

**TAS Premises / Facilities / Equipment on Loan or Hire to:** \_\_\_\_\_

Staff       Other individual       Organisation \_\_\_\_\_

Name of borrower/hirer:		B/H Phone:		Period of loan/hire	
		A/H Phone:		From:	
				To:	
Description of proposed use of premises or equipment:					
Equipment	Qty	Premises		Facilities	Qty
Camera (digital/still)*		McConville Centre		General Lighting	
Video Camera/s*		Memorial Hall		General Heating	
Digital Projector*		Green Room		Piano	
Tripods		Broughton Courtyard		Kitchen Facilities	
Computers & Recharge Boxes		Computer Centre		Parking	
School Bus** / Utility**		Chapel		Stage Lighting	
Canoes / paddle/s / helmet/s/ jackets No.    No.    No.    No.		Boarding House		PA System	
Tents		Llibrary		Barbecue Facilities	
Tables / Chairs		Other Rooms ( <i>pls state</i> )		Seating/Furniture Required	
Kitchen equipment / Utensils (Description)				Video / Screen / Digital Projector	
*Serial No.	Hire Fee \$ _____ flat or \$ _____ per				
**Rego No.	Security Deposit*: \$ _____		Late Return Fee \$ _____ per		
I acknowledge receipt of the equipment and agree that:					
a) I have inspected the equipment and consider it to be in good condition;					
b) I understand the method of operation of the equipment and shall not try to avoid liability for damage on the grounds of not being familiar with operational procedures;					
c) I shall ensure that the equipment borrowed/hired is not used by a third party;					
I undertake to return the equipment borrowed/hired in good condition on or before the due date but also agree that the equipment is earlier returnable on demand;					
e) I shall advise the person from whom I borrowed/hired the equipment immediately I become aware of any theft or loss of or damage to the equipment or any part of it					
f) <b>The following clause (f) shall not apply in cases where authority is given to take equipment off campus for School purposes</b> I agree to accept complete responsibility for the equipment until returned and agree to pay for any repairs necessary or the current market value in the event of theft or loss of or damage to the equipment while borrowed/hired, whether due to my negligence or not.					
	<b>Name:</b>		<b>Signed Out:</b>		<b>Signed In:</b>
Staff authorising loan/hire			Date		Date
Borrower/hirer (who acknowledges having read and understood these conditions)			Date		Date
Witness or borrower/hirer signature			Date		Date
Staff receiving returned equipment in good condition			Date		Date

**Original** – retained by staff member responsible for hire out. A copy is to be forwarded to the Business Manager upon 'sign in' when the hired/borrowed goods are returned.

**Copy** – retained by borrower/hirer upon hiring of equipment (photocopy required)

**Copy** – to Business Manager's Office (after completion of hire/loan)