

APPLICATION FOR HIRE OF PORTABLE TOILET

Please complete all the details below. This form is to be submitted to the Shire of Quairading no less than one week before the date of hire. Bookings will be confirmed only when hire form has been submitted and correct payment of bond and hire fees have been made.

Organisation			
Name		Number of Toilets	
Email			
Address		Postcode	
Phone		Date of Hire	
Event			
Event Address			
Date of Collection		Date of Return	

- 1 Hirer must be eighteen (18) years of age or over.
- 2 Hire and Bond as per Council Fees and Charges. Payment and hire forms must be completed and received to confirm booking.
- 3 Deposit or hire charge (if required) is to be paid before hire period
- 4 Council staff have no authority to waive deposit/hire fees, a written application to council is required
- 5 If the Toilet/s are not left in a condition that is acceptable to Council, a cleaning fee will be deducted from the deposit amount or charged to the hirer.
- 6 Cancellation should be notified 48 hours prior to hire for a refund.
- 7 The hirer will indemnify and keep indemnified the Council from and against all actions, suits, proceedings, claims and demands which may be brought and maintained or made against Council;
 - a) By any servants or agents of the hirer for any cost occasioned by or arising from the use of the equipment.
 - b) By any person or persons arising out of or occasioned by any act or omission on the part of the hirer, their servants or agents or the failure of the hirer, their servants or agents to observe these terms and conditions;
 - c) By any person, when using the equipment

Signed		Date	
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Payment can be made by completing the card details below, by credit card over the phone or at the Shire Administration Office.

Phone: (08) 9645 2400, Fax: (08) 9645 1126 E-mail: shire@quairading.wa.gov.au

Payment Details:

Name on Card														
Card Number														
Expiry Date									Amount	\$				

RECEIVING OFFICER					
Date Booked					
Date Paid		Receipt Number			
Hire Amount	\$	Bond Amount		\$	
Completed By		<input type="checkbox"/> Hire Agreement Completed <input type="checkbox"/> Entered in Bond Register			
WORKS DEPARTMENT					
Collection of toilets by hirer	Date & Time			Initial	
Return of Toilets	Date & Time			Initial	
<input type="checkbox"/> Toilet/s emptied & cleaner prior to return					
Additional cleaning required: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:					
ACCOUNTS					
Refund Amount			Bond Retained	Yes / No	Amount \$
GL Code	6222	GST:	\$ N	Creditor Number	
Completed By			Authorised By		
Date Bond Processed			<input type="checkbox"/> Bond Register Updated		