



Equipment Hire Agreement

This Equipment agreement is between CREATIVE NORTHLAND and

Name/Organisation: _____(hereinafter 'the lessee')

Address: _____

Phone: _____

Email: _____

Hire of CREATIVE NORTHLAND equipment for use by its stakeholders are subject to the rules and regulations of CREATIVE NORTHLAND and subject to the following conditions:

1. List of items – please tick items to be taken

P.A. System Equipment - All

- | | |
|---|--|
| <input type="checkbox"/> ___ x Speakers | <input type="checkbox"/> 1 x speaker power box and cables |
| <input type="checkbox"/> ___ x Speaker Stand | <input type="checkbox"/> 1 speaker extension box plus cables |
| <input type="checkbox"/> 3 x mid length microphone speaker cable | <input type="checkbox"/> 2 x 6m black cables |
| <input type="checkbox"/> 1 x 12 metre microphone speaker cable | <input type="checkbox"/> 2 small silver amp plugs |
| <input type="checkbox"/> 3 x Microphones | <input type="checkbox"/> 3 black power cables (paper bag unused) |
| <input type="checkbox"/> 1 x Mixing desk and aluminum flight case | <input type="checkbox"/> 4 black power cables (speakers) |
| | <input type="checkbox"/> 1 short extension lead (white & black plug) |

Other Equipment

- | | |
|--|---|
| <input type="checkbox"/> ___ 3x3 gazebos | <input type="checkbox"/> ___ Chairs |
| <input type="checkbox"/> ___ 6x6 gazebos | <input type="checkbox"/> ___ Bean Bags |
| <input type="checkbox"/> Gazebo Walls, Pegs + Misc items | <input type="checkbox"/> ___ Outdoor Mats |
| <input type="checkbox"/> ___ Tables | <input type="checkbox"/> ___ Pigtails |
| <input type="checkbox"/> ___ Projector | |
| <input type="checkbox"/> Other _____ | |

2. Procedure

- Equipment can be rented on a 'first come first serve' basis.
- Members must register their interest with one of CREATIVE NORTHLAND's staff members or more specifically admin person before any hire can be confirmed.
- Equipment can be hired as often as desired but in order to ensure equality members are asked not to block the same dates (e.g. every weekend) in advance.
- After the rental is confirmed the equipment is to be picked up by the hirer on the day of the rental or the day before (as per booking) from the CREATIVE NORTHLAND office during business hours (Mon-Thu 10am-4pm).
- During the period of the rental it is the responsibility of the hirer for the safety and standard of the equipment (see 4. *Responsibilities*).
- After the hire period the equipment has to be returned by the hirer to the CREATIVE NORTHLAND office during business hours on the last day of the rental or the day after (depending on the booking sheet) in the same condition it was signed out.

3. Fees and rental periods

- The maximum hire period is 7 days. Exceptions might be granted on a case-by-case basis.
- Hire does not include: Pick-up or drop-off by CREATIVE NORTHLAND or technical assistance through CREATIVE NORTHLAND.
- Failure to return an item on time may result in a late fee of \$25.00 (+GST) per day unless otherwise agreed.
- The hirer understands and agrees that he has 30 days to settle all accounts and pay all charges and fees due to CREATIVE NORTHLAND.
- No refunds are paid in any circumstances.

4. Responsibilities

- The hirer is responsible for the care, custody, control and condition of the item during the time of hire.
- During the time of hire the item(s) need to be treated with greatest care. All Equipment to be safely locked away when not in use and handled carefully by experienced and trained staff only.
- The hirer is responsible for any damage, theft or loss that occurs as a result of hiring the equipment. CREATIVE NORTHLAND will bill the hirer for the repair or replacement charges.
- CREATIVE NORTHLAND checks all equipment regularly and ensures there are no operational defects before giving it to the customer. If for any reason the equipment stops working the hirer must phone or email Creative Northland office's and inform us of the problem so we can provide the necessary technical support to resolve the issue.

5. Dates of Hire

The equipment listed will be hired from _____

Returning to Creative Northland on _____ before 4.30pm

Date Equipment Uplifted ____/____/____ (initials)

Date Equipment Returned ____/____/____ (initials)

6. Signing Agreement

I _____ have fully read and understood CREATIVE NORTHLAND's policies.

By signing this agreement you take full responsibility for hiring the equipment as per outlined in this agreement.

Hirer's Signature: _____ Date _____

CREATIVE NORTHLAND signature: _____

Office:

- Photocopy original document**
- Original copy – Creative Northland keeps
- Copy of original document – to hirer
- Returning equipment** – hirer signs original and copy of hiring agreement.
- Signed Copy to hirer. File original agreement