



Name of Applicant:

Name of Organisation:

Address:

Phone:

Email:

Event Venue:

Event Date:

Event Description:

**Please describe where and how the equipment will be stored if overnight hire required.**

(All equipment must be locked away and stored in a weather proof environment.)

Pick up Date:

Time:

Return Date:

Time:

Current copy of Public Liability Insurance attached? (Min \$10m)

I can confirm that the information in this application is correct, that I have read and agree to comply with the terms and conditions of hire on page 2 (two) of this application.

**Signature:**

**Date:**

Approved: YES / NO

**OFFICE USE ONLY**

Special Conditions:

Portable Smart Screen Movie  
System Application

## Fees & Deposits

Payment is required prior to collection.

Deposit—\$1000

1 day (24hrs) - \$200 minimum hire

3 days—\$500

## Terms

1. The Hirer is responsible for:
  - a) Leaving the equipment in a clean and tidy condition after use, including brushing off dust. If the stretch Lycra screen is dirty after use, it can be put in a washing machine with mild soap on a gentle cycle and hung out to dry.
  - b) Exercising all reasonable care of the equipment and immediately reporting any damage or malfunction.
  - c) Ensuring that all equipment checked out on the checklist is returned on check in.
2. Hiring times to be strictly complied with. Prior access for setup or delivery of goods may be treated as additional hiring time and charged accordingly.
3. All equipment to be returned to the Community Development Unit before 10am on the first working day after the conclusion of the hiring period. Late returns may be treated as additional hiring time and will be charged accordingly.
4. Hiring fees are payable in advance.
5. Council reserves the right to refuse or cancel an application.
6. Once the equipment has been picked up from the Civic Centre the hire fees will be non-refundable. Regardless of whether or not the equipment is used during its hire the full fees will be applicable. If the equipment does not leave the Civic Centre a refund of the hire fees may be granted.
7. **Hire of cinema package DOES NOT come with set-up, transport or operational assistance. Alice Springs Town Council can provide a list of local AV contracts if requested.**