

# Event Equipment Application Form

## Applicant Details

Organisation Name:

Contact Person (for enquiries regarding application):

Postal Address:

Contact Number:

Email:

|                             |                              |                             |                               |                                |
|-----------------------------|------------------------------|-----------------------------|-------------------------------|--------------------------------|
|                             |                              |                             |                               |                                |
| <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Ms | <input type="checkbox"/> Miss | <input type="checkbox"/> Other |
|                             |                              |                             |                               |                                |
| Phone:                      |                              | Mobile:                     |                               |                                |
|                             |                              |                             |                               |                                |

## Event Information

Name of Event:

Location of Event:

Date/Time of Event:

Event Description:

(note: community events must be free and open to the public to qualify)

How is your event being promoted to the public?

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| (Inc type of event – fundraiser, school fete, cultural celebration and expected audience) |
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## Smoothie Bikes

How many bikes do you need?

☐ One Bike

OR

☐ Two Bikes

Please note Smoothie Bikes are supplied free of charge to community events to encourage healthy food choices. No alcohol or junk food is to be used in conjunction with the bikes.

## Fun and Games Equipment

☐ Giant Connect 4

☐ Plastic Stilts

☐ Large Parachute

☐ Walkabout Game (indoor only)

☐ Rubber Horseshoe Game

☐ Mega 4 In Line

☐ Rubber Quoits Set

☐ Giant Snakes & Ladders

☐ Large Chess Pieces

☐ Flexible Rubber Blocks

☐ Soft Tug of War Rope

☐ On Target

☐ Plastic Tumbling Blocks

## Accessible Flooring

- ☐ 5m (one roll)
 ☐ 15m (three rolls)
 ☐ 25m (five rolls)
- ☐ 10m (two rolls)
 ☐ 20m (four rolls)

## Sound Equipment

- ☐ **MiPro** (single, battery operated speaker on wheels – fees apply)

## Equipment Collections and Returns (week days only)

|  |                     |       |       |
|--|---------------------|-------|-------|
| <b>Accessible Flooring</b><br>9:00 am - 12:00 pm<br>Monday to Friday | Proposed Collection | Date: | Time: |
|  | Proposed Return     | Date: | Time: |
| <b>Fun &amp; Games</b><br>9:00 am – 12:00 pm<br>Monday to Friday     | Proposed Collection | Date: | Time: |
|  | Proposed Return     | Date: | Time: |
| <b>Smoothie Bikes</b><br>9:00 am – 4:00 pm<br>Monday to Friday       | Proposed Collection | Date: | Time: |
|  | Proposed Return     | Date: | Time: |
| <b>MiPro</b><br>9:00 am – 4:00 pm<br>Monday to Friday                | Proposed Collection | Date: | Time: |
|  | Proposed Return     | Date: | Time: |

Please provide details above regarding your proposed collection and return times for the equipment you require.  
Please note:

- equipment is available for collection between the above times on the last working day prior to your event, and available for return between the above times on the first working day after your event
- equipment can be collected from City of Darwin Civic Centre, 17 Harry Chan Avenue, DARWIN
- all equipment is to be transported by the borrower
- equipment hire fees are as per the currently endorsed Fees and Charges, available on our website.

## Conditions of Use

- 1 Event Equipment will only be lend to not-for-profit organisations, charities, community groups, and others (at the discretion of City of Darwin), where utilised for a community event within the Darwin municipality.
- 2 City of Darwin reserves the right to refuse to lend event equipment, and to manage bookings as to when equipment is available.
- 3 The applicant acknowledges that the use of the borrowed event equipment carries with it certain risks, which must be assessed and managed by the borrowing organisation.
- 4 The borrower must take all reasonable care against the equipment being damaged, lost or stolen.
- 5 The equipment must be returned to City of Darwin in the same condition in which it was borrowed. If on return the equipment is found to require cleaning, repairs or replacement, the borrower will be responsible for any costs incurred.

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|---|--|
| <p>6 With the exception of minor maintenance to the Smoothie Bikes (such as pumping up the tyres or putting the chain back on) the borrower is not to attempt to repair any of the equipment. Damage requiring repairs is to be brought to the attention of City of Darwin as soon as possible.</p> <p>7 Failure to return equipment by the agreed time may result in City of Darwin seeking the full costs for replacement from the borrowing organisation.</p> <p>8 The applicant shall, during the term of the hire and at the discretion of Council, keep in force a policy of public liability insurance for an amount not less than \$20 million in the name of the borrower.</p> <p>9 The applicant shall also be solely liable for and shall indemnify and keep indemnified City of Darwin against death of, or injury to the applicant or its employees or</p> | <p>subcontractors, or damage to equipment which arises howsoever out of or in connection with the loan and against all liability, loss, damage, actions, proceedings, claims etc brought against City of Darwin (whether at law or under any statute or otherwise howsoever), in respect or in connection with or in consequence of such death or injury or damage to equipment.</p> <p>10 The borrower is not to lend or hire the equipment to any other person or organisation, or use the equipment for any event other than that which is named on the application form.</p> <p>11 The applicant will acknowledge the assistance given by displaying a City of Darwin banner at the event.</p> <p>12 Any equipment with a loan fee attached (MiPro) needs to be paid for at least 10 days prior to collection.</p> |
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## Public Liability Insurance

- ☐ Public Liability Insurance Certificate attached

## Lodgement Details

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|--|---|
| <p><b>Post:</b> City of Darwin<br/>GPO Box 84<br/>DARWIN NT 0801</p> <p><b>Fax:</b> (08) 8930 0311</p> | <p><b>Hand Delivery:</b> Civic Centre<br/>17 Harry Chan Avenue<br/>DARWIN NT 0800</p> <p><b>Email:</b> <a href="mailto:darwin@darwin.nt.gov.au">darwin@darwin.nt.gov.au</a></p> |
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## Declaration

- I/We have read and understood the conditions and undertake to abide by and comply with all the conditions above and any special conditions of approval, which City of Darwin may impose as part of the loan of Council equipment.

|            |  |       |
|------------|--|-------|
| Full Name: |  |       |
| Signature: |  | Date: |

## Privacy Statement

City of Darwin collects personal information from you, including your personal contact details. We collect this information for the purpose of updating our administrative systems to be able to carry out Council's functions. The *Local Government Act 2019* allows or authorises us to collect this personal information and you may seek access to this information. We will only use your information for the purpose described here. City of Darwin may disclose the information provided by you to a third party, in accordance with the *NT Information Act* or our *Privacy Policy*. If you choose not to provide us with your information, we will be unable to complete your request. Your personal information will be handled in accordance with our *Privacy Statement* and the *Information Act 2002 (NT) (The Act)*. Council's Privacy Statement is available from City of Darwin, Harry Chan Ave, Darwin, or via the Council's website at [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au)