

# City of Unley Event Planning Toolkit

## Event Kit Booking Form

Item	Image	Replacement Cost (if lost or broken)	Items Required (please tick)
<p><b>A-Frame Sign</b> A-frame sign that can be used to attach your own poster to. Please do not write on the sign.</p>		\$315.00	
<p><b>Decorative Bunting</b> City of Unley branded bunting. Please do not cut in to smaller lengths.</p>		\$50.00	
<p><b>Giant Connect Four</b></p>		\$295.00	
<p><b>Giant Chess</b></p>		\$195.00	
<p><b>Giant Snakes and Ladders</b></p>		\$80.00	
<p><b>Giant Foam Dice</b> (to be used for snakes &amp; ladders)</p>		\$70.00	
<p><b>Giant Dominos</b></p>		\$70.00	
<p><b>Giant Noughts &amp; Crosses</b></p>		\$125.00	
<p><b>Bocce Set</b></p>		\$40.00	
<p><b>Rope Quoits</b></p>		\$50.00	
<p><b>Giant Jenga</b></p>		\$100.00	

## HIRER DETAILS

Company/organisation name

Address

Contact name

Contact number

Email address

## EVENT DETAILS

Name of event

Event date

Proposed venue

Free community event?

YES

NO

Equipment  
pick up date

Equipment  
pick up time

Equipment  
drop off date

Equipment  
drop off time

Participation profile and expected numbers

Give a brief description of your event

I hereby agree to release, discharge and hold the City of Unley harmless for any accidents, harm and/or loss suffered by any person who has borrowed any item, whether that is damage caused by any fault or negligence on the part of the City of Unley Event Kit or otherwise.

Further, I agree to indemnify and keep indemnified the City of Unley against all actions, expenses, claims and demands connected with the hire of the Event Kit.

I have read and agree to adhere to the Terms and Conditions of hire\*

Name\*

Signature\*

Date\*

Parent/Legal Guardian Consent (if applicant is under 18 years of age)

I, \_\_\_\_\_ (print name)

of \_\_\_\_\_ (address)

agree to the Terms and Conditions of Hire and give consent for my child/ward to hire equipment from the City of Unley. \_\_\_\_\_ (name)

## TERMS AND CONDITIONS OF HIRE

1. The Event Kit is only available for hire to community organisations or individuals who are running free public events within the City of Unley.
2. Booking of all equipment is to be undertaken through Council's Event Coordinator.
3. Before you or your organisation are able to hire the equipment, the attached Booking Form must be completed and returned to Council's Event Coordinator.
4. If the hirer is under the age of 18 years, parent/guardian consent is required to hire the equipment
5. A maximum of one weeks hire is permitted.
6. Booking dates and times must be adhered to.
7. It is the responsibility of the hirer to check the condition of the equipment for any damage prior to leaving with borrowed items. Any existing damage to the equipment must be brought to the attention of Council's Event Coordinator at this time.
8. It is the responsibility of the hirer to ensure any person using the equipment whilst it is on hire does so in the manner in which the equipment is designed to be used.
9. The equipment is to be used in a safe manner and reasonable precautions are to be made to prevent any damage to any of the equipment.
10. All equipment must be returned in the same condition as when it was collected.
11. All equipment is to be returned to Council's Event Coordinator between 9:30am – 12 noon Monday to Friday unless alternative arrangements are made.
12. Any damage caused to equipment, except normal wear and tear, must be reported to Council's Event Coordinator at the earliest opportunity following the hire. Where the damage is considered by the City of Unley to be as a result of negligence of any user or as a result of not complying with the Terms and Conditions of Hire this will result in the hirer paying costs to replace the equipment.
13. If any equipment is lost, the City of Unley reserves the right to demand payment to cover the cost of replacement.
14. City of Unley will not be responsible or be liable in the case of loss or damage to property of person or injury as a result of using the equipment.
15. The hirer agrees to comply with all directions given by Council's Event Coordinator or any other Council Officer in the hire and use of the equipment.