

Hire / Loan of Council Equipment

Any questions regarding this form please contact Customer Service on 08 8553 4500 or email kicouncil@kicouncil.sa.gov.au

Please return completed forms to:

In Person: Kangaroo Island Council, 43 Dauncey Street, Kingscote
Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw
By Post: PO Box 121, Kingscote SA 5223
Fax: 08 8553 2885
Email: kicouncil@kicouncil.sa.gov.au

Applicants Details

Are you an employee of Council:

☐ YES (File: 6.2.2)

☐ NO (File: 6.2.1)

Name:

(please use block letters)

Organisation:

Postal Address:

Telephone:

Mobile:

Nature of Function:

Date/s of Function

to

Equipment Proposed to be
Hired:

Date of Collection:

Time of Collection:

Date of Return:

Time of Return:

Conditions of Hire

1. Fees refer to the Council's current Fees & Charges.
2. The maximum hire period is 4 working days unless otherwise negotiated with Customer Service staff.
3. The equipment must be returned by 9.30am at the latest on the morning following the hire period.
4. The hirer shall make good or reimburse the Council for all damages or loss incurred.
5. A hire charge or bond maybe imposed at the discretion of Council.
6. Hire/Loan approval is at the discretion of Chief Executive Officer or delegated officer.

I agree, on behalf of the organization named above, to abide by the conditions of the use of the facility as stated.

Signature:

Date:

Office Use Only

Approved by CEO or
delegated officer:

Council Pre Hire/Loan Inspection of Equipment

The Equipment:

Is in working order subject
to the following:

Position:

Signature:

Date:

Approval

Council:

☐ Approves☐ Does Not Approvethe use of the Council
equipment subject to the
following additional
conditions:

Cost:

Position:

Signature:

Date:

Council Post Hire Inspection of Equipment

The equipment was inspected on:

and the following
comments are made in
relation to the condition of
the equipment:

Position:

Signature:

Date: