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE**

***All items listed on the following page may not leave the hall at any given time during the period of hire, unless authorized by the Port Kennedy Association's Manager or Management Committee.***

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**Serving the Community**

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**EQUIPMENT HIRE APPLICATION FORM**

<b>Name of Hirer:</b>	
<b>Name of Hirer's Representative:</b>	
<b>Name of Designated Operator:</b>	
<b>Approximate Time of Use:</b>	_____ to _____

**CONTACT DETAILS**

<b>Phone / Fax</b>	
Work:	Home:
Mobile:	Fax:
<b>Address</b>	

**FINANCIAL DETAILS**

<i>Item</i>	<i>Date of Hire</i>	<i>Hourly Rate inc GST</i>	<i>Daily Rate inc GST</i>	<i>Hourly or Daily</i>	<i>Total Amount inc GST</i>
PA System		\$10.00	\$50.00		
White Board		\$5.00	\$20.00		
Electronic Whiteboard		\$10.00	\$50.00		
BBQ		N/A	\$30.00		
Bain-marie		N/A	\$30.00		
Overhead Projector		\$5.00	\$20.00		

I ..... on behalf of the above organization /  
I.....

I will be attending the Port Kennedy Association Inc. Hall at  
.....am/pm on ..... to attend the equipment inspection

<b>Signature of Hirer:</b>		<b>Date:</b>	
<b>Signature of Witness:</b>		<b>Date:</b>	

**Office Use Only**

All equipment in good order upon return	Yes / No		
Signature of AO		Date	

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