**EQUIPMENT BOOKING FORM - UOW PULSE**

**CONTACT DETAILS:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Hiring:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PICK UP DETAILS:**

Who Will Be Picking Up the Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Pick Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Pick Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of Pick Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| *OFFICE USE ONLY* | | |
| SIGHTED BY: | DATE: | TIME: |

**RETURN DETAILS:**

Who will be returning the items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Drop Off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Drop Off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of Drop Of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| *OFFICE USE ONLY* | | |
| SIGHTED BY: | DATE: | TIME: |

*BOOKED BY UOW PULSE STAFF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| *ITEM* | *QTY* | *REPLACEMENT FEE* | *TICK IF TAKEN:* |
| *Deck Chairs (Max. 20)* |  | *$100.00* |  |
| *Umbrellas (Max. 2)* |  | *$575.00* |  |
| *Umbrella Bases (Max. 2)* |  | *$99.00* |  |
| *Marquee 3x3* |  | *$530.00* |  |
| *Marquee Bases* |  | *$99.00* |  |
| *Main PA System (Incl. Mic, 2 Speakers, 2 Stands, 1 Mic Stand)* |  | *$1448.00* |  |
| *2nd PA System (Incl. BOSE Speaker, Aux Cable, Microphone)* |  | *$595.00* |  |
| *Picnic Blankets (Max. 10)* |  | *$29.00* |  |
| *Lawn Games: Jenga* |  | *$50.00* |  |
| *Lawn Games: Connect Four* |  | *$50.00* |  |
| *Portable Gas BBQ* |  | *$299.00* |  |
| *Gas Bottle (9kg)* |  | *$80.00* |  |
| *Built-in BBQ: Jugglers Lawn (incl. Key & Cleaning Tub)* |  | *$50.00* |  |
| *Spin the Wheel* |  | *$87.00* |  |
| *Volunteer Shirt* |  | *$20.00* |  |
| *Trestle Table (Max. 8)* |  | *$70.00* |  |
| *UniClubs Tablecloth* |  | *$199.00* |  |
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***Want to book catering, venue AND equipment? Contact ASPIRE!***

[***https://www.aspireevents.com.au/catering/***](https://www.aspireevents.com.au/catering/)

**HIRE AGREEMENT:**

*If items are returned in unsatisfactory condition, you will be emailed an invoice for immediate payment after hire period ends.*

*By signing the below you agree to the above cost per equipment if it is lost or damaged during hire*

*PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*OFFICE USE ONLY: PLEASE UPLOAD SIGNED DOCUMENT TO VENUE OPS BOOKING*