

Event Equipment Application Form

OFFICE USE ONLY				Common No.	
Receipt No.		Date Approved		Date Collected	
PLI Received		Approved by		Date Returned	

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"/>	Plastic Stilts
<input type="checkbox"/>	Giant Snakes and Ladders
<input type="checkbox"/>	Large 60cm Plastic Chess Pieces
<input type="checkbox"/>	Large Parachute – 7m with 16 handles
<input type="checkbox"/>	Ring Toss Game (Quoits)

<input type="checkbox"/>	On Target
<input type="checkbox"/>	Hi Tower (Mega Jenga)
<input type="checkbox"/>	Summer Skis (4 pairs)
<input type="checkbox"/>	Flexible Rubber Blocks
<input type="checkbox"/>	Tic Tac Toe Toss
<input type="checkbox"/>	Power Pull Tug of War Rope (15m)
<input type="checkbox"/>	Walkabout Game (indoor use only)

ACCESSIBLE FLOORING

- | | | |
|--|--|---|
| <input type="checkbox"/> 5m (one roll) | <input type="checkbox"/> 15m (three rolls) | <input type="checkbox"/> 25m (five rolls) |
| <input type="checkbox"/> 10m (two rolls) | <input type="checkbox"/> 20m (four rolls) | <input type="checkbox"/> 30m (six rolls) |

PA EQUIPMENT

- MIPRO** - \$55 (single, battery operated speaker on wheels)
- PA System** - \$105 (use of this system requires a qualified/experienced sound operator)

TEMPORARY STAGING

- Stage Kit Trailer** - \$305 (delivered, set up, packed down and collected from event site)
- Aluminium Staging** - \$70/panel **Number of Panels:** _____ (up to five available)

Equipment Collection and Return

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	\$55	Civic Centre – Harry Chan Avenue	9am – 4pm
Small PA	\$105	Civic Centre – Harry Chan Avenue	12pm – 4pm
Aluminium Staging	\$70/panel	Operations Centre – Bishop Street	8.30am – 4pm
Stage Kit Trailer	\$305	n/a - delivered to site by City of Darwin	8am – 4pm

Please provide details below regarding collection and return times for the equipment you require (as indicated on the preceding page). Please note all equipment apart from the Stage Kit Trailer is transported by the borrower.

Accessible Flooring	Proposed Collection (between 9am and 3pm last working day prior)	Date:	Time:
	Proposed Return (between 9am and 3pm first working day after)	Date:	Time:
Fun & Games	Proposed Collection (between 9am and 3pm last working day prior)	Date:	Time:
	Proposed Return (between 9am and 3pm first working day after)	Date:	Time:
Smoothie Bikes	Proposed Collection (between 9am and 3pm last working day prior)	Date:	Time:
	Proposed Return (between 9am and 3pm 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:
Aluminium Staging	Proposed Collection (at Ops Centre between 8.30am and 4pm weekdays)	Date:	Time:
	Proposed Return (at Ops Centre between 8.30am and 4pm weekdays)	Date:	Time:
Stage Kit Trailer	Proposed Set Up (on site between 8am and 4pm weekdays)	Date:	Time:
	Proposed Pack Down (on site between 8am and 4pm weekdays)	Date:	Time:

Payment Options – PA Equipment and Temporary Staging

- Call Customer Service on 08 8930 0556 and pay over the phone via credit card
- Pay in person at City of Darwin Civic Centre – cash, credit card, EFT or cheque

For other payment methods please contact Customer Service on 08 8930 0556.

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.