

Event Equipment Application Form

APPLICANT DETAILS

Organisation Name			
Postal Address			
Contact Person		Phone Number (w)	
Mobile Number		Fax Number	
Email			

EVENT INFORMATION

Name of Event	
Location of Event	
Date/Time of Event	
Event Description	(Inc type of event fundraiser, school fete, cultural celebration and expected audience)

SMOOTHIE BIKES

How many bikes do you need? One bike OR Two bikes

Please note Smoothie Bikes are supplied free or 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

<input type="checkbox"/>	Super Connect 4
<input type="checkbox"/>	Mega 4 In Line
<input type="checkbox"/>	Flexible Rubber Blocks
<input type="checkbox"/>	Plastic Stilts
<input type="checkbox"/>	4 Person Team Walkers
<input type="checkbox"/>	Quoits Ring Toss
<input type="checkbox"/>	Deluxe Tug of War

<input type="checkbox"/>	Large Parachute
<input type="checkbox"/>	Giant Snakes & Ladders
<input type="checkbox"/>	On Target
<input type="checkbox"/>	Walkabout Game (indoor use only)
<input type="checkbox"/>	Large Chess Pieces
<input type="checkbox"/>	Plastic Tumbling Blocks

ACCESSIBLE FLOORING

- 5m (one roll) 15m (three rolls) 25m (five rolls)
 10m (two rolls) 20m (four rolls) 30m (six rolls)

SOUND EQUIPMENT

- MIPRO - \$58** (single, battery operated speaker on wheels)
 PA System - \$111 (use of this system requires a qualified/experienced sound operator)

See next page for information on how to make payment for sound equipment.

Equipment Collection and Return – Week Days Only

Equipment	Hire Fee	Pick up from	When
Accessible Flooring	nil	Civic Centre – Harry Chan Avenue	9am – 12pm
Fun & Games	nil	Civic Centre – Harry Chan Avenue	9am – 12pm
Smoothie Bikes	nil	Civic Centre – Harry Chan Avenue	9am – 4pm
Mipro	\$58	Civic Centre – Harry Chan Avenue	9am – 4pm
Small PA	\$111	Civic Centre – Harry Chan Avenue	12pm – 4pm

Please provide details below regarding collection and return times for the equipment you require
Please note all equipment is transported by the borrower.

Accessible Flooring	Proposed Collection (between 9am and 12pm last working day prior)	Date:	Time:
	Proposed Return (between 9am and 12pm first working day after)	Date:	Time:
Fun & Games	Proposed Collection (between 9am and 12pm last working day prior)	Date:	Time:
	Proposed Return (between 9am and 12pm first working day after)	Date:	Time:
Smoothie Bikes	Proposed Collection (between 9am and 4pm last working day prior)	Date:	Time:
	Proposed Return (between 9am and 4pm first working day after)	Date:	Time:
Mipro	Proposed Collection (between 9am and 4pm weekdays)	Date:	Time:
	Proposed Return (between 9am and 4pm weekdays)	Date:	Time:
Small PA	Proposed Collection (between 12pm and 4pm weekdays)	Date:	Time:
	Proposed Return (between 12pm and 4pm weekdays)	Date:	Time:

Payment Options for Sound Equipment (PA and MIPRO)

- Call Customer Service on 08 8930 0300 and pay over the phone via credit card
- Pay in person at City of Darwin Civic Centre – credit card, EFT or cheque

For other payment methods please contact Customer Service on 08 8930 0300.

Conditions of Use

1. Event Equipment will only be loaned to not-for-profit organisations, charities, community groups and others (at discretion of the City of Darwin) where utilised for a community event within the Darwin municipality.
2. City of Darwin reserves the right to refuse to loan event equipment, and to manage bookings as to when equipment is available.
3. The applicant acknowledges that the use of the loaned 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 the City of Darwin in the same condition in which it was loaned. If on return the equipment is found to require cleaning, repairs or replacement the borrower will be responsible for any costs.
6. Apart from 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.
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.
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 \$20,000,000.00 in the name of the borrower.
9. The applicant shall also be solely liable for and shall indemnify and keep indemnified the City of Darwin against death of, or injury to the applicant or its employees or 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 the 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.
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 this application form.
11. The applicant will acknowledge the assistance given by displaying a City of Darwin banner at the event.
12. Any equipment with a loan fee attached (PA equipment and staging) needs to be paid for at least 10 days prior to collection.

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 the City of Darwin may impose as part of the loan of Council equipment.

PUBLIC LIABILITY INSURANCE

Public Liability Insurance Certificate attached

Name:			
Signature:		Date:	

Privacy Statement

The information requested by this form is being collected by the Council for the purpose of arranging the hire of Council GIG GEAR. Your application will not be able to be processed if you do not provide this information. Your personal information is managed in accordance with Council's Privacy Policy which is available at www.darwin.nt.gov.au or on request from the Council Office (Civic Centre, Harry Chan Avenue, Darwin). Council may only disclose the information provided by you if required or authorised by law or in accordance with our Privacy Policy. You may obtain access to your personal information by submitting an application form available at Council or on Council's website or by contacting the Manager Corporate Information on (09) 8930 0300.